

**MONTANA STATE UNIVERSITY – GREAT FALLS  
COLLEGE OF TECHNOLOGY**



**EMPLOYEE HANDBOOK**

**FEBRUARY 2006**

## MESSAGE FROM THE COLLEGE DEAN

Dear College Employee:

MSU – Great Falls embraces quality, student-centeredness, and responsiveness as the core values that make our mission unique and distinctive. We rely on you to live out those values in the work you do each day.

Achieving our mission requires that we provide high-quality educational offerings that lead to successful employment in high-skill fields and/or successful transfer to four-year colleges and universities. Achieving our mission requires that we ensure meaningful access to our programs and services for all students and authentic concern and attentiveness to each student that we serve. Achieving our mission requires that we be mindful of and responsive to our multiple constituencies – the businesses and industries relying on us for a well-prepared workforce; the parents, spouses, and children of our students making sacrifices for their loved ones' education; and the community, the region, and various sectors of the state turning to us to claim the benefits of the Montana University System. Finally, achieving our mission requires that we be responsible and accountable in our use of College resources.

Each of us has a job to do to meet all these expectations, but it is only by working collectively – as a team – that we succeed. Behind the education that any student receives from MSU – Great Falls College of Technology is not just an excellent faculty, but an intricate web of effective personnel and sensible processes that ensure that the technology works, the tests arrive on time, the advice saves time, the tutoring saves tears, the library has the right stuff, the program is accredited ... the list goes on and on.

Teamwork is essential, and teamwork depends on the understanding, comfort, and commitment of each team member. In this Employee Handbook, we attempt to give you the information you need to understand, be comfortable with, and make a commitment to your part in this team effort. We tried to anticipate the things you would want and need to know, but if you have questions or concerns, don't hesitate to ask.

As College employees, we are proud of our past accomplishments and look forward to a future rich with challenges. Thank you for all you do to help MSU – Great Falls live out its values and achieve its goals.

Sincerely,

Mary Sheehy Moe, Dean  
Montana State University – Great Falls College of Technology

## **INTRODUCTION TO THE EMPLOYEE HANDBOOK**

The purpose of this Handbook is to provide employees of the Montana State University – Great Falls College of Technology with a guide to the implementation of personnel policies and benefits that are affirmed through past practice and/or current negotiated agreements between the College and its personnel in order to foster clear communications, amiable work relationships, and consistency in personnel administration.

In addition, the Handbook will serve to apprise personnel of applicable College, Board of Regents, State of Montana, and/or federal policies that have a bearing on them as College personnel but may not be directly associated with terms of employment, benefits, and responsibilities that are a part of current negotiated agreements.

This Handbook is not intended to pre-empt or circumvent current negotiated agreements, Board of Regents, and/or State of Montana policies or to serve as an employment contract. Rather it is anticipated that the Handbook will be a useful resource in regard to matters of employment and relevant information about the MSU – Great Falls College of Technology, its mission, philosophy, goals, and objectives.

This Handbook is not all-inclusive, and suggestions for modifications and/or inclusions are invited. Suggestions may be communicated to supervisors/department chairs, the Human Resources Director, the Associate Dean, or the Dean.

In the event that any portion of the Handbook conflicts with current negotiated agreements, Board of Regents, State of Montana and/or federal policies, the aforementioned policies shall govern.

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## SECTION I - ADMINISTRATION AND ORGANIZATION

### **ABOUT MONTANA STATE UNIVERSITY—GREAT FALLS COLLEGE OF TECHNOLOGY**

As an employee of MSU—Great Falls College of Technology, you are an important part of a vibrant and exciting educational institution. The College strives to provide students with an educational opportunity that will directly and positively influence their lives and that seeks to respond to the changing economic needs of the region and State as well.

#### **History of the Institution**

MSU—Great Falls College of Technology was established by the Montana Legislature in 1969 as one of five state-designated postsecondary vocational-technical centers offering employment training in vocational and technical fields. At that time, the Great Falls School District, the College's original governing body, offered training at five different locations in practical nursing, dental assisting, secretarial, and food services. In 1971, these programs were physically consolidated at two elementary school sites.

In 1973, a plan was initiated and approved for land acquisition and construction of a unified center. In 1976, construction of the current campus was completed, utilizing \$2 million in state monies and \$2 million in local monies.

In 1987, the Montana Legislature assigned the general administration and supervisory control of the five vocational-technical centers to the Montana Board of Regents of Higher Education.

In 1990, the Board of Regents granted the College the authority to award Associate of Applied Science Degrees (AAS) for two-year programs meeting specific AAS degree criteria.

In 1994, the Board of Regents voted to restructure the Montana System of Higher Education. As a result, the Great Falls Vocational-Technical Center administratively merged with Montana State University—Bozeman and its name was changed to Montana State University—Great Falls College of Technology.

In 1996, the Board of Regents granted the College authority to award the Associate of Science Degree, and in 2004 to award the Associate of Arts Degree to individuals seeking to complete the first two years of a four-year degree.

## **Accreditation**

Montana State University—Great Falls College of Technology is fully accredited by the Northwest Association of Schools and Colleges, Commission on Colleges. In addition, programs offered at MSU—Great Falls are approved by the Montana Board of Regents for Higher Education, United States Department of Education, Division of Vocational Rehabilitation, Veterans Affairs, Bureau of Indian Affairs, Montana Emergency Medical Services Bureau, and the Montana State Board of Nursing.

Accreditation agencies for specific programs include the American Dental Association, American Health Information Management Association, and the Joint Review Committee for Respiratory Therapy Education of the American Medical Association.

## **Mission of the Institution**

Montana State University—Great Falls College of Technology is a public postsecondary two-year educational institution affiliated with Montana State University—Bozeman. The College is committed to a dual mission: providing viable technical education to prepare individuals for work in a technologically driven global economy, and providing learning opportunities to enhance educational access to the Montana University System.

Montana State University—Great Falls College of Technology, delivering course offerings on campus as well as at appropriate off-campus sites and through electronic technology, has an academic mission to:

- Award Associate of Applied Science degrees or certificates in the career areas of Health Sciences and Business and Technology;
- Award Associate of Science and Associate of Arts Degrees for transfer to four-year programs;
- Offer courses reflective of the core curriculum requirements at Montana State University—Bozeman; and
- Offer courses, seminars, workshops, and customized training to meet the educational needs of individuals, businesses, and other populations.

Montana State University—Great Falls College of Technology is a teaching institution that:

- Provides beneficial and accessible technical education for training or retraining in high-demand career fields to meet present and emerging employment needs;
- Provides general core transfer courses parallel to the first year of a four-year degree and associate degrees parallel to the first two years of a four-year degree;
- Stresses a learner-centered approach to the delivery of educational services;
- Promotes equal opportunity in education for all students; and
- Engages in community service and technical assistance activities.



Montana State University—Great Falls College of Technology designs its programs and courses to enhance students' ability to:

- Demonstrate competence in technical and related subject matter to realize lifelong career goals;
- Acquire the knowledge and skills to live a productive life while achieving a balance between career, personal life and service to others;
- Analyze problems and identify and evaluate important information resources;
- Recognize the importance of lifelong learning and gain the confidence to be a self-directed learner;
- Think critically with a sensitivity to the human community and to the ethics of the physical world; and
- Discover personal potential and respect the uniqueness of others.

Montana State University—Great Falls College of Technology is committed to strengthening access to public postsecondary educational opportunities through the administration of the Montana University Higher Education Center in Great Falls, the maintenance of a contemporary telecommunications complex, and the expansion of collaborative relationships with secondary and postsecondary institutions as well as with appropriate business, government, and human service entities, to ensure the most effective use of resources.

### **Programs of Study**

The College's academic programs of study are organized into three major areas: Health Sciences, Business & Technology, and Arts & Sciences. The specific programs of study offered are described in the College's catalog.

### **Strategic Planning/Continuous Quality Improvement**

Strategic Planning/Continuous Quality Improvement at MSU—Great Falls is an ongoing planning and evaluation process involving the entire institution. Formally initiated in 1991, this process relies on the input of College staff, student and community representatives as well as on indicators of institutional effectiveness in order to improve present offerings, envision the future, and develop the necessary procedures, programs, and resources to achieve that future.

### **Academic Year Calendar**

The organization of the academic year at MSU—Great Falls is based on a semester system that includes two sixteen-week semesters, Fall and Spring, and a Summer session of either eight or ten weeks in duration, depending on the course scheduling needs of students and departments. The calendar for each academic year indicating important school dates, activities, and holidays is based on a common year calendar for Montana State University Campuses. This year's calendar is available from Academic Resources, Admissions & Records, or online at <http://www.msugf.edu/schedules/default.asp>.

## ADMINISTRATIVE AND ORGANIZATIONAL STRUCTURE

The College's administrative and organizational structure is illustrated through its Organizational Chart, which can be found online or from the Division Chief of Communications and Extended Learning. The general responsibilities for each entity within the College's organizational structure are as follows:

### External Governance

***Montana Board of Regents for Higher Education:*** The Board is charged with the overall responsibility for governing the Montana University System (MUS), with which MSU—Great Falls is affiliated, with regard to general policy determination, educational program approval and budget oversight. The website for the Board of Regents can be found at [www.montana.edu/wwwbor/](http://www.montana.edu/wwwbor/).

***Commissioner for Higher Education:*** The Commissioner provides administrative input and serves as liaison between the Board of Regents and state government entities, including the legislative assembly, to ensure that the mission, programs, and goals of the College are congruent with the overall mission, programs, and goals of the Montana Higher Education system. The website for the Commissioner's office can be found at [www.montana.edu/wwoche/](http://www.montana.edu/wwoche/).

***President:*** Montana State University—Bozeman has the final responsibility for the operation of the Montana State University System in regard to reportorial responsibilities to the Commissioner, delineation of strategies to ensure the effectiveness of the system, oversight of program development and quality, and policy formation and implementation to ensure the effectiveness of the system. MSU—Bozeman's website address is [www.montana.edu](http://www.montana.edu).

### Internal Structure

***Dean/CEO:*** The Dean has the overall responsibility for the integrity and effectiveness of the College's operation to ensure that its resources and energies are focused toward the achievement of the College's mission and objectives. The Dean also provides mediation and resolution of issues unresolved through other management levels, communicates with the President of Montana State University—Bozeman, and conducts community service and public relations activities on behalf of the College.

***Associate Dean for Academic Affairs and Student Services:*** The Associate Dean for Academic Affairs and Student Services develops, implements, and assesses academic programs; orients, supervises, and evaluates all full-time faculty; develops and interprets academic and student services policies; ensures that student services support high-quality, student-centered educational programming; interacts with advisory committees and community groups to identify and respond to academic needs; and provides direct support to

the Dean in policy and finance, strategic planning and accountability, and resource allocation. The structure of the departments that report directly to the Associate Dean is as follows:

Academic Departments: Arts & Sciences, Business & Technology, Health Sciences

*Department Chair:* these individuals are appointed by the Dean and provide daily guidance for faculty with regard to department budgets, course schedules, student advising, and problem resolution; serve as liaison for communications with other departments, faculty, and administration; and provide input to administration regarding institutional planning, policies and procedures and the overall institutional budget.

*Program Directors/Lead Faculty:* faculty members within each department who have general responsibility for a specific program or academic discipline with regard to development, curriculum, textbooks, instructional materials, evaluation, modification, implementation, record keeping, accreditation, and interactions with advisory committees.

*Faculty:* personnel who have responsibility for the delivery of quality courses reflective of industry standards; advisement and evaluation of students; course development, implementation, evaluation, and modification; record keeping; and input into the overall quality and effectiveness of the program and department they represent.

*Adjunct Faculty:* personnel who have responsibility for the delivery of quality courses reflective of industry standards, evaluation of students, course implementation, evaluation, and modification, record keeping, and input into the overall quality and effectiveness of the discipline and department they represent.

