

MID-PLAINS COMMUNITY COLLEGE
BOARD POLICY INDEX
PERSONNEL

4100	All Personnel
4101	Personnel Defined
4110	Delegation of Employment Authority to President
4113	Employees/Chronic Communicable Diseases
4145	Nepotism
4171	Sexual Harassment
4172	Drug-Free Work Place
4173	Jury/Court Witness Leave
4180	Salaries in Grant Funded Positions
4181	Conflict of Interest/Sale of Books and Supplies
4194	Chaperone Responsibilities
4200	Faculty
4201	Academic Freedom and Responsibility
4203	Faculty Performance Expectations
4253	Reduction in Force
4254	Request for Release from Contract
4255	Termination
4290	Extra Duty Assignments
4291	Suspension
4300	Administrators, Professionals, and Classified Staff
4351	Bereavement Leave
4352	Sick Leave
4353	Reduction in Force
4354	Request for Release from Employment
4355	Employment and Termination
4360	Tuition Waiver
4362	Vacation and Personal Leave
4370	Grievance Procedure
4391	Suspension
4500	Part Time Employees
4541	Compensation Guidelines

Amended: May 2009; June 2009; July 2009; May 2010; June 2010; March 2012; August 2012;
February 2014; August 2017; July 2018; December 2019

ALL PERSONNEL

Personnel Defined

Personnel of Mid-Plains Community College (MPCC) includes all employees of all categories who are employed: (a) full-time as (1) executive administrators (2) professional, (3) faculty, or (4) classified staff and who possess the necessary qualifications and skills to perform all the tasks required in the day-to-day operations of MPCC or (b) part-time in any of the above listed employment categories.

Definitions of specific employee categories are as follows:

(1) Executive Administrator: A salaried employee whose primary duties include management of the college, who supervises at least two or more employees, and whose responsibilities include hiring and firing, or making recommendations as to the hiring and firing, of other employees. Executive Administrators shall include those MPCC employees with the rank of Associate Dean, Dean, Associate Vice President, Vice President and President. Employees who are executive administrators are at-will and otherwise subject to the Federal and State of Nebraska Fair Labor Laws.

(2) Professional: A salaried employee other than an Executive Administrator or a Faculty Member, who primarily performs office or non-manual work directly related to the management, operations, or administrative support of MPCC and whose duties include the exercise of discretion and independent judgment. A professional employee is one who devotes at least 50% of his or her workweek in the performance of duties listed above, and is not paid less than the amount referenced in Federal Labor Law. Professional employees include directors, coordinators, technicians, administrative assistants, student advisors, recruiters, registrars, career specialists and other similar assignments. Professional employees are at-will and otherwise subject to the Federal and State of Nebraska Fair Labor Laws.

(3) Faculty: Members of the MPCC faculty shall be classified as follows:

(a) Faculty (full-time and salaried): One who is responsible for teaching fifteen (15) or more credit hours per semester or thirty (30) or more credit hours per academic year, or a total of twenty-five (25) to thirty (30) contact hours of teaching per week. Faculty workloads, including assigned institutional service and weekly hours of duty, shall be determined by the MPCC President or designee.

(b) Adjunct faculty (part time, non-salaried): One who normally teaches 12 credit hours or fewer per semester or from ten (10) to twenty (20) contact hours per week per semester. Adjunct faculty compensation shall be paid on a per credit hour basis at a rate established by the Board of Governors. Adjunct faculty shall not be assigned to teach more than twelve (12) credit hours per semester or twenty-five (25) contact hours per week per semester without the explicit approval of the College Vice

Presidents. Adjunct faculty workloads, including length of weekly hours of duty shall be determined by the MPCC President or designee.

The MPCC President or designee shall develop appropriate guidelines for the recruitment, hire, workload assignment, on-going professional growth, and performance evaluation of faculty in all three categories.

