

**Allen**  
COMMUNITY COLLEGE



***2023-2024***

**Staff**

**Handbook**

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# SECTION 1: THE ACADEMIC CALENDAR

## Fall 2023

Residence Halls Open for Early Arrivals	July 31
Fall Scholarship Deadline	August 1
Housing Application Deadline	August 1
First Fall Faculty Contract Day	August 8
All College Convocation (Offices Closed)	August 10
Payment Due for Full Semester and Session 1	August 14
Fall Financial Aid Appeals Deadline	August 14
Assessment Day	August 15
Residence Halls Open	August 19
Fall Semester and Session 1 Classes Begin	August 21
Last Day to Add Full Semester Classes	August 28
Last Day to Add or Drop Session 1 Classes	August 28
100% Refund Deadline for Session 1	August 28
Last Day to Sign Up for Payment Plan	August 28
Labor Day (College Closed)	September 4
Last Day to Drop Full Semester Classes	September 4
100% Refund Deadline for Full Semester	September 4
25% Refund Deadline for Session 1	September 4
100% Refund Deadline for Housing Balance	September 4
Constitution Day	September 17
Census Day	September 18
25% Refund Deadline for Full Semester	September 18
25% Refund Deadline for Housing Balance	September 18
Last Day Federal Aid Returned for Withdrawn Students for Session 1 Only	September 22
Financial Aid Refunds Disbursed to Students	September 29
FAFSA available for 2024-2025	October 1
Last Day to Withdraw from Session 1	October 9
Payment Due for Session 2	October 9
Session 1 Ends	October 13
Session 2 Begins	October 16
Grades due for Session 1, 8:00 am	October 16
Last Day to Add or Drop Session 2 Classes	October 23
100% Refund Deadline for Session 2	October 23
Last Day Federal Aid Returned for Withdrawn Students for Fall Full Semester	October 26
25% Refund Deadline for Session 2	October 30
Federal Financial Aid Priority Deadline for Spring Semester	November 1
Financial Aid Refunds Disbursed for Session 2	November 3
Financial Aid Refunds 2 <sup>nd</sup> Disbursement for Fall Only Loans	November 3
Spring Registration Begins	November 6
Last Day Federal Aid Returned for Withdrawn Students for Session 2 Only	November 17
Fall Break (College Closed November 22-24)	November 20-24
Thanksgiving	November 23
Last Day to Withdraw from Full Semester and Session 2 Classes	December 4
Payment Due for Fall Intersession	December 11
Final Exams	December 12-15
Fall Semester and Session 2 End	December 15
Last Fall Faculty Contract Day	December 15

Residence Halls Close (Iola)	December 15
Fall Intersession	Dec 18-22 & Jan 2-12
Holiday Break (Offices Closed)	Dec 25-29 & Jan 1