Student Services:

*Academic Resources:* The personnel in Academic Resources are responsible for the delivery of services to guide, assess, support, place, and follow students into and through the educational process. This area includes Retention Counseling, Academic Advising and Enrollment Services, Career Counseling, Disability Services, Equal Opportunity, and the Educational Opportunity Center. Limited personal counseling services may be available through Academic Resources, depending on the availability of Counseling Interns. The Associate Dean is also located in Academic Resources.

*Admissions & Records:* The personnel in Admissions & Records are responsible for processing, reviewing, maintaining, and protecting the confidentiality of all documents and information related to student applications and academic records. This department also coordinates course schedules, has ultimate responsibility for the Student Catalog, determines eligibility for graduation, regulates FERPA compliance, and manages the electronic student files kept in BANNER.

*Financial Aid:* The Financial Aid Office is responsible for processing and regulating all third-party funding for student enrollment, including Federal Financial Aid, Vocational Rehabilitation, and Veteran's Association and GI Bill, as well as scholarship funding. This department also coordinates the Work Study program.

*Perkins Grant:* The Carl D. Perkins Act of 1998 is designed to enhance the career and technical education at the secondary and postsecondary level. The purposes of the legislation are to further develop the academic, vocational and technical skills of vocational students through high standards; link secondary and postsecondary vocational programs; increase flexibility in the administration and use of federal funds; disseminate national research about vocational and technical education; and provide professional development and technical assistance to vocational educators.

*Tech Prep:* The Central Montana Tech Prep Consortium (CMTPC) is designed to assure that all students acquire the academic and technical skills and knowledge necessary to be prepared for life-long learning and employment opportunities in the technology oriented society of the future. It is managed by a Coordinator who, in addition to managing Consortium efforts, represents the Central region's interests and concerns at the state-wide Tech Prep meetings. Although CMTPC staff is hosted by and housed on the MSU—Great Falls campus, the staff represents and manages the articulation efforts of all three Montana colleges (MSU—Great Falls, MSU—Northern, and UM—Helena) and the Art Institute of Seattle. The Consortium consists of these college partners and the 48 high school who have signed membership agreements.

### Library

The personnel in the Library are responsible for the delivery of library services to faculty, staff, students, and the general public. These services include reference and instruction, circulation, interlibrary loan, reserves, and collection development. In addition, the library staff manages the campus computer lab.

***Assistant Dean for Administration and Finance:*** The Assistant Dean for Administration and Finance has the responsibility to establish and oversee policies and procedures that facilitate an accurate accounting for the College's monetary resources; to oversee the College's physical plant operations; and to provide supervision and evaluation for staff in the business office, bookstore, cafeteria, print center, payroll, computing services, and building maintenance department. Employees who report directly or indirectly to the Assistant Dean include:

*Controller:* oversees the business operations of the College including student and miscellaneous accounts receivable, accounts payable, investments, grant accounting, general bookkeeping, accounting system maintenance, account and system reconciliations, purchasing, and financial reporting to State and Federal agencies. The Controller's oversight also includes property-casualty, liability and workers'

compensation insurance procurement and claims. The Controller responds to inquiries and maintains relations with internal departments, other MUS campuses, and auditors. In addition, the Controller oversees the auxiliary operations at the COTtage Bookstore and the Cafeteria.

*Chief Technology Officer (CTO):* manages the Information Technology (IT) Department and works with faculty and staff for the selection, implementation, and maintenance of all IT installed on the campus. The CTO administers and coordinates data management between various information systems; develops, designs, and implements software applications to instruct students, faculty, and staff on how to use various computer programs; oversees the College's website; and coordinates with other departments for course delivery systems. The CTO also supervises the *IT Services technicians* who provide technical support to employees and students, monitor and enforce the Computer Use Policy, and ensure the safety and proper functioning of network and phone systems.

*Support Staff:* includes Business Office Staff, Print Center, Facility Coordinator, Bookstore Clerks, and Cafeteria personnel. These individuals provide support to students and employees of the College through provision of specific assistance in their areas of expertise.

*Building Maintenance Staff:* provides services to maintain the physical plant and grounds in a manner that is attractive, comfortable, and functional for students, employees, and visitors.

***Director of Human Resources:*** plans and directs all components of the College's Human Resources Department including union labor and employment law issues, conflict/grievance resolution, compensation, benefits, classification, recruitment, employee orientation, training and development, and human resources information systems. This person provides administration with expertise that protects the College from litigation and serves as the Equal Employment Opportunity (EEO) Officer for the College.

***Division Chief, Communications and Extended Learning:*** supervises the departments of Outreach, Marketing, Development, and Technology-Facilitated Learning and the Graphic Design Technician/Webmaster. In addition, this position is responsible for internal and external communications that support the image of the College to stakeholders and develop public awareness and support.

*Director of Outreach:* has responsibility for planning, scheduling, and evaluating non-traditional offerings, such as continuing education courses, seminars, and workshops; courses delivered off campus in distributive education formats; and customized training as well as recruiting, supervising, and evaluating the Outreach instructors and staff. The Director of Outreach also oversees the Bozeman Tech Center and supervises its staff.

*Marketing and Communication Coordinator:* develops marketing strategies for the College; develops advertisements and marketing pieces that provide information to the College's stakeholders about the educational opportunities available; develops ideas for news releases that highlight College programs, students, and staff; monitors logo use, monitors print standards and branding; serves as a liaison with Academic Resources and Student Services.

*Director of Technology–Facilitated Learning:* provides leadership and support for the College's use of technology to enhance learning experiences, whether on-line or on campus, ensuring effective allocation of the human, fiscal, and physical resources devoted to technology-assisted learning.

*Development:* The personnel in this area plan, organize, and carry out fundraising activities for the College and supervise the functions of the MSU-Great Falls Foundation. Fundraising on the MSU-Great Falls Campus includes: the internal annual giving campaign, the United Way campaign, scholarship funds, grant writing, and fundraising events. Other responsibilities include co-chairing the Scholarship Committee, assisting with scholarship awards and recognition of donors, tracking scholarship funds and monitoring deadlines. Relationships with alumni and retirees are a component of the friend-raising responsibilities of this position.

*Advisory Committees:* utilized by each of the educational programs at the College and comprised of volunteers who have special expertise and knowledge in a career field and/or occupation. Committee members provide administrative and instructional staff with input and recommendations regarding emerging or changing industry needs in order to validate the sequence and scope of the curriculum, to assure correlation with industry standards, to provide insight into student recruitment and placement strategies, and to contribute ideas with regard to marketing and public relations.

## **INTERNAL COMMITTEES**

Montana State University – Great Falls is committed to the principle of shared governance between the members of its administration, faculty and staff. The committee system embodies this commitment by involving members of all the College's internal stakeholders in information gathering, problem solving and decision making. Committees are created to achieve shared governance. When the work of the committee has been achieved or the needs of the College change, new committees are formed and others discontinued.

## SECTION II – EMPLOYMENT DEFINITIONS AND CATEGORIES

### EMPLOYEE OF MSU—GREAT FALLS COLLEGE OF TECHNOLOGY

An employee is any individual employed by MSU—Great Falls College of Technology who is listed on the College's payroll and is either currently receiving a paycheck from the College or is on an authorized leave of absence.

### EMPLOYEE CATEGORIES

Each position at MSU—Great Falls College of Technology is identified by both an employee group and a type of employment. There are three employee groups: Faculty, Support, and Administrative. Employee groups are divided into three types of employment: Full-time, Part-time, and Temporary. It is important to understand the group and type of employment associated with your position since these categories determine your payroll procedures and the benefits for which you are eligible.

### EMPLOYEE GROUPS

**Faculty:** Faculty members have instructional/instructional-related responsibilities at the College. Generally, faculty members are not eligible for overtime pay and do not earn compensatory time.

**Support Staff:** Support staff members have responsibility for a broad range of activities, which augment the total management and operation of the institution. Support staff members are paid an hourly rate and may earn overtime pay or compensatory time for work requested and authorized by their supervisors. If compensatory time is allowed, it must be used within one month of being earned and not held over a fiscal year or pay increase.

**Administrative/Professional:** Administrative/professional staff members have responsibilities for the coordination, management, and direction of a specialized area and/or function involving personnel supervision, program operation and/or service delivery. Administrative/professional staff members are salaried and are not eligible for overtime pay, and their contracts are renewed annually. More information about this employment type may be found on the Board of Regents website at <http://www.montana.edu/wwwbor/>.

### TYPE OF EMPLOYMENT

**Full-Time Faculty:** faculty members who have contracts representing a full teaching load throughout the academic year. Due to program enrollment or program sequence, a faculty member may have contracts that fall outside Fall and Spring Semesters. Full-time faculty members are eligible for health insurance coverage, teacher's retirement, personal business

leave, and sick leave in accordance with their negotiated agreement. Tenure eligibility for faculty members is determined by the nature of the position and the contract under which they are hired.

***Part-Time Faculty:*** faculty members who have contracts that are half-time or greater, but less than full-time, for the academic year. Part-time faculty members are not eligible for tenure, but are eligible for health insurance coverage, retirement, sick leave and personal business leave on a prorated basis.

***Adjunct Faculty:*** faculty members who are offered letters of employment for less than half-time during the academic year. If they are members of Teacher's Retirement System (TRS) or TIAA-CREF on other MSU campuses, it is mandatory that retirement be withheld from the pay they receive from the College. If they are not members of TRS, it is customary to enroll them in TIAA-CREF after 210 hours of work during the academic year.

***Summer Session Faculty:*** these appointments are separate from the academic year. Retirement is a benefit to employees obtaining summer session employment. Sick leave benefits are available, on a prorated basis, for full- and part-time faculty members who are contracted during the regular academic year.

***Full-Time Non-Faculty:*** employees who work forty (40) hours per week. Full-time non-faculty employees are eligible for health insurance coverage, public employee's retirement, annual and sick leave.

***Part-Time Non-Faculty:*** employees who work at least twenty (20) hours per week but less than full-time during the academic year. Part-time non-faculty personnel are eligible for health insurance coverage and public employee's retirement as well as annual and sick leave on a prorated basis.

***Temporary Full- or Part-Time Employees:*** employees hired to accommodate short term needs for personnel where the need is not expected to be recurring, or the hours needed are infrequent or of a minimal number per pay period. Depending upon the type of appointment, temporary employees may earn sick and annual leave and, after a six-month period, health insurance may be available.

***Student Employees:*** students at MSU—Great Falls who are hired on a temporary basis by various departments and are paid from department funds. Student employees are compensated at the same rate of pay as students working in the College Work Study program.

***Additional questions about your employee group or its benefits should be directed to your supervisor or to the Director of Human Resources.***



## COLLECTIVE BARGAINING AGREEMENTS

Faculty, Support and Building Staff at MSU—Great Falls are employed under the terms and agreements specified in three separate collective bargaining agreements. These agreements have been negotiated in accordance with the Public Employees Collective Bargaining Act. These agreements establish the terms and conditions of employment that are uniform for employees throughout the College of Technology System. Copies of each of the three Collective Bargaining Agreements are available from each union's campus representative or on our website. The specific bargaining agreements in effect at MSU—Great Falls are as follows:

***Faculty:*** Collective Bargaining Agreement between the Montana Board of Regents of Higher Education and Vocational-Technical Educators of Montana (VTEM) #4610, MFT, AFL-CIO.

***Support Staff:*** Collective Bargaining Agreement between the Montana Board of Regents of Higher Education and the Montana Public Employees Association (MPEA).

***Maintenance and Food Service Staff:*** Collective Bargaining Agreement between the Montana Board of Regents of Higher Education and the International Union of Operating Engineers, Local #400.

## **SECTION III – EMPLOYMENT PROCEDURES AND TERMS OF EMPLOYMENT**

### **JOB DESCRIPTIONS**

A job description is available for each non-faculty position at MSU—Great Falls College of Technology. Administrators/Supervisors will provide a copy of the appropriate job description and review it with each new employee on the first day of employment. Thereafter, copies of job descriptions are available upon request from the Human Resources Department. Faculty members should refer to their contracts for information regarding their duties and responsibilities.