(4) **Classified Staff:** All MPCC employees who are paid hourly and who perform work that by custom in business, industry and other institutions of higher education is managed on an hourly basis with such work compensated according to hours worked or earned, including clerical, office, custodial and maintenance, and other general service workers. Classified staff employees are at-will and otherwise subject to the Federal and State of Nebraska Fair Labor Laws.

(5) **Full-Time Employee:** While federal guidelines define full-time as an employee that works more than 28 hours, MPCC strives to have employees work at least 40 hours per week and not employ anyone that works between 28 and 40 hours per week.

(6) **Part-Time Employee:** An employee that works 28 hours per week or less.

(7) **Probationary:** A faculty member who has less than two years of full-time employment.

(8) **Tenured Faculty:** A faculty member who has completed two years of full-time employment.

(9) **Student Employee:** A student employee who is enrolled in college credit classes at MPCC, and is employed temporarily in a part-time position. Student employees do not receive benefits. Wages can be paid either through financial aid work-study or by departmental funding (General Fund).

Adopted: March 2001

Amended: August 2002; July 2004; May 2010; March 2012; February 2014; August 2017

ALL PERSONNEL

Delegation of Employment Authority to President

The Board of Governors delegates to the Mid-Plains Community College (MPCC) President, the authority to hire professional personnel of MPCC including all (1) executive administrators (2) professionals, and (3) faculty. The MPCC President shall hire a vice-president after providing information regarding all finalists to the Board of Governors, and providing an opportunity for the Board of Governors to meet the finalists. In all cases, the terms of compensation shall be in compliance with Board approved salary guidelines and pay scales.

The MPCC President may create and eliminate positions as provided for within the annual MPCC budget. The MPCC President will regularly notify the Board of Governors as to any hires, resignations, retirements, or terminations involving executive administrators, professionals and full-time faculty. All full-time faculty resignations, retirements or terminations shall be accepted by the Board based on the recommendation of administration.

Adopted: June 2004

Amended: June 2009; August 2012; February 2014; July 2018

ALL PERSONNEL
Chronic Communicable Diseases

Any Mid-Plains Community College (MPCC) employee with a chronic communicable disease or who is a carrier of a chronic communicable disease shall be permitted to retain his/her employment position whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others. Such employee may be reassigned to a position that limits student/employee contact or placed on the appropriate MPCC sick leave if medical judgments substantiate that such employee poses a significant health threat to students and/or other employees, or is unable to satisfactorily perform assigned duties.

A chronic communicable disease shall be defined as a persistent or recurring infection that may be transmitted to a susceptible person by direct or indirect contact with an infected individual. This policy is intended to apply to acute infectious diseases such as, but not necessarily restricted to, HIV/ARC/AIDS and Hepatitis B. The National Center for Disease Control shall be the definitive authority on the identification and transmission of chronic communicable diseases.

The MPCC President shall be responsible for assuring that procedural safeguards are used when determining the employment status of employees with chronic communicable diseases.

Adopted: February 2003

Reviewed: August 2012

ALL PERSONNEL

Nepotism

Mid-Plains Community College (MPCC) considers each applicant for employment, and each employee assignment, on the basis of the person's training and experience as well as other characteristics, which best suit the individual to the job to be performed.

On this basis, employment may be given to more than one member of the same family provided that the person so employed is not directly supervised, or is assigned to directly supervise another member of the family. When one family member is employed in the Human Resources, Business Operations or Management Information Systems Departments no other family member may be assigned to those departments due to the sensitivity of information processed by these units.

For the purpose of this policy, family shall be defined broadly to include familial or close relationships with a current College employee. Familial relationships includes spouse, children, parents, grandparents, grandchildren, siblings, guardian, ward, stepparents, stepchildren and persons married to them. A close relationship is considered to exist when there is a committed relationship, romantic relationship, or where the benefited individual is someone who resides in the same residence.

This policy applies to all MPCC employees of all categories. Any exceptions must have written approval from the President. Notification shall be provided to the Board.

Adopted: September 1998

Amended: March 2001; March 2012; August 2017

ALL PERSONNEL
Sexual Harassment

Mid-Plains Community College (MPCC) is committed to the belief that sexual harassment by employees against other employees or students at MPCC is unacceptable conduct and will not be tolerated nor condoned.