**Spring 2024**

Spring Scholarship Deadline	January 1
Housing Application Deadline	January 1
Residence Halls Open for Early Arrivals	January 2
Last Day to Withdraw from Fall Intersession Classes	January 3
First Spring Faculty Contract Day	January 8
Payment Due for Full Semester and Session 1	January 9
Spring Financial Aid Appeals Deadline	January 9
Assessment Day	January 9
All College Convocation (Offices Closed)	January 11
Fall Intersession Ends	January 12
Residence Halls Open	January 12
Martin Luther King Day (College Closed)	January 15
Spring Semester and Session 1 Classes Begin	January 16
Grades due for Fall Intersession, 8:00 am	January 16
Last Day to Add Full Semester Classes	January 23
Last Day to Add or Drop Session 1 Classes	January 23
100% Refund Deadline for Session 1	January 23
Last Day to Sign Up for Payment Plan	January 23
Last Day to Drop Full Semester Classes	January 30
100% Refund Deadline for Full Semester	January 30
25% Refund Deadline for Session 1	January 30
100% Refund Deadline for Housing Balance	January 30
Housing Application Opens for 2024-25	January 31
Census Day	February 12
25% Refund Deadline for Full Semester	February 13
25% Refund Deadline for Housing Balance	February 13
Last Day Federal Aid Returned for Withdrawn Students for Session 1 Only	February 16
Financial Aid Refunds Disbursed to Students	February 23
Last Day to Withdrawn from Session 1	March 4
Session 1 Ends	March 8
Payment Due for Session 2	March 11
Grades due for Session 1, 8:00 am	March 11
Spring Break (College Closed March 15)	March 11-15
Session 2 Begins	March 18
Last Day to Add or Drop Session 2 Classes	March 25
100% Refund Deadline for Session 2	March 25
Last Day Federal Aid Returned for Withdrawn Students for Full Spring Semester	March 28
25% Refund Deadline for Session 2	April 1
Financial Aid Refunds Disbursed for Session 2	April 5
Financial Aid Refunds 2 <sup>nd</sup> Disbursement for Spring Only Loans	April 5
Summer and Fall Registration Begins	April 8
Last Day Federal Aid Returned for Withdrawn Students for Session 2 Only	April 19
Last Day to Withdraw from Full Semester and Session 2 Classes	April 29
Financial Aid Priority Deadline for Fall Semester	May 1
Commencement	May 4
Final Exams	May 7-10
Spring Semester and Session 2 End	May 10

Last Spring Faculty Contract Day	May 10
Residence Halls Close	May 10
Grades due for Spring Semester and Session 2, 8:00 am	May 13
Memorial Day (College Closed)	May 27

### **Summer 2024**

Federal Financial Aid Priority Deadline for Fall Semester	June 1
Summer Session Begins	June 3
Last Day to Add or Drop Summer Classes	June 10
100% Refund Deadline for Summer Classes	June 10
25% Refund Deadline for Summer Classes	June 17
Census Day	June 17
Federal Aid Disbursement for Summer Session	June 21
Independence Day (College Closed)	July 4
Last Day Federal Aid Returned for Summer Session	July 5
Second loan disbursement (if required)	July 12
Last Day to Withdraw from Summer Classes	July 22
Summer Session Ends	July 26
Grades due for Summer Classes, 8:00 am	July 29

\*All dates subject to change

## **SECTION 2: GENERAL INFORMATION**

### **VISION STATEMENT**

The Vision of Allen Community College is to be recognized for excellence as a valuable, responsive resource to the communities we serve and as a caring, supportive institution that empowers and educates our students, faculty, and staff to embrace change, become lifelong learners, and take their place as productive members of the global community.

### **MISSION STATEMENT**

The purpose of Allen Community College is to provide quality educational and support services in an atmosphere that is caring, safe, and conducive to learning. The College is committed to a wide range of accessible, affordable educational programs that enable students to reach their academic, occupational, and personal potential.

Guiding Principles to Support this Mission:

- a. Provide access to education without the limits of time, place, and distance.
- b. Enable learners to transfer college credit and successfully pursue education at other institutions.
- c. Enable students to study career/technical education certificate and degree programs or upgrade work skills that prepare them for successful employment.
- d. Enrich and encourage personal development through course offerings.
- e. Prepare students for success in college level work in reading, writing, and computational skills through developmental courses.
- f. Foster diversity within the student body, administration, faculty, and staff.

- g. Enrich the environment of students and those we serve by engaging them in social, intellectual, cultural, and recreational activities.
- h. Support student retention and success through effective advisement and other support services.
- i. Enhance the student experience by incorporating intercollegiate activities in student life.
- j. Promote economic development.
- k. Provide campus facilities that are safe, comfortable, and conducive to learning.
- l. Promote a program of continuous institutional improvement that ensures quality, effectiveness, and relevance.

## COLLEGE LOCATIONS

Allen Community College provides quality higher education and workforce development through the Iola Campus and Online Learning to approximately 3,000 students each academic year. The Iola Campus, with residence halls and vibrant arts and athletics programs, offers the two-year college experience in a caring environment. Allen Online Learning serves students with individual online courses and fully online certificate and degree programs.