### **PREPARATION AND POSTING OF VACANCY ANNOUNCEMENTS**

Vacancy announcements briefly describe the duties, qualifications, and application requirements of a vacant position. The vacancy announcement is composed by the supervisor of the vacant position, with the input of the Director of Human Resources/EEO Officer and the appropriate administrator, and processed by Human Resources. Copies of all vacancy announcements are available from Human Resources.

Full-time and part-time vacancy announcements are generally posted for a minimum of ten (10) calendar days. All vacancy announcements within the College will be posted on the College's website at: [www.msugf.edu](http://www.msugf.edu). Outside posting includes classified ads in the Great Falls Tribune and, when appropriate, other major newspapers in Montana and/or national newspapers and professional journals/newsletters; internet postings, when appropriate, on sites such as [higherjobs.com](http://higherjobs.com); the four other Colleges of Technology in Montana; the Job Service office in Great Falls; and the Human Resource agencies specified on the Affirmative Action mailing list.

Vacancy announcements need not be posted in the following circumstances:

- Positions filled on a temporary basis.
- Individuals named to acting positions by the Dean for a period not to exceed twelve (12) months. When unusual circumstances necessitate a longer period of time, an extension of the twelve-month period may be approved by the Dean.
- When a position that has been posted and filled becomes vacant for any reason within six months of that employment date, it may be filled by another qualified candidate from the original pool of applicants.

### **HIRING PROCEDURES**

MSU—Great Falls College of Technology employee applicants receive equal consideration for positions regardless of race, color, creed, gender, national origin, age, disability, marital status or political affiliation.

A brief description of the hiring process at the College follows:

- Applications and application materials received from candidates for employment are first reviewed by Human Resources to ensure that the application packets are complete. Materials are then reviewed by a search committee approved by the Associate Dean for faculty positions and by the Human Resources Director for Board of Regents contracted positions and Classified staff.
- Membership of a search committee generally consists of 3-5 individuals who represent various employment groups such as administrative staff, faculty members, professional staff, support staff, and a student when appropriate. Care is taken to include people on the committees who can make a positive contribution to the selection process for each position. The Director of Human Resources/EEO Officer checks committee membership for balance and equal representation.
- Each committee typically undergoes an orientation by the Director of Human Resources/EEO Officer or designee in order to familiarize the members with policies, procedures, and best practices related to the selection process.
- The search committee develops the interview questions, interviews and evaluates qualified candidates, and recommends finalists for the position to the Dean.
- The Dean has final hiring authority for all positions.

## **NEW EMPLOYEE ORIENTATION**

New employees of MSU—Great Falls College of Technology join a team of people working together to make the College an outstanding place in which to work and learn. Each employee's attitude and behavior influences how smoothly the College will operate and determines the quality of services provided to students, area businesses, and the general public. Each employee has an important contribution to make to the total effort of the MSU—Great Falls team.

An annual New Employee Orientation will be held before the start of each Fall Semester for all employees hired since the last orientation. This process familiarizes new employees with the overall structure, history and mission of the College; policies and procedures for the College and for their particular position; and the responsibilities and benefits of employment. Individual orientation will also include a session with Human Resources to complete all required documents for Federal and State of Montana employment and benefits, as applicable. Departments are responsible for orienting new employees to their department and the College. In addition, new employee should attend the annual fall orientation.

New employees are encouraged to ask questions of their supervisors/Department Chairs until they are comfortable with their duties and the expectations of the College.

Supervisors/Department Chairs are available to help new employees do their job safely, correctly, and completely. Your supervisor/Department Chair is interested in hearing any suggestions you have about improving the quality and/or efficiency of the services provided by the College.

## **PROBATIONARY PERIOD**

Faculty in full-time, tenure-track positions are designated as probationary employees until tenure is granted in accordance with the Collective Bargaining Agreement with VTEM. Classified employees also have a probationary period. Work performance, as rated by supervisors, must be acceptable by the end of this period. This period may also be extended as necessary.

Administrative/Professional staff members, who are not covered by a collective bargaining agreement, are on a yearly contract and do not have a probationary period.

## **EMPLOYEE IDENTIFICATION CARDS**

It is the policy of MSU—Great Falls to provide picture identification cards to all personnel who request an identification card and who receive compensation from the College.

The cards are issued to provide proper identification for employees who must travel on College business and to provide identification for campus security purposes. Any other use of employee identification cards is a violation of State of Montana policy.

Individuals requesting identification cards must complete an authorization form (State ID Card Request) and have the form signed by the chair of the appropriate department and the Dean, or authorized designee. Cards will be personalized to indicate the employee's position at the College: Faculty, Adjunct Faculty, or Staff.

Identification cards for adjunct faculty members will bear an expiration date commensurate with the ending date on the current Letter of Appointment. If the Department Chair is certain the adjunct faculty member will return for the succeeding semester, the Department Chair may authorize an expiration date of the end of the current academic year. Arrangements may be made with the Assistant Registrar for issuance of the card.

Identification cards will be collected from the cardholder at the time employment at MSU—Great Falls terminates.

## **TRAVEL POLICY**

Employees may need to travel on official College business periodically. MSU—Great Falls adheres strictly to the State of Montana rules and regulations for employee travel. All employees are expected to familiarize themselves with the travel policy which may be obtained from the College's Controller or from our website.

Any employee using a State vehicle for travel must first complete a Vehicle Use Form and submit it to the Business Office. These forms may be obtained from the Business Office or from our website. State vehicles will only be issued to employees with an approved Leave Request.

## **EMPLOYEE BENEFITS**

Benefits for College employees are overseen by the Human Resources Department. Benefits of employment that are provided to all College employees include Workers Compensation Insurance, Unemployment Insurance, and Social Security benefits. Eligible employees receive sick and annual leave, membership in a retirement plan, and health and dental insurance coverage through the Montana University System. Dependent coverage, vision, additional group term life insurance, and accidental death insurance are also available to eligible employees.

Full- and part-time employees are eligible to participate in a tax-deferred or tax-sheltered annuity program. The Montana University System has issued an approved list of eligible carriers that may be obtained through Human Resources.

## **PAYROLL CYCLES**

College employees are paid on a biweekly payroll cycle. The pay week begins on Monday and ends on Sunday with pay day on alternate Fridays.

## **TIME SHEETS**

Time sheets are due no later than Monday, but are preferably due on the last Friday of each two-week payroll cycle. Faculty members are required to sign off on a Departmental Timesheet that records exception time. Any faculty pay outside the contract must be documented with a Letter of Appointment. Faculty members are required to fill out a timesheet for any instruction compensated on an hourly basis such as workshops and seminars. Time sheets for non-faculty employees should reflect the days/hours worked, and must be initialed and turned in to the Payroll Office by supervisors.

## **DIRECT DEPOSIT/DEDUCTIONS**

Direct deposit of paychecks to a financial institution of choice is a service available to all employees. Direct deposits are allowed for payment to a maximum of three different accounts.

## **RESIGNATION**

When a decision is made to leave the employment of this institution, faculty members are expected to give at minimum one semester's notice, Board of Regent contract employees are expected to give a minimum of one month's notice, and Classified or MPEA members are expected to give at least two weeks notice. Letters of resignation should be submitted to the employee's supervisor at the time notice is given.

***Any questions regarding deductions, timesheets, and pay issues should be directed to the Payroll Office.***

## **EMPLOYEE STANDARDS OF CONDUCT**

As a public institution, MSU—Great Falls must conduct its business in a manner beyond reproach. The actions of College employees must be, and must appear to be, in compliance with all policies of the State of Montana Board of Regents, as well as with Federal and State laws and civil rights regulations.

Employees at all levels of the College are expected to treat each other with respect. The success of the College depends on cooperation and team work.

Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the College premises.

All employees of the College should be especially mindful of the fact that the College is a tax-supported institution. As such, the College is responsible for institutional harmony, for the ability of each employee to work productively with others, and for employee conduct that engenders public confidence in the institution.

### **Relationships with Students**

Interactions between the faculty and students at MSU—Great Falls College of Technology depend upon mutual trust, confidence, and professional ethics. An inherent power differential exists between faculty members and students. As a result, faculty-student interactions that go beyond a professional relationship carry risks of conflict of interest, breach of trust, abuse of power, and breach of professional ethics.

No faculty member shall engage in a romantic, sexual, or exploitive relationship with a student when that faculty member has a professional "position of authority" with respect to that student in such matters as teaching a course, or evaluating, supervising, or advising him or her as part of a school program. Should such a consensual relationship develop, or appear likely to develop while the faculty member is in a position of authority, the faculty member and/or the student shall take steps to dissolve the position of authority. Even when the faculty member has no professional responsibility for a student, he or she should be sensitive to the perceptions on the part of other students that a student engaged in a consensual relationship with a faculty member may receive preferential treatment from the faculty member and/or the faculty member's colleagues.

Failure to comply with this policy will subject the faculty member to disciplinary action up to and including dismissal. This policy also applies to other College employees who have a supervisory or advisory responsibility in relation to students.

### **Confidentiality**

As a part of an employee's job responsibilities, he or she may have access to or become aware of confidential information about students or other employees—e.g., grades, test scores, disciplinary proceedings, family history, medical information, age, religion, etc. The

Family Education Rights and Privacy Act (FERPA) requires that employees treat this information properly and not release it, formally or informally, to unauthorized persons. If in doubt as to whether information is confidential or not, the best course of action is not to release it without authorization from a supervisor. Additionally, any medical records kept by the institution are subject to the restrictions detailed in the Health Insurance Portability and Accountability Act (HIPAA).

For information about this institution's policy with regard to personal information, a copy of MSU—Great Falls' Gramm-Leach-Bliley (GLB) Act policy may be found on the website. Further information about FERPA may be obtained from the Registrar. HIPAA information may be obtained from the Health Sciences Department Chair.

### **Gratuities/Donations/Fundraising**

As employees of the State, College personnel are not permitted to accept money, goods, unrelated services, entertainment, or any form of gratuity, either directly or indirectly, from any individual or company interested in business or financial relations with the College. Any such gift must be returned to the donor.

Any requests to donate equipment to MSU—Great Falls must be submitted to the Assistant Dean for Administration and Finance for review. Employees requesting permission to receive donated items should make these requests in writing to the Assistant Dean.

The campus will only host sales activities directly related to students (e.g. bake sales for the benefit of a student group such as student government). Faculty or staff members who become aware of a student in need may refer him or her to the student government's Student Emergency Assistance Program (S.E.A.P.) committee by contacting the student body president.

### **Opinion Polls/Interviews with the Media**

Employees must not speak for the College unless that is a part of their designated duties. The public may interpret a personal statement from an employee as an official statement from the College. Questions about the College, its programs, procedures, or operations should be referred to the Division Chief of Communications and Extended Learning or his/her designee.

### **Outside Employment**

The first duty and responsibility of a full-time employee is to provide the College with the most effective service possible. No outside service or enterprise, professional or other, should be undertaken that might interfere with the accomplishment of this primary responsibility. Additionally, employees must not use State equipment or time to conduct business for outside employment.

## **Personal Appearance/Dress**

There are many different work environments at the College. How employees dress depends on what their duties are and in what area they work. In all cases, it is important that employees maintain an acceptable standard of dress and grooming. Supervisors will advise employees of appropriate attire for their jobs.

## **Personal Business**

In accordance with State of Montana policies, employees must not use the College's assets, or employ the College's name or other official materials such as logo, etc., in order to conduct personal business. Personal visits, e-mails and telephone calls should be kept to a minimum.\*

It is permissible for faculty and staff to make personal use of the College's equipment on a limited basis. Large scale printing and faxing is prohibited since the cost of it is borne by the College. Employees must reimburse the College for personal faxes and copies. Please contact the Business Offices for current rates.

Reimbursement for copying, printing and faxes should be paid to the Cashier at the time of use.