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature: (1) are made, either explicitly or implicitly, a term or condition of an individual's employment; (2) are used as a basis for employment decisions affecting such individuals; or (3) have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. The MPCC President or designee shall establish a procedure for the reporting and investigation of alleged acts of sexual harassment. Any employee found to have engaged in conduct prohibited by this policy or rules adopted by the President in furthering the goals of this policy shall be subject to disciplinary action or dismissal. Anyone found to have engaged in conduct prohibited by this policy may be forbidden from entering MPCC property or conducting business with MPCC.

Adopted: March 2001
Amended: August 2012

ALL PERSONNEL

Drug-Free Workplace

Mid-Plains Community College (MPCC) affirms its responsibility and commitment to maintain a drug-free workplace strictly according to the terms and conditions of the Drug-Free Workplace Act of 1988. MPCC is obligated to provide a drug-free, safe, healthy and secure workplace for employees.

MPCC prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on MPCC property including residence halls and vehicles, whether leased or owned, or while conducting MPCC business off-premises. Any employee convicted of a criminal drug offense under the above conditions is subject to appropriate disciplinary action up to and including termination.

MPCC does hereby establish drug-free awareness programs to be implemented through the President, which shall inform all employees about:

1. The dangers of drug abuse in the workplace;
2. MPCC's Board Policy of maintaining a drug-free workplace;
3. Drug counseling, rehabilitation, and employee assistance; and
4. Appropriate personnel actions and penalties which may be imposed for drug abuse violations.

This policy applies to all personnel, including student employees and all employees, as a condition of employment, they must abide by the terms of this policy and must also report any criminal drug conviction within five days after the conviction to their immediate supervisor. This includes any drug violation occurring on or off MPCC premises.

Adopted: March 2001

Amended: March 2012; February 2014

ALL PERSONNEL
Jury/Court Witness Leave

Leaves of absence shall be granted for Mid-Plains Community College (MPCC) employees in order to fulfill jury/court witness obligations. No deductions will be made from the salary of an MPCC employee for required appearances in court, including jury duty or court witness duty, when the reason for such appearance is not personal to the employee. All such jury duty compensation or witness compensation, if any, other than court granted expenses, shall be surrendered to MPCC.

The MPCC President shall be responsible for establishing and administering procedures for implementation of the Jury Duty/Court Witness Leave Policy.

Adopted: February 2003

Amended: March 2012

ALL PERSONNEL
Salaries in Grant Funded Positions

Even though externally funded, salaries for personnel written into grant proposals shall be guided by the Mid-Plains Community College (MPCC) salary guidelines.

Adopted: March 2001
Amended: March 2012; August 2017

ALL PERSONNEL

Employee Authored Educational Materials

It shall be the responsibility of the Mid-Plains Community College (MPCC) President and/or designee to approve or disapprove the adoption of books and/or other educational materials authored by the instructor to prevent any exploitation of students regarding the same.

Adopted: February 2003

Amended: July 2004; May 2010; March 2012; February 2014

ALL PERSONNEL
Chaperone Responsibilities

Any Mid-Plains Community College (MPCC) personnel may be assigned to chaperone college activities. At such events, each employee is a MPCC representative and is responsible for insuring proper conduct and observance of all rules, regulations, and policies.

Adopted: March 2001

Amended: March 2012

FACULTY

Academic Freedom and Responsibility

Mid-Plains Community College (MPCC) serves the people of Nebraska and their common good. The common good depends upon the free search for truth and its free expression. Instructors and students must always remain free to inquire, to study and to evaluate, and to gain new maturity and understanding.

Faculty members are entitled to freedom in the classroom in discussing issues germane to their academic discipline as long as the method or manner of presentation involves objective reasoning and rational discussion. In the traditional classroom, college produced telecommunications, and all forms of electronic delivered instruction, faculty members shall strive to be accurate, to exercise appropriate restraint, and to show respect for the opinions of others. In addition, instructors shall be judicious in the use of materials and should introduce only materials that have clear relationships to the subject field.