## COLLEGE HISTORY AND HLC AFFILIATION

Established in 1923 as Iola Junior College under the jurisdiction of the local Board of Education, Allen enjoys a long history of serving its communities. A full history of the people and places of Allen County Community College can be found on the College's website at [www.allencc.edu](http://www.allencc.edu). The College's affiliation with the North Central Association of Colleges and Schools began with its Candidacy for Accreditation in 1972, leading to full Accreditation in 1974. Under an act of the State Legislature in 1999, Kansas community colleges moved from organization through the State Department of Education to coordination under the Kansas Board of Regents, linking public institutions of higher education. Allen presently participates in the Open Pathway accreditation process with the Higher Learning Commission. The next visit by the Higher Learning Commission will be in the 2028-29 academic year.

## MEMBERSHIPS

Allen Community College is a member of the American Association of Community Colleges, the Association of Community College Trustees, the Higher Learning Commission, the Council for Higher Education, the Kansas Association of Community College Trustees, the Council on Accreditation for Two-Year Colleges, the Rural Community College Alliance, the National Institute for Staff and Organizational Development, the Kansas Association of School Boards, the National Junior College Athletic Association, the Kansas Jayhawk Community College Conference, and the Iola, Osage City, and Topeka Chambers of Commerce.

# SECTION 3: POLICIES AND EXPECTATIONS

## ABIDE BY COLLEGE POLICIES AND EXPECTATIONS

All personnel accepting employment with Allen Community College are bound to comply with the terms of their contracts; to abide by policies, rules and regulations of the Board of Trustees; and to follow the instructions of their immediate supervisors.

## ABSENCES

In the event that an employee is to be absent from duty, the immediate supervisor should be notified immediately. The employee is responsible for completing an Absence Report in the leave scheduler within (3) three working days upon return to work.

## BUDGET POLICY

Specified divisional and administrative heads may be authorized by the president to administer the approved budget for their area.

Approved divisional or administrative heads are authorized to purchase all necessary supplies, materials, services, or equipment as authorized in the approved budget subject to the requirements of applicable state laws and current Allen County Community College policy.

In order to be processed, all requisitions for purchases must be approved by the divisional or administrative head and the appropriate vice president. No request will be processed by the business office unless it bears the signature of the person authorized to administer the budget for the division or unit and by the appropriate vice president who is responsible for verifying that the requisition is within applicable law and that the item is authorized in the approved budget for the division or unit. The requisition shall not be processed unless there are funds within the specific unit's budget to cover the expenditure as verified by the business office or with the written approval of the President.

A purchase order shall be issued by the business office for items listed on properly approved requisitions. The amount of the purchase shall be charged to the appropriate division or administrative unit's budget.

## INTERNET POLICY

Access to the Internet through the Allen Community College facilities is designed to serve a traditional educational goal; it is a privilege, not a right. Access at any given time is not guaranteed. The use of Allen's Internet to further a commercial enterprise or for personal financial gain is prohibited. Use of the Internet must be ethically and morally prudent, reasonable, and exercised with good judgment.

Examples of use considered ethically and morally objectionable are:

- Accessing sexually explicit literature, images, or graphics.
- Accessing images and/or instructions of a criminal nature.

Abuse of Allen's facilities, equipment, or access privileges is considered a violation of this published policy. Those who are determined to have violated this policy will face a stiff penalty to include a fine, facilities restriction, expulsion, or any combination thereof.

## SEXUAL MISCONDUCT

Allen County Community College is committed to maintaining a positive and safe learning and working environment. Allen Community College students and employees are responsible for assuring that the College maintains an environment for study and work free from Sexual

Misconduct or related retaliation and all members of the Allen community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Allen Community College prohibits Sexual Misconduct, specifically including sexual assault, sexual exploitation, rape, acquaintance rape, domestic/dating violence, sexual harassment, stalking, cyber-stalking/bullying, or facilitating the commission of a violation, and retaliation.