\* In the course of their work, it is expected that employees will occasionally engage in social interactions or make/take personal telephone calls or e-mails of short duration to conduct necessary personal business. That is the *de minimus* standard. When these interactions occur commonly, rather than occasionally, or when they are so lengthy in duration and social/personal in nature as to constitute a significant interruption in the performance of paid work for non-work activities, they are no longer minimal.

## **POLITICAL ACTIVITIES**

The College is a public body of the State of Montana. As public employees, the College's employees are restricted by law from using their College position and/or the College name in any form for political persuasion or influence. Employees must take care not to use College equipment or other resources for political activities.

## **SOLICITATION OR DISTRIBUTION**

Employees must not solicit, distribute or post any unauthorized written, printed, or electronic material to any employee during working hours. Non-employees are not allowed to solicit or distribute any written or printed materials for any purpose on College premises at any time without the permission of the Dean or designee.



## **EMPLOYEE EVALUATIONS**

All College employees shall have their performance observed and evaluated by their supervisor. The intent of the employee evaluation process is that it be a cooperative effort between the College and the employee to achieve excellence with regard to effective job performance.

Whenever the guidelines for formal and informal evaluation and the conditions for employee evaluations are defined in the Collective Bargaining Agreement for each group of covered College employees, supervisors will adhere to these designated procedures, timelines, and evaluation conditions when conducting employee evaluations. Employees not covered by a Collective Bargaining Agreement will be evaluated at least annually by their supervisors, who will utilize a fair and comprehensive performance evaluation process of their choosing.

College employees have the right to respond to or qualify any evaluation, and such responses will be attached to the related material.

## **INFORMAL PROBLEM SOLVING**

The College strives to treat each of its employees fairly. If an employee has a concern or problem, he or she is encouraged to discuss the matter with his or her immediate supervisor. Early communication often helps resolve an issue quickly. If an employee is reluctant to approach his or her immediate supervisor or is dissatisfied with problem resolution through an immediate supervisor, he or she may seek assistance from the next level supervisor or the Director of Human Resources.

## **DISCIPLINARY PROCEDURES**

College supervisory staff members are concerned with preventing personnel problems from occurring as well as with addressing misconduct or poor work performance. Discipline is used to provide employees the opportunity to improve job performance and comply with department and College policies. Generally, an informal reminder is all that is necessary for an employee to correct a behavioral or job performance problem. However, if informal counseling is unsuccessful in solving a problem, or if the problem is severe, formal disciplinary intervention may be necessary. Supervisors must contact the Human Resources Director prior to taking any formal disciplinary intervention. Formal disciplinary intervention generally includes the following steps and sequence:

1. A verbal reprimand
2. A verbal reprimand with a letter of warning
3. A written reprimand with a letter of warning
4. Termination

Occasionally circumstances suggest that one or more of these steps be combined or ignored. For example, cases involving gross misconduct may result in skipping to step 3 or 4.

## **Gross Misconduct**

Gross misconduct is that type of serious, improper behavior, which the College cannot condone. Gross misconduct threatens ongoing College operations, the health and safety of others, or the employee's own health and safety. Gross misconduct may lead to immediate termination without counseling. Examples include, but are not limited to:

1. Mistreating or endangering the safety of others including students, visitors, and/or employees.
2. Reporting to work or representing the College under the influence of alcohol and/or drugs or in possession of alcohol or drugs, firearms, or other dangerous devices.
3. Conviction for any serious misdemeanor or felony.
4. Damaging College property by serious negligence or a willful act.
5. Insubordination - refusing to follow a supervisor's reasonable directions.
6. Willful, malicious, or serious disregard of University policies or rules.

## **GRIEVANCE PROCEDURE**

Employees of MSU—Great Falls who feel that informal problem solving has been unsuccessful or that they have been unfairly disciplined or terminated may file a grievance.

The grievance procedure and time limits for filing a grievance for Faculty, Maintenance and Support Staff are described in the Collective Bargaining Agreements for each of these covered groups of employees. Copies of the Collective Bargaining Agreement are available from each union's campus representative and/or the Human Resource Director and are also available on our website. The College maintains, in a file separate from the employee's personnel file, all grievance documents and records dealing with the processing of a grievance.

Employees not covered by a collective bargaining agreement should refer to the Informal Problem Solving process outlined above.

## **PERSONNEL FILES**

The College maintains a personnel file for each of its employees. These files are kept in the Human Resources Office. All permanent personnel records for current employees, with the exception of payroll and grievance records are kept in these files. College employees are permitted to have included in their personnel files material they feel is pertinent to their professional career, performance, and personal qualifications.

College employees may make an appointment to examine the contents of their personnel file (with the exception of confidential placement file documents related to initial employment to which the employee waived the right to access). Employees may obtain a copy of the accessible material contained in their personnel file. Documents may be removed from the file only upon the mutual consent of the employee and the Dean.

## **SECTION IV – NON-DISCRIMINATION AND AFFIRMATIVE ACTION POLICIES**

### **EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY**

It is the policy of Montana State University—Great Falls College of Technology to provide equal employment opportunity (EEO) to all persons regardless of race, color, religion, creed, gender, national origin, age, mental or physical disability, marital status, or political belief with the exception of special programs established by law.

MSU—Great Falls will take affirmative action (AA) to equalize employment opportunities at all levels of operations where there is evidence that there have been barriers to employment for those protected groups that have traditionally been underrepresented.

MSU—Great Falls makes a commitment to provide reasonable accommodation to any otherwise qualified individual with a known disability that may interfere with his or her ability to fully participate in the selection process or perform the duties of the job. Employees requiring accommodation must make requests to their supervisor and/or through Human Resources.

MSU—Great Falls guarantees employees protection from retaliation for lawfully opposing any discriminatory practice, including the filing of an internal complaint alleging unlawful discrimination, the filing of a union grievance, the initiation of an external administrative or legal proceeding, or testifying in or participating in any of the above.

The College's Human Resources Director is responsible for coordinating the EEO/AA program and for resolving applicant/employee EEO complaints. Implementation of the College's Affirmative Action Program is the responsibility of each of the College's administrators, supervisors, and department chairs.

### **COMPLAINT PROCEDURES**

The complaint procedures in place at MSU—Great Falls were designed to guarantee students, employees and applicants for employment a consistent, expeditious and equitable means of addressing a complaint while protecting the complainant's right to file a complaint without fear of reprisal. Additionally, the College's complaint procedure designates internal and external forums for review and final settlement of complaints. Student complaint procedures can be found in the catalog and on the College's website.

A complainant shall not use paid work time to prepare and pursue a complaint. An employee may request to use other appropriate paid leave, accrued compensatory time or leave of absence without pay to prepare a complaint. Use of leave or compensatory time shall be requested and approved consistent with administrative rules and institutional policies relating

to the type of leave requested. Time spent by the employee attending a hearing is paid work time only during the complainant's regular work shift and shall not exceed eight (8) hours per day.

An employee other than the complainant may, at the College's discretion, be given paid work time to participate in an investigation or hearing. Other employees may request to use appropriate paid leave, leave of absence without pay, or accrued compensatory time to attend a hearing. Use of leave or compensatory time shall be requested and approved consistent with administrative rules and College policies relating to the type of leave requested.

### **Informal Complaint Procedure (Level One)**

Employees who believe they have been discriminated against are encouraged to attempt to resolve the complaint through an informal process whenever possible before filing a formal complaint. When feasible, this informal resolution should occur within ten (10) working days of the occurrence of the alleged offense. Ideally, the complaint should be discussed and resolved with the individual against whom there is a complaint. If the complainant is unable or unwilling to discuss the matter with this individual, the situation should be discussed with the immediate supervisor of that individual.

Should a complaint remain unresolved at the informal level, the complainant may proceed to Level Two.

### **Formal Internal Complaint Procedure (Level Two)**

A formal complaint shall be filed in writing within twenty-five (25) working days from the occurrence of the alleged offense. The formal complaint shall be filed with the College's Human Resources Director.

A written complaint shall state specifically the law, written rule, policy and/or procedure violated; how the complainant was treated differently or by more or less exacting standards than other employees; when the alleged offense occurred; and the remedy desired by the complainant. Complaints may be written out in the complainant's own format, or individuals may obtain a Formal Complaint Form from Human Resources.

If warranted, the Human Resources Director shall authorize and/or conduct an investigation according to the College's Investigation Procedures. In some cases, the Human Resources Director may appoint an investigator or investigative team to gather information relevant to the complaint. The person against whom the complaint has been filed (the respondent) will be notified of the complaint at a time deemed appropriate by the Human Resources Director and/or the investigator. The Human Resources Director will submit a written report of findings and recommendations to the Dean within fifteen (15) working days of the date the formal complaint was filed. If extenuating circumstances require an extension of this timeframe, the complainant will be notified in writing. The Dean will notify the complainant and the respondent in writing of the findings. If disciplinary action is warranted, the Dean will notify the respondent and his or her supervisor of this decision.

The complaint is resolved at Level Two if the complainant and the respondent either accept the written response or fail to advance the complaint to Level Three within the allotted timeframe.

### **Appeal to the College's Dean (Level Three)**

If a complainant or respondent wishes to advance the complaint to Level Three, they shall appeal to the Dean in writing within ten (10) working days of the Level Two response.

The Dean shall hear the appeal, review the complaint and relevant information, and issue the final administrative decision within twenty (20) days of the complainant's appeal, or the Dean shall notify the complainant, the respondent and the involved supervisory personnel concerning any additional actions ordered which will delay the decision.

At the discretion of the Dean, the appellate review may include: review of the written complaint; review of the Human Resources Director's report; and/or review of the record of any investigation or hearing. The Dean may also authorize further investigation, conduct a discussion with the complainant and/or the respondent, or order a hearing.

The Dean's final decision will be issued in writing to the complainant and the respondent. The respondent and his or her supervisor shall be notified of any decisions regarding disciplinary action. This is the final internal step of the formal complaint procedure.

### **Failure to Act**

If the employee fails to respond within the timeframe established for any level, the complaint is considered resolved in favor of the last response given by the College. A complaint may not be re-filed unless there is new evidence that has a substantial bearing on the case or there is a recurrence of the alleged discriminatory behavior.

If the recipient of the complaint or appeal fails to respond within the timeframe established for a given level, the complainant may proceed to the next appropriate level of the procedure.

### **Waivers**

Any procedural level or timeframe may be waived upon written consent of both parties.

### **Complaint Resolution**

A complaint is resolved when:

1. The final steps of the complaint procedures are completed; *or*
2. The complainant fails to advance the complaint in the required timeframe; *or*
3. The complainant voluntarily leaves College employment; *or*
4. The complainant dies, unless the complaint involves pay or fringe benefits.

An employee may concurrently file a complaint of unlawful discrimination with the Montana

Human Rights Commission. The complaint must be filed within 180 days of the alleged incident or, in the case of alleged sexual harassment, within 300 days of the alleged incident.

## **EXTERNAL APPEAL PROCESS**

Employees who wish to appeal the Dean's final decision may submit such an appeal in writing to the President of Montana State University—Bozeman within thirty (30) days of the issue of the Dean's decision.

The decision of the President may be appealed in writing to the Commissioner of Higher Education within thirty (30) days of the final decision by the President. A final appeal may be made to the Montana Board of Regents, which concludes MSU's external appeal process.

Employees may file complaints with the Human Rights Commission and/or secure legal counsel at any point in the complaint process.

## **SEXUAL HARASSMENT POLICY**

Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of gender, and sexual harassment is a form of gender-based discrimination. Montana State University—Great Falls College of Technology prohibits and will not tolerate sexual harassment on its premises, within any of its programs, services or other College-sponsored activities, or by anyone acting as an agent of the College.

MSU—Great Falls uses the definition of sexual harassment set forth by the U.S. Equal Employment Opportunity Commission which states:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

The College extends these protections beyond its employees to include its students (in accordance with Title IX), other consumers, and members of the general public who come into contact with the College or its agents.