The protection of academic freedom and the requirements of academic responsibility apply to all MPCC instructors including full-time, part-time, probationary and tenured faculty.

Adopted: February 2003

Amended: March 2012; February 2014

FACULTY

Faculty Performance Expectations

Full-time faculty shall be expected to perform effectively in each of the following five areas of professional responsibilities:

1. Preparation for teaching, teaching, and assessment of student learning.
2. Curriculum development and maintenance.
3. Advising, mentoring, and personally assisting students with learning.
4. Service to the College, community, and profession and/or professional field.
5. Ongoing professional development.

The expectations for full-time faculty shall include a professional dedication and devotion of time and skill to the fulfillment of contracted responsibilities. The standard teaching load for all full-time faculty for the academic year shall be thirty (30) semester credits or nine hundred (900) contact hours-whichever accumulates first - or their equivalent in related responsibilities- or their equivalent in specially arranged duties on release time from teaching. It shall be the responsibility of the College President, or designee to ensure fairness and equity among faculty teaching assignments in regard to the standard thirty (30) credit hour or nine hundred (900) contact hours teaching load per academic year.

Recognizing that full-time instruction, if it is to ensure quality instruction and effective support for student learning, is professionally demanding, the Board of Governors discourages, except in instances of reasonable need, the assignment of teaching overload to full-time faculty during the fall and spring semesters.

Amended: February 2014

FACULTY

Reduction in Force

A reduction in force means any reduction of a faculty position or a percentage of employment of such a position which results in the termination of employment or reduction in status from full-time to part-time employment. This policy is adopted pursuant to Nebraska Revised Statutes. Under no circumstances shall there be a reduction of a tenured faculty while a probationary faculty is retained to render a service which such tenured faculty is qualified by reason of certification and endorsement to perform or, if certification or endorsement is not applicable, by reason of college credits in the teaching area.

No reduction in force shall occur unless the administration of Mid-Plains Community College (MPCC) has presented competent evidence demonstrating that a change in circumstances has occurred necessitating a reduction in force. Any alleged change in circumstances shall be specifically related to the instructor to be reduced in force. Change in circumstances may include, but not be limited to, enrollment projections, program determinations, and financial projections for the ensuing school year.

In the event the executive administrators determine that a reduction in force must be considered, the following procedure shall be used:

1. The President shall appoint a committee to evaluate the criteria for a reduction in force and make a recommendation.
2. The criteria for making any such recommendation for a reduction in force shall include but not be limited to the following: (a) a review of the faculty member's number of years of uninterrupted service; (b) the programs to be offered; (c) areas of certification or training of the affected faculty member which would be of present or future value to MPCC; (d) state and federal regulations which may mandate certain employment practices; (e) special qualifications of the faculty acquired by specific training and/or experience; (f) contributions of the affected faculty member to MPCC's activity programs for students; (g) the organizational and educational effect created by multiple part-time faculty members; and (h) any other reasons which are rationally related to the instruction or administration of MPCC.
3. The committee shall prepare a written report on the proposed reduction in force which includes a ranking of candidates in order of preference taking into consideration the criteria described above. The report shall be forwarded to the MPCC President who shall review the evidence gathered, deliver the report to the Board of Governors, and make a recommendation to the Board of Governors. The Board of Governors shall either direct the President to proceed with the notification, reject the recommendation, or request further review.

In the event the contract of a faculty member is terminated because of a reduction in force conducted under this policy, that faculty member shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect. Such faculty member shall have preferred rights to re-employment and retention of benefits as allowed by Nebraska law. An employee under contract to another educational institution may waive these recall rights but such waiver shall not deprive the employee of his or her right to subsequent recall.

Notwithstanding the foregoing, if the reduction of a faculty member under these provisions would place MPCC in noncompliance of any federal or state law or regulations requiring affirmative action employment practices, MPCC may vary from these provisions as necessary to comply with such affirmative action laws or regulations.