Sexual Misconduct violates the dignity of individuals, impedes the realization of educational goals, is unlawful and will not be tolerated. Specifically, Sexual Misconduct is a form of illegal discrimination in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, The Violence Against Women Act of 1994, and the Kansas Act Against Discrimination and could lead to criminal prosecution.

Individuals with questions or concerns about Sexual Misconduct, or those wishing to file a complaint of Sexual Misconduct, should contact the Vice President for Student Affairs, Allen Community College, 1801 North Cottonwood Street, Iola, Kansas 66749, [yypsa@allenc.edu](mailto:yypsa@allenc.edu). In an emergency, please call 911 for immediate assistance.

Every reasonable effort will be made by the Title IX Coordinator to protect the confidentiality of the parties during an investigation and provide for the safety and welfare of the complainant. After an investigation, any person who is found to have violated this policy or retaliated against another will be subject to discipline, up to and including expulsion from Allen and/or termination of employment, to help ensure that such actions are not repeated. Please refer to the Sexual Misconduct policy in the online student handbook for specific information on reporting and the disciplinary process.

## ALCOHOL USE

The possession, distribution, or consumption of alcoholic beverages is not permitted by any student or non-student on college property. Any employee, student, or visitor possessing or consuming alcoholic beverages while on campus at an unauthorized event shall be subject to disciplinary action and/or prosecution by local authorities.

The college does not allow alcoholic beverages at any on or off campus sponsored activity unless previously authorized by the Board of Trustees. Alcoholic beverages are not allowed at any college sponsored student events on or off campus.

## TOBACCO USE

Tobacco may be used by persons of legal age outside of college buildings. No smoking is allowed outside college-owned buildings within a minimum of a ten foot radius of any doorway, open window, or air intake leading into such buildings. The possession of tobacco or tobacco products by a person of legal age is not a violation of this policy, only the use of tobacco inside college buildings, including student housing or vehicles. For more information, see the Policy Manual available in the myAllen portal. Go to the **Allen Resources** tab. Choose the [College Materials](#) link. Click on the [Allen Policy Manual](#) link.

## DRUGS

Instructors and staff are expected to observe State law and College policy, which prohibit the use or possession of illegal drugs. Illegal drugs include those drugs that State laws prohibit and those drugs for which the user does not have a prescription.

## FIREARMS AND WEAPONS

In order to promote a safe and secure community college and a caring learning environment, Allen County Community College prohibits the possession or use of firearms and weapons other than concealed handgun on college/campus facilities and at off-campus activities.

Individuals carrying concealed handguns should refer to the Allen Board of Trustee Firearms Policy for specific restrictions on concealed carry and storage of handguns.

## CHILDREN AND PETS ON CAMPUS

The College strives to maintain an environment conducive to academic pursuits and study. Employees and students are not permitted to bring children under the age of sixteen (16) years to campus and leave them without supervision. Parents are responsible for any damage their children inflict on college property.

Pets are not allowed in college buildings with the exception of service animals for disabled individuals or animals kept for laboratory use. The Office of Civil Rights defines a service animal as a dog that has been individually trained to do work or perform tasks for an individual with a disability. A companion animal not trained for a specific task in assisting the person with a disability may be allowed in student housing, but is not allowed in other campus buildings

## NON-DISCRIMINATION POLICY

Allen Community College is committed to a policy of nondiscrimination on the basis of race, sex, religion, age, color, national origin, and disability in admissions, educational programs or activities, and employment. The final responsibility for ensuring equal opportunity rests with the Board of Trustees and the President of the College. The responsibility for implementation of policy is assigned to the Affirmative Action Officer. It is the responsibility of the Affirmative Action Officer (Vice President for Student Affairs) to provide leadership that is necessary for attainment of the goals and objectives of the program.