Anyone who believes that he or she has experienced sexual harassment should immediately contact the College's Human Resources Director to discuss options for resolving the issue. Individuals are generally encouraged to attempt to resolve the issue informally by discussing their concerns with the alleged harasser, his or her supervisor, or both. However, the College recognizes that sexual harassment is a sensitive and potentially volatile issue, and if it is not feasible for the harassed individual to follow this recommended procedure, the Human Resources Director should be contacted initially to begin an investigation. All complaints will be handled with discretion and information provided in the initial complaint

and during the course of the investigation will remain as confidential as possible. The identity of both the complainant and the alleged harasser will be protected.

Employees and students who believe they have experienced sexual harassment are encouraged to report the incident(s) or action(s) as soon as possible after the alleged harassment has occurred. Early reporting is encouraged, because ability to investigate and act on such reports diminishes with time. Sexual harassment complaints must be received within 180 days of the alleged act(s), with the possibility of extending that deadline to 300 days with extenuating circumstances.

The Human Resources Director will generally begin with an informal investigation to determine the validity of the charge and seek satisfactory resolution. In extreme or potentially dangerous circumstances, the Human Resources Director will authorize an immediate formal investigation and may recommend that the alleged offender be suspended from duties with pay and/or barred from the premises pending the findings of the investigation.

The Human Resources Director will complete the investigation within fifteen (15) working days of the receipt of the complaint, unless circumstances beyond the control of the investigator prevent such a timely completion. In that case, the Human Resources Director will request an extension of up to fifteen (15) working days to complete the investigation.

Upon completion of the investigation, the Human Resources Director will complete a Report of Findings and submit it to the Dean within ten (10) working days of the completion of the investigation. When circumstances prevent completion within that timeframe, the Human Resources Director may request an extension of up to ten (10) working days.

Any individual found to be guilty of violating the College's sexual harassment policy will be subject to discipline commensurate with the nature of the offense. Disciplinary action up to and including termination may be implemented.

Individuals who submit complaints and/or participate in the investigation process are protected from retaliation resulting from their participation. Anyone engaging in retaliatory behavior will be in violation of the College's sexual harassment policy, and therefore subject to appropriate disciplinary action as outlined above.

MSU—Great Falls is committed to providing and ensuring a safe, positive learning environment that is free from harassment.

### **Observation of Harassment**

Employees who are not themselves victims of sexual harassment, but observe actions which they have interpreted to be harassment, should bring such actions to the attention of the Human Resources Director.

## **Confidentiality**

Reports of sexual harassment, including the investigation, the outcome of an investigation and any action(s) taken relating to a specific employee(s) or student(s) are confidential. Dissemination of confidential information shall be limited to persons with a *need to know* during the course of and following an investigation.

## **Violations of Policy**

Substantiated violations of this policy may result in disciplinary action that complies with the discipline policy of the College. If the initial violation is sufficiently severe or if lesser violations are repeated, appropriate discipline may include discharge.

If disciplinary action results from a report of sexual harassment, the respondent may file a complaint under the College's complaint policy or through a grievance procedure available through collective bargaining agreements or statute.

## **EMPLOYEE TRAINING**

MSU—Great Falls College of Technology is committed to ensuring that all employees have an understanding of their rights and responsibilities with regard to non-discrimination and harassment. The College will offer employee training workshops on sexual harassment and non-discrimination periodically throughout the year, and all faculty members, supervisors, administrators, and Student Services personnel are required to attend a training workshop on each of these topics within their first year of employment. All other employees are strongly encouraged to attend. Certificates of completion will be distributed to participants for each workshop.



## **SECTION V – EMPLOYEE HEALTH AND SAFETY**

### **EMPLOYEE WELLNESS PROGRAM**

The Employee Wellness Program provides a vehicle to involve employees in becoming better informed about current and ongoing health related issues and their impact upon participants. The major segments of this program are divided into the following interdependent components: Education, Health Screening and Expenditure Reimbursement Plan. Further information about the program can be obtained from the Employee Wellness Program Director.

### **ACCIDENTS**

College employees must report accidents that involve themselves, students or visitors. Incident Report Forms are available in the main office or on our website and must be filed with the employee's supervisor and the Controller immediately or no later than the end of the day it occurs and returned to the Controller. All accidents should be reported no matter how minor they seem. Reports of accidents should include the time, place, witnesses, a description of the accident, and any injury incurred. Depending on the nature of the accident, a Worker's Compensation Claim Form may also need to be filed with the Controller.

Failure to report an accident that later develops into a serious injury may result in difficulties in receiving applicable insurance benefits as well as a delay in the correction of an unsafe condition.

### **HIV EMPLOYMENT AND POLICY STATEMENT**

Medical evidence indicates that HIV is not transmitted through casual contact in the workplace. Guidelines issued by the Public Health Service's Centers for Disease Control state that the "kind of nonsexual person-to-person contact that generally occurs among workers and clients or consumers in the workplace does not pose a risk for transmission of HIV."

Therefore, employees with HIV or any HIV-related condition may continue to work in state government positions as long as they are able to maintain acceptable performance and do not pose a safety or health threat to themselves or others in the workplace. The College will treat employees with HIV and HIV-related conditions in the same manner as employees who have other serious illnesses. Any employee with this condition is covered by all applicable state policies and benefits, and he or she is protected from discrimination by the Americans with Disabilities Act.

Employees concerned about contracting HIV are encouraged to contact their supervisor or the State Personnel Division for information. Information is available for employees concerned about the disease, how it is and is not transmitted and how best to contain it from

spreading. In addition, employees, such as health care personnel, who come into direct contact with blood or bodily fluids of patients, will be provided with appropriate information and equipment to minimize risks of any type of infection. However, because HIV is not casually transmitted, there is no medical basis for coworkers to refuse to work with or withhold services from an infected person. Employees who do refuse to work with, withhold services from, or harass or otherwise discriminate against an HIV-infected employee will be subject to disciplinary action.

## **COMMUNICABLE DISEASE POLICY**

The College's communicable disease policy promotes responsible behavior concerning health-related issues in the workplace. Prevention of disease transmission at work is the responsibility of both the College and individual employees. The College will follow the recommendation of the Montana State Board of Health when there is a documented communicable disease that can be transmitted at work.

The College will act quickly to:

1. Obtain reliable evidence of the presence of the disease;
2. Request guidance from the Montana State Board of Health; and
3. Act on the Montana Board of Health recommendations.

Employees who have or suspect they have a communicable disease are expected to behave responsibly to prevent disease transmission at work. Montana Code prohibits individuals with certain communicable diseases from working in any capacity in which medical evidence indicates that such a disease may be spread. Employees who have questions or concerns regarding communicable diseases and their potential for transmission should contact their supervisor.

## **DRUG AND ALCOHOL FREE WORKPLACE**

MSU—Great Falls College of Technology is required by Federal regulations that implemented the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F, published in the Federal Register of January 31, 1989, to certify that an effort to provide a Drug-Free Workplace will be maintained.

In compliance with this regulation, the College will make a good faith effort to maintain a drug-free workplace. The unlawful manufacture, distribution, sale, possession, or use of alcohol or illicit drugs at MSU—Great Falls College of Technology or as a part of any of its activities is prohibited. In addition, the College enforces the Board of Regents' policy (section 503.1 of the Policy and Procedures Manual) regarding alcoholic beverages.

MSU—Great Falls College of Technology will comply with this regulation by:

1. Publishing, posting and disseminating this Drug-Free Workplace policy statement.

2. Establishing a drug-free awareness program to educate employees about the College's policy of maintaining a drug-free workplace; the dangers of drug abuse in the workplace; the availability of drug counseling, rehabilitation, and other employee assistance; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Providing all employees involved in work with or under a federal grant a copy of this policy statement and apprising them that as a condition of employment under the grant, they must abide by the terms of this policy statement and notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
4. Taking appropriate personnel action within 30 days against any employee found to be in non-compliance with this policy, up to and including termination; or requiring the employee to participate satisfactorily in a chemical abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other agency approved by the College.

MSU—Great Falls College of Technology has responded to federal mandates set out in the Drug-Free Schools and Communities Act Amendments of 1989 to certify that the College has adopted and implemented a program to prevent the unlawful possession, use, or distribution of alcohol or illicit drugs by students and employees.

### **SMOKE FREE BUILDING**

Smoking in the building is not permitted. There is a designated smoking area located outside the building at the west entrance.

### **CAMPUS SECURITY AND SAFETY**

It is the policy and commitment of the MSU—Great Falls College of Technology to provide its employees with a campus environment that is as safe and free of crime as possible.

Employees contribute to overall campus security and safety by reporting criminal activity, securing personal possessions, and being aware of personal safety at all times. The Great Falls Police Department is the primary law enforcement agency for the City of Great Falls. They have jurisdiction over the College and will respond upon request to all crimes committed on campus that violate city ordinances and State of Montana Statutes, and they will conduct all investigations or arrests.

When entering or exiting the building, employees are advised to walk in pairs and stay in well-lighted areas with other foot traffic. When exiting the building alone after dark, employees are urged to request escort from their colleagues or the sheriff's deputy on duty.

Employees who are victims of criminal activity or who observe any criminal and/or

suspicious activity in the College's building or on campus property are urged to immediately call 911. If calling from a campus phone, dial only 911 (no extra 8 is needed to get an outside line). There is no charge when dialing 911 from a pay telephone.

In the case of personal injury/violation requiring medical attention, Emergency Medical Services (911) should be called for assistance and instructions.

### **MISAPPROPRIATED STATE PROPERTY POLICY**

Montana law requires "...each state agency shall immediately notify both the Attorney General and the Legislative Auditor in writing upon the discovery of any theft, actual or suspected, involving state moneys or property..." (5-13-309 (3) MCA)

Any employee of MSU—Great Falls who notices College equipment or money missing from its normal location or who suspects fraudulent activities may be taking place will immediately notify the campus Controller and, in the case of equipment, the Chief Technology Officer.

The Controller will notify the Dean, the Assistant Dean for Administration and Finance and the MSU—Bozeman Internal Auditor. The Internal Auditor will advise the Attorney General's office and the office of the Legislative Audit Division as required by law.

### **PROCEDURES FOR PROCESSING THREAT REPORTS**

Threats made against MSU—Great Falls College of Technology students, faculty, staff or administration, even in jest, will not be tolerated. In every case of a threat, the person who hears the remark should report it immediately to the Dean. The Dean, or designee, will determine which of the following levels apply to the situation and take the described action. Whenever a threat is documented, action will be taken.

If the threat is made by a person not associated with the College in any way, the Great Falls Police Department will be notified immediately, a police report will be filed and the College will request that the person be informed that he or she is not to return to campus. If threats are repeated, a court-ordered restraining order will be pursued by the College.

## Threats by Employees

If the person making the threat is an **employee** of the College, the following disciplinary steps will be applied:

### Level I

If the statement:

- Was made by a person with no previous history of violence or threats and was a spontaneous response as a result of a brief anger flare-up, *or*
- Was made well after any causal incident and the employee's intent/motivation is unclear

Then:

- The person may be suspended without pay for 1 – 10 days, depending on the nature of the incident and the individual's past and current behavior.

### Level II

If the statement reflects a patterned, sustained response rather than a momentary flare-up:

- And is made by a person with a previous history of violence or threats, *or*
- Indicates or reflects a plan, regardless of how often the threat has been made, *or*
- Suggests a long-harbored ill-feeling toward or resentment of the threatened individual

Then:

- The person's employment with the College of Technology will be terminated immediately.
- The individual will be instructed not to return to campus.
- Police will be notified.

## Threats by Students

If the person making the threat is currently a **student**, the following disciplinary steps will be applied:

### Level I

If the statement:

- Was made by a person with no previous history of violence or threats and was a spontaneous response as a result of a brief anger flare-up, *or*
- Was made well after any causal incident and the student's intent/motivation is unclear

Then:

- The person may be removed from campus or suspended for 1 – 10 days, depending on the nature of the incident and the individual's past and current behavior. Should this be the chosen course of action, the student may ask for a hearing from the Student Conduct Review Board.