Non-discrimination complaints by an employee should be addressed to the employee's supervisor, the appropriate vice president, or the compliance coordinator. Non-discrimination complaints by a student should be addressed to the appropriate vice president or the compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the appropriate vice president or the compliance coordinator. Complaints about discrimination will be resolved through the following complaint procedure:

- A complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation.
- A complaint should be filed within 30 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the President, the Board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the compliance coordinator. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit evidence, written or oral, relevant to the complaint to the investigator.

- A written determination of the complaint’s validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.
- Records relating to complaints filed and their resolution shall be maintained in a confidential manner by the compliance coordinator.
- The complainant may appeal the resolution of the complaint to the President or to the Board of Trustees if the complaint was against the President. The request to appeal the resolution shall be made within 10 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator’s report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint’s validity and a description of its resolution within 10 days after the appeal is filed.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies.

All employees are required to abide by and honor the College non-discrimination policy.

## CONVOICATIONS

Each semester before classes begin, instructors, staff members, and administrators gather for professional development. Convocation is held on Iola Campus and focuses on professional development for full-time employees. Please check the academic calendar for specific dates.

## SECTION 4: THE MYALLEN PORTAL

### HOW TO USE ALLEN EMAIL

Each employee is provided with an Allen email account. To access Allen email, go to <https://www.allencc.edu>, click on the Faculty and Staff link and then on the Check Email link. Enter your Allen assigned email address as your user name and your password (first four letters of your last name, last four of your SSN). To access your email, click on the Outlook icon. If an employee has multiple accounts and wants to check one, it is possible to set up message forwarding so that anything sent to the Allen account will also be sent to another account. This is a good way to make sure all emails are received.

To set up forwarding:

1. Log in to Allen email using your Allen email address and password
2. Click the Outlook icon
3. Click on the Gear icon in the upper right corner, and click on “View all Outlook Settings” at the bottom right
4. Look down the menu on the left and select “Forwarding”
5. Select “Start forwarding”, and enter your other email address in the box provided, and click “Save”

Messages will now forward to the other account and important communications from the College and students will arrive in both accounts.

### HOW TO USE STUDENT LOOK UP

Student information is available through the Internet.

1. Go to <https://accchp.allencc.net>.
2. From the CARS on the Web menu select the *Student Lookup* button.
3. Enter your employee ID or user name and password.
4. Enter the last name, first name, or the student I.D. number of the student you wish to access.
5. Click the *Lookup* button.
6. The student's picture (if provided), class schedule, contact information, and other student information will be displayed.

## SECTION 5: SUPPORT SERVICES

### ACADEMIC SUPPORT

#### *LIBRARY SERVICES*

The Allen Library's extensive resources are available to all students, faculty, and staff.

The library's 16,500-volume collection is available to all Allen employees. To access the library's catalog and other electronic resources visit the Allen Library website at <https://www.allencc.edu/student-life/library>. The online catalog, library guides, databases, and e-books are on this site. For more assistance using library resources, please call 620-901-6235.

#### *THE WRITING CENTER*

The Writing Center serves students with any assignment that involves writing. Tutors are available in the Writing Center on the Iola Campus in the Allen Library. The Writing Center's Online Writing Lab is available to all students who wish assistance with their writing via the Internet. The Writing Center link on the Allen website, [www.allencc.edu](http://www.allencc.edu), can be visited by clicking on Menu then Academics then Academic Support and scrolling down. It can also be found by clicking on "Resources for" then "Current Students" and scrolling down.

All staff members are encouraged to share information about Allen's academic support services, including the Writing Center. For information, contact the Writing Center Coordinator at 620-901-6303 or via email at [symes@allencc.edu](mailto:symes@allencc.edu).

#### *TUTORING*

Peer tutoring is available for students experiencing academic difficulty. Students seeking assistance in mathematics, writing, and other disciplines should visit the Allen Library on the Iola Campus. A Zoom meeting may be set up by contacting Bruce Symes during tutoring hours. An Online Writing Lab also is available for online, concurrent, and other students through the college's website or by emailing [symes@allencc.edu](mailto:symes@allencc.edu).

For other subjects, and for online and concurrent students needing help with math, NetTutor is available through Canvas. Professional tutors are readers anytime day or night to assist students in math, business and technology, physical and life science, social and behavioral science, allied health, humanities, fine arts, and literature.

### ADMINISTRATIVE SUPPORT

#### *THE BOOKSTORE*

Rental textbooks, workbooks, supplies, and merchandise are obtained through the college bookstore. On the Iola Campus, the bookstore is located in the Student Center and is open each

class day. A wide selection of merchandise, including Allen apparel is also available. The Bookstore mail order form is located on the portal.

### *COPYING/DUPLICATING*

On the Iola Campus, all in-house duplicating is done on a copy machine. Only under special conditions should employees do their own copying.

The following information is needed when materials are turned in for copying

- name of person making the request
- number of copies needed
- when copies are needed
- special instructions (color of paper, enlarge/reduce, collate/staple, make transparencies, etc.)
- to have copies on time, the material must be turned in 24 hours before it is needed. Material needed on Monday should be turned in on the preceding Thursday.

### *STUDENT ACCOMMODATIONS / DISABILITY SERVICES*

Allen Community College is committed to assisting individuals with disabilities in achieving their educational goals with appropriate accommodations and services based on individual documented need.

The Enrollment Management Office coordinate accommodations for Allen students who have a documented disability. Accommodations are provided at no cost to enrolled students on an individual basis and with respect for confidentiality. The College encourages independence and self-advocacy for students with disabilities.

Disabilities qualifying for services may include, but are not limited to: physical disability, health or medical disability, hearing disability, visual disability, learning disability, acquired brain injury, attention deficit disorder, mental/emotional disability, and speech disability.

To access accommodations:

- Students with disabilities should contact the Enrollment Management Office to schedule an interview. The interview will focus on how the disability affects the student and what accommodations will be needed.
- Students will be required to furnish appropriate documentation of their disability. Documentation must include justification for the requested academic accommodation.
- The advisor will determine if the documentation is adequate to establish the existence of a qualifying disability and to support the requested accommodations.
- Students must meet with the advisor each semester to determine needs for that term.
- Students must notify the advisor of any class schedule changes.

The advisor will serve as an advocate for students with disabilities, sharing information pertaining to accommodations with instructors.

Types of accommodations may include, but are not limited to: notification of instructors concerning needed accommodations, use of a note taker or scribe, use of tape recorders during class, course exam accommodations (e.g., extended time in a quiet location), use of a dictionary during tests,

recorded textbooks/materials, sign language interpreters, large print materials, Braille materials, library accommodations, and assistive technology.

All requests for accommodations and services will be considered on a case-by-case basis. Factors affecting the program of accommodations and services will be dependent upon disability, documented need, and the compliance requirements of Americans with Disabilities Act and section 504 of the 1973 Rehabilitation Act.

### *CUSTODIAL SERVICES*

Custodians are on duty at specified hours. On the Iola Campus, check with the Director of Physical Plant Operations for the name of the building custodian and the hours on duty. Requests for assistance should be made with the Director of Physical Plant Operations. If an employee needs to have major rearrangement of furniture or equipment or any special custodial service, please make the request to the Director of Physical Plant Operations through completion of a Maintenance and Repair Request Form.

### *LOST AND FOUND*

Articles found on the Iola Campus should be turned in to Campus Services/Mail Room. The College, through policy and procedures, will make an effort to return property to the owner. Depending on the type of item, the property may be held up to 3 months before disposal.

### *POSTAGE*

On the Iola Campus, mailboxes for all full-time instructors are located in the Campus Services. College mail postage is charged back to each program budget.