## **Level II**

If the statement reflects a patterned, sustained response, rather than a momentary flare-up:

- And is made by a person with a previous history of violence or threats, *or*
- Indicates or reflects a plan, regardless of how often the threat has been made, *or*
- Suggests a long-harbored ill-feeling toward or resentment of the threatened individual

Then:

- The person will be immediately removed from campus, and if the statement or statements are verified, the person will be suspended indefinitely. The student may lose credit for the current term. Students may appeal to the Student Conduct Review Board and ask for a hearing.
- Police will be notified.
- A risk evaluation will be required, at the student's expense, before the student's return to campus will be considered. The risk evaluation must be performed by a psychiatrist, clinical psychologist, or a clinical social worker, who will submit a written report to the Admissions Committee for consideration.
- Further disciplinary action and/or continued risk evaluations may be required at the discretion of the Admissions Committee, depending on the results of the evaluation.

## **Level III**

If:

- The statements and surrounding context indicate a thought-out plan to harm one or more people...

Then:

- Police will be notified.
- The person will be immediately removed from campus and, if the statement or statements are verified, the student will be expelled from the College for the semester in progress and for at least one full semester after the incident. The student may lose credit for the current term. The student may appeal to the Student Conduct Review Board and ask for a hearing
- A risk evaluation of the student will be required, at the student's expense, before re-admission to the College is considered by the College's Admissions Committee. The evaluation must be performed by a psychiatrist, clinical psychologist, or a clinical social worker, who will submit a written report for consideration by the Admissions Committee.
- Further disciplinary action and/or continued risk evaluations may be required at the discretion of the Admissions Committee, depending on the results of the evaluation.

## SECTION VI – LEAVES OF ABSENCE

College employees are eligible for Leaves of Absence under the terms of their respective collective bargaining agreements and in accordance with Montana State personnel policies and applicable regulations. Basic provisions of those agreements and policies are provided in this section.

### SICK LEAVE

#### Calling in Sick

An employee who becomes ill unexpectedly should notify his or her supervisor or a departmental representative as soon as possible, who will in turn contact the Executive Assistant to the Dean (771-4305) so the absence can be recorded in the campus Leave Book. Absences should be reported to a live person rather than by voice mail or e-mail

If the absence can be anticipated beforehand, the employee is required to turn in a Leave Request, approved by the supervisor, prior to the planned absence. If it is an unplanned absence, Leave Requests should be completed and submitted upon the employee's return to work. Leave Request forms are available on our website or in the mail room. **Absences of three or more consecutive days may require a statement from your medical provider.**

#### Appropriate Uses

***Personal Use:*** Sick leave may be used for the necessary absence from duty caused by illness, injury, pregnancy-related illness or disability, exposure to contagious disease which requires quarantine, or the necessary absence to receive medical or dental examination or treatment.

***Immediate Family:*** Sick leave may be used for the necessary care of or attendance to the illness of an immediate family member until other assistance can be reasonably arranged. Immediate family includes the employee's spouse, parent, child, sibling, grandparent, grandchild or corresponding in-law or another member of the employee's household.

***Critical Illness/Bereavement:*** Sick leave may also be used by employees to attend to a critical illness or death for an immediate family member. Critical illness means illness the attending physician considers sufficiently serious to require the employee's presence at the bedside and shall include attendance at a spouse's childbirth.

## **Sick Leave Credit**

Full-time administrative, maintenance, and support staff earn sick leave credits from the first day of employment. Sick leave credits are credited at the end of each pay period. Sick leave credits shall be earned at a rate of twelve (12) working days for each year of service without restriction as to the number of working days that may be accumulated.

Part-time administrative, maintenance and support staff earn sick leave credits from the first day of employment and are entitled to prorated leave benefits based on the number of days and portion of days worked. Full-time faculty accrue sick leave at a rate of one day per each month of employment. Part-time faculty on contract earn prorated sick leave based on the number and portion of days worked.

For all College employees, unused sick leave days accumulate without limitations. Eligible employees may start using paid sick leave after three months of continuous employment.

## **Lump-Sum Payment on Termination**

College employees who terminate employment are entitled to a lump-sum payment equal to one-fourth of the pay attributed to the accumulated sick leave. Pay for accumulated sick leave will be computed on the basis of the employee's salary or wage at the time they terminate employment. An employee who receives a lump-sum payment for accrued sick leave and is again employed by the College may not be credited with any sick leave for which they have been compensated.

## **Abuse of Sick Leave**

Abuse of sick leave is cause for disciplinary action up to and including dismissal and forfeiture of the lump-sum payment provision. A physician's statement may be required, when questions of abuse of sick leave exist, to substantiate the need for sick leave usage in the case of a lengthy illness or to verify an employee's fitness for work.

## **Sick Leave Donation**

College employees may donate sick leave to another employee who has exhausted their sick leave due to a serious illness in accordance with applicable negotiated agreements and/or state policy.

## **FAMILY AND MEDICAL LEAVE**

In accordance with the Federal Family and Medical Leave Act of 1993, an eligible employee may receive up to twelve weeks of job protected leave per twelve (12)-month period for certain family and medical reasons, which may include the following:

1. To care for the employee's child after birth, adoption or foster care placement.



2. To care for the employee's spouse, parent, son or daughter with a serious health condition.
3. For a serious health condition that makes the employee unable to perform his or her job.

Employees requesting family and medical leave must be eligible for FMLA leave and may be asked to provide medical certification, perhaps even a second and third medical opinion, to support the need for leave. College employees are eligible for family and medical leave if they have worked for the State of Montana for a minimum of twelve (12) months and been in a pay status for at least 1040 hours during the previous twelve (12) months.

Employees taking FMLA leave shall be required to use all accrued sick leave, annual leave and compensatory time before leave without pay will be approved. Leave may be taken on an intermittent basis or by reducing scheduled work hours if the employee provides verification from the health care provider that leave must be taken in that manner. In all cases of intermittent and reduced schedule leave, the College, at the discretion of the supervisor, reserves the right to transfer an employee to another position that better accommodates the employee's need for leave and the College's operations.

If the need for FMLA leave is foreseeable, thirty (30) day's notice via a Leave Request is required. Notice as soon as feasible, usually within one or two business days, is expected if the need is unforeseeable.

While an employee is on approved FMLA leave, the College will continue to pay the state share of the cost of the employee's health insurance, even when the employee is on leave without pay. The employee is required to pay his/her portion of the insurance to the College if no longer in a pay status. Use of family and medical leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

## **PERSONAL LEAVE**

Full-time Faculty covered by the Collective Bargaining Agreement for Vocational-Technical Educators are granted up to three (3) days per year of personal leave without loss of pay. Part-time faculty members covered by the Collective Bargaining Agreement are entitled to pro rata personal leave based on the number and portion of days worked. Personal Leave is not cumulative and follows the College's fiscal year, which is July 1 through June 30. Faculty members who have personal leave time remaining at the end of the fiscal year may convert unused personal leave to replace sick leave days used during the year.

Faculty members requesting personal leave should utilize the Leave Request Form available from the Main Office or on our website. The Leave Request is first directed to the appropriate Department Chair for signature. The Department Chair will forward it to the Associate Dean for signature.

Whenever possible, approval of a leave request will be acted upon within five (5) days.

Personal leave days may be taken consecutively, subject to approval. In the case of emergencies, requests and approval can take place after the fact.

Faculty members are asked to follow these guidelines when requesting personal leave:

1. Whenever possible, avoid asking for leave during the first or last week of a semester. It is recognized that there may be circumstances that require exception to this guideline and these will be addressed on an individual basis;
2. Whenever possible, requests should be placed at least five days in advance of the leave date;
3. Submit a suggested lesson plan for covering missed classes.

## **ANNUAL LEAVE**

In accordance with State of Montana policy, each non-faculty employee earns annual vacation leave credits from the first day of employment. Vacation leave earned is credited at the end of each pay period. Employees are not entitled to any vacation leave with pay until they have been continuously employed for a period of six (6) calendar months.

Permanent part-time employees earn prorated annual vacation leave credits if they have worked the qualifying period.

Vacation leave credits are earned at a yearly rate calculated in accordance with the following schedule which applies to the total years of an employee's employment whether the employment is continuous or not:

Years of Employment	Working Days Credited
1 day through 10 years	15
10 years through 15 years	18
15 through 20 years	21
20 years on	24

Employees applying for annual leave time should use the following procedure to ensure that leave time is coordinated with appropriate staff and that there is adequate coverage of duties:

1. Leave requests should be submitted utilizing the Leave Request Form on our website at least five (5) days in advance of the requested date, and as early as possible to facilitate planning;
2. The Leave Request should be completed and directed to the immediate supervisor for signature. The Supervisor will forward it to the appropriate administrator for signature;
3. Avoid asking for leave during the first or last week of a semester. It is recognized that there may be circumstances that require exception to this guideline and these will be addressed on an individual basis.

Whenever possible, approval of annual leave request will be acted upon within five days. Every attempt will be made to work with employees to approve leave requests especially in regards to special occasions. It is a policy on this campus not to allow the use of annual

leave or compensatory time to extend the official date of termination beyond the actual last day worked.

An employee may accumulate two times the total number of annual leave credits the employee is eligible to earn per year. Excess annual leave credits will be forfeited unless the credits are used by the employee within 90 calendar days from the last day of the calendar year in which the excess credits were earned.

## **HOLIDAYS**

In accordance with State of Montana policy, the College recognizes the following holidays:

1. New Year's Day - January 1
2. Martin Luther King Day - Third Monday in January
3. Presidents' Day Holiday - Third Monday in February
4. Memorial Day - Last Monday in May
5. Independence Day - July 4
6. Labor Day - First Monday in September
7. Veteran's Day - November 11
8. Thanksgiving Day - Fourth Thursday in November
9. Friday after Thanksgiving (In lieu of Columbus Day)
10. Christmas Day - December 25
11. State General Election Day on even numbered years

If one of the above holidays falls on a Saturday, the preceding Friday is observed. If the holiday falls on Sunday, the following Monday is observed. If a holiday occurs during an employee's vacation leave, that day is not deducted from vacation leave.

The Board of Regents of Higher Education may designate the following business days as holidays for employees in exchange for the same number of legal holidays enumerated above in accordance with Montana Code.

1. The Friday following Thanksgiving will be in exchange for the preceding Columbus Day;
2. Should Christmas Day fall on a Tuesday or Thursday, then the respective preceding Monday or following Friday will be designated as holiday in exchange for another designated holiday.
3. Should New Year's Day fall on a Tuesday or Thursday, then the respective preceding Monday or following Friday will be designated as holiday in exchange for the following Presidents' Day.

## **Holiday Pay**

Administrative and support staff in a paid status either the last regularly scheduled working day before or first regularly scheduled working day after a holiday is observed are eligible to receive holiday benefits. Eligible employees who are not required to work on an observed holiday receive a maximum of eight (8) hours regular pay for the holiday. When an

employee is required to work on an observed holiday, the employee receives two and one-half (2-1/2) times the regular rate of pay.

### **JURY DUTY AND SERVICE AS WITNESS**

An employee who is under a proper summons as a juror or subpoenaed to serve as a witness shall, in accordance with 2-18-619, Montana Code Annotated, collect all fees payable as a result of the service and forward the fees to the College's fiscal office. Juror fees will be applied against the amount due the employee. If an employee elects to charge juror time against earned annual leave, it is not necessary to remit juror fees. Employees are not required to remit any expense or mileage allowance paid by the court.

The Dean may request that the court excuse an employee from jury duty if he or she is needed for the proper operation of the College.

### **PUBLIC SERVICE LEAVE**

An employee who is elected or appointed to public office is entitled to a leave of absence without pay not to exceed 180 days per year in accordance with 2-18-620, Montana Code Annotated.