## **SECTION 6: PERSONNEL**

### **ACCESS TO COLLEGE FACILITIES**

Full-time staff will receive keys to the building in which their work area is located. Keys should not be loaned to students. Loss of any key should be reported to the Director of Physical Plant Operations immediately.

### **ADMISSION TO COLLEGE ACTIVITIES**

Instructors and staff members and their families are admitted, without charge, to all College-sponsored activities.

### **PROFESSIONAL ATTIRE**

All employees are expected to conduct themselves and dress in such a way as to merit the respect due a professional person who works with students, parents, associates, community leaders, and the general public.

### **USE OF COLLEGE VEHICLES**

College vehicles are available for use by College employees for off-campus travel. On the Iola Campus, any employee who desires to use a vehicle must reserve the vehicle through the office of the Vice President for Student Affairs. Credit cards will be issued when the keys to the vehicle are picked up. Employees using College vehicles should ensure all provisions of Board policy regarding vehicle use are met.

## COMPENSATION/WORKLOAD/BENEFITS

All full-time employees will be paid on a twelve-month basis, with the first check due after duties have been assumed with the College. The work week will be from Saturday through Friday (7 days). Employees working on less than 12-month contracts may request a lump sum payment upon fulfilling their contract. This should be done in writing at least one month before the pay period in which they wish to receive the lump sum payment.

Hourly employees and students are responsible for preparing and completing leave scheduler/time cards for each two-week period. Supervisors are responsible for checking accuracy of time worked including applicable signatures, and to make sure leave scheduler/time cards are turned in to the payroll officer on time. Time cards must be turned in to the payroll officer no later than Monday following the two-week work period ending the preceding Friday.

The Board of Trustees provides all full-time employees a package of fringe benefits for the safety, security, and well-being of the employee. All federal, state, and local laws shall apply to the fringe benefits offered to employees by the Board of Trustees. All references to group health insurance plan shall include the health insurance plan, prescription drug plan and dental plan. Participation in the College group health insurance plan by retirees or their spouse or the spouse of an active employee, shall terminate upon reaching age 65 and becoming eligible for Medicare.

## EVALUATION PROCESS

All evaluations of personnel are to be made in writing and copies of the evaluation documents and responses thereto are to be maintained in the personnel file of each person for a period of not less than three years from the date the evaluation is made. Each employee shall be evaluated annually for the first three years of employment and thereafter a minimum of once every three years, unless statutes or circumstances call for more frequent evaluations.

## PERSONNEL FILES AND EMPLOYMENT DOCUMENTS

### *PERSONNEL FILES*

Employees must provide the College with a current address, telephone numbers, and an email address so that the College may contact them with pertinent information and provide them with services in a timely manner.

The College must establish and maintain personnel files and keep employment documents on file through the Human Resources office. First, a completed application must be submitted along with official copies of College transcripts. In addition, the College must be provided with a W-4, K-4, Kansas State Loyalty Oath, I-9 Employment Eligibility Verification, a copy of the employee's Social Security card, and a State-issued photo ID.

### CHANGE OF NAME AND ADDRESS

Changes in an employee's name, address, and phone numbers must be reported so that personnel records can be updated in the Vice President for Academic Affairs Office and the Business Office. Changes in name and contact information should be reported to the Human Resource Specialist at 620-901-6299 or [sregehr@allenc.edu](mailto:sregehr@allenc.edu).

## FULL-TIME EMPLOYEE TUITION AND BOOK RENTAL GRANT

Full-time instructors and staff are eligible for a tuition, fees, and book grant for Allen Community College for-credit classes taken while they are employed. Administrative approval is required prior to the start of the class and enrollment is on a space-available basis. The employee pays for purchased books and/or supplies. IRS dependent spouses and children are eligible for tuition and book rental grants for Allen Community College for credit classes taken while their spouse or parent is employed by Allen.

Policy information and a printable form are available on the myAllen portal. Click on the **Allen Resources** tab then choose the Allen Forms link. Look for this information in the Other Forms box.

## SECTION 7: SAFETY

### USE OF DANGEROUS EQUIPMENT AND MATERIALS

Public institutions are sometimes held liable for injuries sustained by persons using dangerous equipment and materials on the institution's premises. For this reason, it is essential that each employee exercise every precaution to see that such equipment and materials used in each class are handled only when the employee is present. Each employee is responsible for becoming familiar with the safety procedures and regulations attendant to the conducting of each assigned class. On the Iola Campus, the employee is responsible for reporting any and all possible safety hazards existing within the facilities to the Director of Physical Plant Operations. The College carries insurance to protect individual employees from suit; employees may be familiarized with this coverage through the Business Office.

### PROCEDURE IN CASE OF ACCIDENT

If a student, faculty, staff, or guest should be injured on College property or while involved in a college-related activity, the following procedures are proper:

1. The welfare of the injured person should be the first priority.
2. Common sense should be the guide in dealing with the injury and/or injured person.
3. Proper medical attention should be obtained at the earliest possible time.
4. The administration should be notified as soon as proper medical attention has been given.
5. A written report describing the incident should be filed with the administration.

A student or guest injured on College property or while involved in a college related activity shall be responsible for his or her own medical expenses. No member of the College faculty or staff is authorized to assume liability for such expenses on the part of the College

The Human Resources Office should be contacted immediately for forms to be completed if injury is to be covered by worker's compensation.

### EMERGENCY NOTIFICATION PLANS

In the event of an emergency the following procedures will be followed to contact students, faculty, and staff:

- Mass email to all students, faculty, and staff via allenc.net and allenc.edu addresses.
- Text message to all students, faculty and staff via Emergency Notification System (ENS).

All Allen Community College students, faculty and staff will be automatically enrolled in the College's emergency notification system. Students, faculty, and staff wishing to opt out of emergency notifications can do so by completing a form on the myAllen portal.

## SEVERE WEATHER PROCEDURES

A tornado watch indicates that conditions are favorable for the development of severe thunderstorms, large hail, heavy rains, damaging winds, and tornadoes. A tornado warning indicates that a tornado is developing and people in the warning area should seek shelter immediately.

### *IOLA CAMPUS*

**Main Academic Building:** Students and personnel should take shelter in the Barclay Lecture Hall (A 27) or the restrooms in the B and C Complex part of the building (no windows-solid roof).

**Activities Building:** Students and personnel should not stay in the building. They should go immediately to the main building.

**Theatre Building:** Students and personnel should not stay in the building. They should go immediately to the main building.

**Student Center:** Students and personnel should go to one of the above locations in the main building or to Horton Hall.

**Horton and Winter Residence Halls:** Students in both residence halls should go to the ground floor hallways of Horton Hall.

**Masterson Hall:** Students should go to the Main building outside the Administrative Office Complex to take shelter in Barclay Lecture Hall (A 27).

**Herynk Hall:** Students should go to the Main building outside the Administrative Office Complex to take shelter in Barclay Lecture Hall (A 27).

**Red Devil Duplex:** Students should go to the Main building outside the Administrative Office Complex to take shelter in Barclay Lecture Hall (A 27).

**Ballard House:** Lincoln Elementary School 700 N Jefferson Ave. Enter on the west side, south door. Or, in the Barclay Lecture Hall (A27) or the restrooms in the B and C part of the building (no windows-solid roof).

**Parkford Apartments:** Lincoln Elementary School 700 N Jefferson Ave. Enter on the west side, south door. Or, in the Barclay Lecture Hall (A27) or the restrooms in the B and C part of the building (no windows-solid roof).

**Outdoors in a car or truck:** Those who do not have time to reach one of the above locations should leave their vehicles, lie flat in a ditch or low place, and protect their heads.

In the event that Iola Campus classes are canceled, the College will notify students and employees by email and text messages.