### **MILITARY LEAVE**

In accordance with the policy of the State of Montana, full-time employees who have completed a six (6) calendar month period of continuous of employment are eligible for up to fifteen (15) working days per calendar year of military leave to attend regular encampments, training cruises and similar active duty training programs of the organized militia of the State or of the military forces of the United States. Part-time employees are eligible to receive prorated military leave under the same conditions and circumstances.

An employee on military leave receives the regular gross salary and benefits. Military leave, which is not used in one calendar year, may not be carried over to the next calendar year.

When requesting military leave, the employee needs to complete a Leave Request following the same procedures as when requesting annual leave. A copy of the military orders must be attached to the Leave Request.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. For details regarding military leave, please contact the Director of Human Resources.

## **MATERNITY LEAVE**

An employee may request leave for a pregnancy related disability that occurs before the birth of a child. In accordance with State of Montana Policy, medical certification for such leave may be required. An employee's request for leave due to a disability related to pregnancy may include the approved use of sick leave, annual leave, personal leave, compensatory time and leave of absence without pay. Nothing in this policy prohibits an employee from voluntarily returning to work sooner than six (6) calendar weeks after the birth of a child, except where the employee is determined to be medically unfit.

Six (6) calendar weeks after the birth of a child is considered a reasonable period of recovery from a temporary disability resulting from childbirth. Employees are not required to obtain medical certification of a temporary disability for the initial six (6) calendar weeks following the birth of a child. Medical certification that additional leave is necessary is required if the employee requests leave due to disability which exceeds six (6) calendar weeks.

## **PATERNITY LEAVE**

College employees may use a reasonable amount of sick leave to attend to the birth of a child or to the adoption of a child. The amount of sick leave allowed will depend on the individual circumstances of the employee involved. However, it is understood that sick leave usage is appropriately limited to disabling events and may not be used to care for healthy infants or for maternal or paternal bonding. Employees may request an unpaid leave of absence for infant care and bonding purposes. Employees requesting paternity leave should complete a Leave Request Form.

## **DISABILITY LEAVE**

In accordance with State of Montana policy, College employees who are unable to perform some or all of the duties of their position due to a disability that is the result of a short-term illness or injury may request a leave of absence. Leaves of absence due to disability may include the use of sick leave, annual leave, personal leave, compensatory time, or leave of absence without pay.

Employees applying for leave of absence due to disability must complete a Leave Request Form and provide medical certification from a healthcare provider specifying that the disabling condition requires a leave of absence. The medical certification form is available through Human Resources. The statement should estimate the length of time off needed. A release to return to work is required before the employee will be able to return to work.

## **REASONABLE ACCOMMODATION OF AN EMPLOYEE'S DISABILITY**

If a disabling condition becomes permanent, the College will make a good faith attempt to provide a reasonable accommodation in accordance with sections 503 and 504 of the Rehabilitation Act of 1973, Title I of the Americans with Disabilities Act, as well as in compliance with federal regulations, 28 CFR part 41 and 29 CFR part 32. The State of

Montana Guide to Reasonable Accommodation will be utilized (available online at . Employees may request reasonable accommodations through their supervisors or through Human Resources.

## **DISABILITY RETIREMENT**

An employee who becomes disabled due to injury, illness or medical condition may be eligible for a disability retirement through the public employees' retirement division (MPERA) or through the Teachers' Retirement System. Information regarding access to these systems is available through the College's payroll office.

## **GUIDELINES FOR ADMINISTRATION OF UNPLANNED ABSENCES OF FACULTY FROM ASSIGNED COURSE(S)**

The following guidelines will direct the administrative responses and action in the event of the short- or long-term unplanned absence of a faculty member from assigned course(s):

### **Notification**

***Faculty Member***—will notify his or her department Chair directly of the inability to teach an assigned course(s). This should be done as quickly as possible, well before the time of the assigned course and for each day the faculty will be absent. This notification should include: (1) an estimate of the days/length of time the faculty may be absent; (2) recommendation as to whether class meeting(s) should be canceled or covered by another faculty; and (3) if the class is to be covered by another faculty, necessary information regarding the focus of the class, homework to be assigned, and the location of class materials.

***Department Chair***—will directly contact the Executive Assistant to the Dean to report the absence of the faculty member. This notification should occur as quickly as possible. The Department Chair will also contact the Associate Dean to mutually determine whether classes ought to be cancelled or whether a substitute teacher can be located. Typically a short term absence (1 or 2 class meetings) will result either in cancellation of the classes or arrangement for another faculty member to cover the class.

- If the classes are to be cancelled, the Department Chair will initiate a process to notify the students about the cancelled class.
- If a substitute can be located, he/she will be briefed by the Department Chair. In addition, the Department Chair will complete the Substitute Authorization Form available on our website, procure the Associate Dean's approval, and submit to the Payroll Office to authorize payment of a substitute. The form includes such information as rate of pay and program to be charged.

***Executive Assistant to the Dean***—will record the faculty absence in the campus Leave Book.

### **Substitute Faculty Duties**

The duties of substitute faculty may include all or a portion of the duties of the regular faculty member. The comprehensiveness and scope of a substitute faculty's work will be assigned by the Department Chair in coordination, whenever possible, with the regular faculty member.

### **Compensation for Substitute Faculty**

Substitute faculty will be compensated at the same rate as adjunct faculty for each classroom/clinical hour they are assigned to teach a class and or to supervise labs or clinical experience.

## SECTION VII – EDUCATION AND TRAINING

### EMPLOYEE DEVELOPMENT

College employees are encouraged to obtain further education and/or training relevant to their position at the College. The following programs and incentives have been developed to facilitate continuous learning.

#### **In-house Activities**

In-house seminars and training opportunities are planned and scheduled throughout the year. These activities provide information or training in specific skills on both topics of importance to all employees and specialized subjects requested by groups or departments. In-house activities may be presented by any interested department although all proposals should be coordinated with the Director of Human Resources.

#### **Tuition Fee Waiver for Montana University System Courses**

##### *College Employees:*

College employees who work at least three-quarter time (.75) at the time of application for waiver are entitled to a waiver of tuition and some fees for courses taken at the College of Technology or from other units of the Montana University System for up to six (6) credits per semester. This fee waiver does not apply to workshops or courses offered on a cost recovery basis. Applications for fee waivers are available through the Financial Aid Office. Employment is verified by Human Resources and forwarded as required.

##### *Dependents of College Employees:*

College Employees may be eligible for a partial tuition waiver benefit for their dependents subject to the following conditions: Employees must have completed five (5) years of employment at  $\frac{3}{4}$  (.75) time or more without a break in service as of the first day of the academic term in order to be eligible for the dependent tuition waiver benefit. Employees who utilize the faculty and staff tuition waiver are not eligible for a dependent partial tuition waiver during the same academic term. For each qualifying employee, only one dependent may utilize a dependent partial tuition waiver in an academic term. An eligible dependent includes the employee's spouse and any child who is claimed as a dependent for federal tax purposes during the calendar year that includes the first day of the semester for which the tuition waiver is utilized who is unmarried and under the age of 25. Documentation that a dependent has been claimed in the tax year the benefit is used may be required to determine eligibility, for audit purposes or in cases of suspected misuse. The dependent tuition waiver benefit is 50% of the residential tuition. Registration, course fees, and any other mandatory or miscellaneous fees will not be waived. The dependent waiver may be used at a college of technology or to obtain a first undergraduate degree. The waiver cannot be used to attend



law school or obtain a graduate degree. The waiver does not apply to non-credit, continuing education or other self supporting courses. Applications for fee waivers are available through the Financial Aid Office. Employment is verified by Human Resources and forwarded as required.

### **Professional Conferences/Training**

Faculty and staff are encouraged to attend professional conferences and/or training activities that are appropriate to their work. The related expenses for attendance in these activities such as travel, lodging and per diem may be reimbursed after the submission of a Travel Expense Voucher.

Department Chair or Supervisor approval is necessary prior to attendance. Leave Request Forms must be completed and approved prior to attendance in the activity. Staff attending professional conferences or training may be requested to share their learning with other staff members.

## SECTION VIII – MISCELLANEOUS POLICIES AND PROCEDURES

### CAMPUS NETWORKING POLICY

To ensure the integrity, privacy, and security of MSU-Great Falls Campus electronic information, the campus voice, video, and data network is managed centrally by the Information Technology Services Department (ITS). The network includes both wired and wireless components. Any wired or wireless devices or networks that are connected to the campus network backbone are considered part of the campus network and are subject to this policy regardless of their ownership.

Any device to be connected to the network must be approved by the CTO before it is connected. All network-connected devices will follow the standards outlined in the document "Standards for Network Connectivity at MSU-Great Falls Campus" (available from the CTO), which is maintained by ITS under the authority of the Leadership Team of the MSU—Great Falls Campus. Exceptions to this policy may be granted, when judged appropriate, by the Chief Technology Officer or the MSU—Great Falls Chief Executive Officer or designee. Computer use policies can be reviewed at <http://www.msugf.edu/policy/default.asp>.

### FOOD AND BEVERAGES

**Consumption of food and beverages is not allowed in computer-equipped classrooms or in other posted areas. Individuals in violation of this policy will be requested to remove food/beverage or themselves from the room. If the individual refuses to comply, disciplinary action may follow. All personnel are responsible for enforcement of this policy.**

### FUNDRAISING/SALES ACTIVITIES

The campus will only host sales activities directly related to students (e.g. bake sales for the benefit of a College-sanctioned student group). Faculty or staff members who become aware of an individual student in need may refer him or her to the student government's Student Emergency Assistance Program (S.E.A.P.) committee by contacting the student body president.

### DISHONORED CHECK POLICY

Dishonored checks are an expensive fact of doing business. Checks can be refused by a bank for a number of reasons including insufficient funds and account closed.

Individuals presenting checks to MSU—Great Falls that the bank subsequently refuses to honor are required to reimburse the College for the amount of the check plus any fee charged

by the bank for processing the dishonored check. Individuals (faculty, staff, and students) will be notified in writing of the dishonored check(s) and the amount needed to clear the item(s). Personal checks may not be used to clear dishonored checks.

Dishonored checks presented by students will be added to their account balance. Unpaid balances may result in a 'Hold' being placed on the student's account. This 'Hold' will prevent the student from registering for further semesters at this or any other Montana State University campus.

Individuals presenting two dishonored checks within a calendar year to the College will be prohibited from writing further checks payable to the College during that calendar year even after clearing the two dishonored items.

This policy applies to all checks payable to the College or a MSU—Great Falls entity including the library, bookstore, cafeteria and dental clinic.

## **ENERGY CONSERVATION**

In March 2001, the Governor issued an executive order that all state government agencies incorporate energy conservation measures in the operation of their facilities including measures such as:

1. Lights in office areas, including task lights, should be turned off when not in use during the workday. When possible, staff should use task lights with compact fluorescent lighting, rather than overhead lights.
2. All task lights, overhead lights, computer screens, office equipment, and personal computers should be turned off at the end of the business day and during weekends. Supervisors and designated representatives should ensure all non-essential equipment and lighting is turned off at the end of each day.
3. All personal computer systems should be shut down when not in use for more than one hour. Management should coordinate with information support staff to disable screen savers, and to enable all the energy-saving features powering down personal computer systems if not in use after one hour.
4. All nonessential lighting including decorative lighting and non-security outdoor lighting should be turned off during daylight hours, and between ten o'clock p.m. and five o'clock a.m. Necessary security and safety lighting should remain on as required. Verify that any security lights using automatic outdoor lighting controls are operating correctly.
5. Lights in conference rooms and storage rooms should only be turned on when occupied. Install occupancy sensor light switches in conference rooms, storage rooms, rest rooms and other rooms where lights are often left on with no occupants present, where economically feasible.
6. Work area temperatures in all State buildings should be held between 74 and 78 degrees in the summer in those facilities with cooling systems, and between 69 and 71 degrees in the winter.

7. All main heating, ventilation and air-conditioning systems (HVAC) should be reviewed for efficient operations; verify that building temperature setback controls are in use and designated equipment turned off when in the unoccupied setting; and re-evaluate set occupied office hours and adjust to the absolute minimum time required to heat and cool buildings to prepare for operations, such as 7 a.m. to 6 p.m. HVAC systems should not be operated in off hours for small groups of employees.
8. The use of personal heaters should be closely controlled and limited to only those work areas where acceptable temperature levels cannot be attained by adjustment to the primary heating system.
9. Janitorial staff should coordinate schedules to work during hours of building operation, or, if working evenings, to turn off all the lights except in the immediate area in which they are cleaning.
10. Security personnel should check to ensure users and janitors have turned off all lights and equipment, and should turn off lights as appropriate.
11. All hot water heaters not needed for cafeterias, laundries or bathing, should be turned down to 120 degrees Fahrenheit.
12. All vending machines should have lights turned off if located in lighted areas. Any redundant machines should be removed.
13. Energy improvement projects with the State Building Conservation Bond Program should be implemented to ensure state agency buildings grow increasingly energy efficient.
14. Other efficiency measures developed by the Departments of Administration and Environmental Quality in coordination with each agency.

## **GENERAL GUIDELINES FOR INTERNAL ADVERTISING AND POSTINGS**

The MSU-Great Falls Campus recognizes the value of providing students, faculty and staff the opportunity to distribute promotional material and to publicize College/community events on campus. However, the College reserves the right to place restrictions on the time, place and manner of the use of campus facilities and equipment, consistent with laws, statutes, policies, and contractual provisions affecting university system employees and students.

All postings must be approved by the Information Desk, under the supervision of the Division Chief of Communications and Extended Learning. Bulletin board postings, index cards, posters and table tents are allowed after approval. Approved postings will be designated by an official stamp indicating the date of approval and the date of removal. Postings without official stamps, as well as material that remains posted beyond the removal date will be removed. When possible, the Information Desk will post printed materials in locations requested. Postings are allowed in pre-approved areas only. For questions, please contact the Information Desk.

Guidelines for approval include:

- Requests for approval to distribute printed or electronic informational materials must be obtained from the Information Desk.
- Small posters and index cards advertising items for sale, rentals, etc., are allowed only on the Commons / Cafeteria bulletin board.
  - Cards must be approved and stamped by the Information Desk; and

- The College assumes no liability for any situation which arises from arrangements made through information provided by private postings.
- The Information Desk staff will post, remove and dispose of posters in a timely manner.
- Jobs postings will be forwarded to Career Services to verify and post the position in the job binders in the Career Library and on the Career Services section of our website under Student Life.

## **Options for Posting Informational Material and Communications**

### ***Staff News***

Information on upcoming events, employee and student recognition and other timely news of general interest to staff and faculty is best distributed through the Staff News. Staff News is posted and available to the public on the [www.msugf.edu](http://www.msugf.edu) website each week during the academic year. Upon uploading, email notices are sent to staff, faculty and adjunct faculty. Submissions of items for the Staff News should be e-mailed to the Information Desk or the Division Chief for Communications and Extended Learning by 10:00 am for release each Monday at noon.

### ***MSU-Great Falls College of Technology Website***

The use of the World Wide Web provides the College with a powerful tool to convey information quickly and efficiently on a broad range of topics. Submit requests for announcements or news page postings to the Division Chief for Communications and Extended Learning or the Graphic Design Technician.

Our goal is to keep information on our website up-to-date and accurate. To achieve that goal, our webmaster will provide training and access to staff to enable departments to update their own pages.

### ***Roaring Winds***

We encourage staff to share news with the student newspaper, *Roaring Winds*. Their editorial policy is as follows: The student newspaper, *Roaring Winds*, is published three times during fall and spring semester and is a public forum of speech for Montana State University—Great Falls College of Technology. Letters to the editor on all relevant subjects will be accepted but may be edited for length, grammar or style. For legal reasons, all letters must be signed and include an address and phone number for verification purposes. Complete information on editorial policy is available upon request. Contact [roaringwinds@msugf.edu](mailto:roaringwinds@msugf.edu) to submit information for consideration for publication.

### ***Bulletin Boards***

When submitting materials to the Marketing Department for posting, you may request specific posting areas including the mailroom, cafeteria commons area, second floor at the top of the ramp, easels at main entrances, bulletin boards in classrooms, enclosed bulletin boards near the library, near B116 and near the Bookstore, bulletin board outside the Chemistry Lab, and the Bookstore.

### ***Display Cases***

Display Cases are available for the use of internal and external groups and may be used to highlight program or student achievement. They should contain information relating to academic or campus community life important to significant portions of the faculty, staff, administration and/or students. Reserve space in display cases through the Information Desk. Reservations are first-come, first-served. Displays are generally changed monthly.

### ***Sign Stands***

Four 5' high free-standing sign stands are available for your use. These are ideal for temporary directional signage for internal events. Each has a framed sign area for an 8.5 x 11 inch sign. You may get further information and reserve sign stands through the Information Desk.

### ***Table Tents or Easels***

Table top easels and table tents are available from the Information Desk for your use. Check for display dimensions.

### ***Library Computer Screen Savers***

Event and organizational information may be posted as a slide on the screen savers in the Library. Provide information to the Information Desk for approval and posting.

## **Campus-wide E-mails**

Members of the campus community may send messages regarding appropriate news and events using the 'Everyone' email list for campus-wide email distribution. However, if time allows, the Staff News is the preferred method of notification since it also reaches adjunct faculty who are not included on the 'Everyone' list.

Please use your discretion on the content of messages sent to 'Everyone.' Appropriate uses of campus-wide emails include those that:

1. Contain information relating to academic or campus community life that is important to significant portions of the faculty, staff, administration and students – *if* timing does not allow the inclusion of this information in the weekly Staff News.
2. Alert the campus community to an emergency situation on campus.
3. Provide immediate access to information about situations that substantially alter the normal operation of the campus (for example, Banner, network or web-related outages, weather-related class delays or closings, and special campus-wide events).

## **COPYRIGHTED MATERIALS: THEIR REPRODUCTION AND USE**

Montana State University—Great Falls College of Technology is committed to compliance with the U.S. Copyright Act of 1976 and with the doctrine of Fair Use established in that Act. MSU—Great Falls will respect the intellectual property rights of those who create and

publish original works of authorship, whether in written form or in other tangible media of expression. Therefore, the College will authorize reproduction of copyrighted materials only under the following conditions:

1. When permission is obtained from the copyright owner; or
2. When reproduction of copyrighted materials falls within fair use as defined by Section 107 of the Act.

Section 107 of the U.S. Copyright Act lists the various purposes for which the reproduction of a particular work may be considered “fair.” Unfortunately, the distinction between “fair use” and infringement is sometimes unclear and not easily defined. There is no specific number of words, lines, or notes that may safely be copied without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

To address the fact that Section 107 did not offer guidance about fair use for classroom purposes, publishing representatives and 38 educational institutions created the *Guidelines from the Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions*, 1976, which state the minimum and not the maximum standards of educational fair use for classroom copying in face-to-face instruction. The Guidelines have been routinely used by the courts in interpreting the “fair use” of copyrighted materials.

To provide guidance to all MSU—Great Falls College of Technology employees, the guidelines below are to be used to determine whether copying is within the “fair use” doctrine. Generally, if the copying is not within the Guidelines, permission should be obtained from the copyright owner before any copies are made. There may be circumstances in which the Guidelines are exceeded but the copying may still fall within “fair use.” If it is unclear whether copying would require such permission guidance should be requested from the Office of the Legal Counsel by administration.

### **Guidelines for the Reproduction of Copyrighted Materials**

- A. Single Copies for Teaching and Research. A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:
  1. a chapter from a book;
  2. an article from a periodical or newspaper;
  3. a short story, short essay or short poem, whether or not from a collective work;
  4. a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

B. Multiple Copies for Classroom Use. Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

1. the copying meets the tests of brevity and spontaneity as defined below; and
2. meets the cumulative effect test as defined below; and
3. each copy includes a notice of copyright.

C. Definitions

1. Brevity

- a. *Poetry*: A complete poem if less than 250 words and if printed on not more than two pages or, from a longer poem, an excerpt of not more than 250 words [the numerical limits may be expanded to permit the completion of an unfinished line of a poem].
- b. *Prose*: Either a complete article, story, or essay of less than 2,500 words, or an excerpt from any prose work of not more than 1,000 words or 10 percent of the work, whichever is less, but in any event a minimum of 500 words [the numerical limits may be expanded to permit the completion of an unfinished prose paragraph].
- c. *Illustration*: One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.
- d. *"Special works"*: Certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph b, Prose, above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10 percent of the words found in the text therefore, may be reproduced.

2. Spontaneity

- a. The copying is at the instance and inspiration of the individual teacher; and
- b. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

3. Cumulative Effect

- a. The copying of the material is for only one course in the school in which the copies are made.
- b. Not more than one short poem, article, story, essay, or two excerpts by the same author may be copied, nor more than three from the same collective work or periodical volume during one class term [the limitations shall not apply to current news periodicals and newspapers]



- and current news sections of other periodicals].
- c. There shall not be more than nine instances of such multiple copying for one course during one class term [the limitations shall not apply to current news periodicals and newspapers and current news sections of other periodicals].
- D. Prohibitions (Uses of Photocopied Material Requiring Permission). Notwithstanding any of the above, the following shall be prohibited:
1. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works, whether or not copies of various works or excerpts there from are accumulated or are reproduced and used separately.
  2. There shall be no copying of or from works intended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
  3. Copying shall not (a) substitute for the purchase of books, publisher's reprints, or periodicals, (b) be directed by higher authority, (c) be repeated with respect to the same item by the same teacher from term to term without permission.
  4. No charge shall be made to the student beyond the actual cost of the photocopying.

*The full text and discussion of [Reproduction of Works for Educators and Librarians](http://www.copyright.gov/circs/circ21.pdf), including the Guidelines, may be accessed at: <http://www.copyright.gov/circs/circ21.pdf>*

## **WHEELCHAIR USE POLICY**

MSU—Great Falls College of Technology strives to make its facilities accessible to all of its students, employees and visitors. Individuals who find themselves in need of the temporary use of a wheelchair to get around campus may borrow the College's wheelchair while on the grounds.

The wheelchair may be checked out by completing an equipment loan form located at the Information Desk and must be returned to the desk before leaving the premises.

When a request is made, information desk staff will contact maintenance staff on duty to retrieve the wheelchair from the Assistive Technology Lab.

Wheelchairs must be returned in the same condition in which they were checked out. Users will be held liable for any damage incurred during its use.

## **SIGN LANGUAGE INTERPRETER ARRANGEMENTS**

Montana State University—Great Falls College of Technology agrees to provide Sign Language Interpreters for students, employees and visitors who request this accommodation with at least five working days' notice for any campus activity (e.g. classes, tutoring sessions, advising sessions) or College-sponsored event. Attempts will be made to fill requests that are received less than five working days before the event or activity, but interpreter availability cannot be guaranteed within that timeframe.

Requests for interpreters should be directed to Disability Services and must include the following information:

- Date(s) and time(s) interpreters are needed
- Nature and purpose of event/activity (e.g. public forum for “X” issue(s); COT seminar on “Y”)
- Whether the request is for accommodation purposes or general public courtesy

Disability Services agrees to pay (or co-pay with Vocational Rehabilitation when possible) interpreting costs for currently enrolled students in all activities directly related to their educational pursuits (e.g. classes, tutoring sessions, meetings with instructors/advisors, clinicals). All other interpreting requests must be paid for by the department, program or entity making the request (e.g. for Associated Student Gov't meetings where Deaf students are in attendance and provide adequate notice of their intent to attend, ASG must pay for the interpreter).

Cancellation of interpreter services must be made at least one working day in advance of the event/activity in order to avoid cancellation fees.

For people organizing public or “open invitation” events, it is important to note that the College is obligated to provide interpreters *only* if a request is made, and *only* if that request is made with adequate notice. Event organizers may, however, choose to make their own arrangements for interpreting services without going through the College's Disability Services office.