Adopted: March 2001

Amended: February 2003; March 2012; February 2014; August 2017

Legal Reference: Nebraska Revised Statutes 85-1530, 85-1531, 85-1532, and 85-1533

FACULTY
Request for Release from Contract

The Mid-Plains Community College (MPCC) Board of Governors believes that when a contract of employment is signed in good faith that both parties should carry out that contract to its completion. However, should a faculty member request to terminate his/her contract before its completion, the Board of Governors may, by a favoring majority vote, honor the request only if such action will not negatively affect the College.

If the faculty member abrogates his/her contract before its completion and prior to granting the request for a release, all future references requested by or for the faculty member will so indicate that the faculty member unilaterally abrogated his/her contract of employment with the College without the approval of the Board of Governors. In either case of employment separation, all salary and fringe benefits shall cease on the effective date of the faculty member's resignation unless the Board of Governors approves an alternative separation arrangement.

Adopted: March 2001
Amended: December 2001; March 2012

FACULTY

Termination

The contracts for faculty members are valid for one year. Those contracts require the sanction of a majority of the members of the Board of Governors. During their first two years of employment by the Mid-Plains Community College (MPCC), faculty members are considered probationary faculty and the contract of any such person may be terminated during the probationary period without cause.

The contract of any faculty member other than probationary employees shall be deemed renewed and in full force and effect until a majority of the Board of Governors votes to amend or terminate the contract for just cause, subject to the following limitations:

1. The secretary of the Board of Governors shall notify any faculty member in writing at least 90 days before the close of the contract period of any conditions of unsatisfactory performance or any condition the Board of Governors considers may be just cause to either amend or terminate the contract for the ensuing year.
2. Any faculty member so notified shall have the right to file a request for a hearing before the Board, such request for hearing to be made within 5 days after receipt of the notice from the secretary of the board described above.
3. Upon receipt of a request for hearing, the Board shall order the hearing to be held within 10 days and the secretary shall give written notice of the time and place of the hearing to the faculty member.
4. The Board shall render the decision to amend or terminate the contract based on the evidence produced at the hearing, provided however, that no such decision to amend or terminate a contract shall be valid unless that decision is rendered at least 60 days before the close of the contract period.
5. A decision to terminate the employment of a faculty member shall be effective at the end of the contract period unless the Board makes a specific finding that the contract should be cancelled immediately pursuant to Nebraska Law.

Adopted: March 2001

Amended: March 2012; February 2014

FACULTY

Extra Duty

In addition to basic teaching contractual duties, faculty members may be assigned certain extra duties by the administration of the Mid-Plains Community College (MPCC). These extra duties shall be separately identified in writing. The college administration has the right to assign these extra duties or to remove these extra duty assignments from any faculty member at any time.

Adopted: March 2001

Amended: March 2012

FACULTY
Suspension

If the President believes it to be in the best interest of the Mid-Plains Community College (MPCC), the President may suspend, with pay, for a period not to exceed sixty calendar days, a faculty member during the contract term from teaching or any other contractual duties for cause. Such cause may include but not be limited to incompetency, neglect of duty, unprofessional conduct, insubordination, immorality, physical or mental incapacity, or other conduct, which substantially interferes with the performance of duties or endangers the welfare of MPCC, its students or personnel. The suspension may exceed the sixty-calendar day limitation for a valid reason or reasons until a determination is made whether or not to terminate the faculty member.

Prior to any suspension, the President shall gather relevant facts and evidence regarding any allegations involving the faculty member. The faculty member shall be given the opportunity to present whatever evidence the faculty member deems relevant in his/her behalf. After a complete and impartial review of the evidence with the faculty member, the President shall make a determination as to whether immediate suspension is required in order to protect the interests of MPCC administration, faculty, or students.

If a determination is made to suspend the faculty member, the President shall notify the faculty member through a written communication. The President shall immediately notify the Board of Governors through written communication of any suspension or extension of any suspension.

In the event notification of termination is made during the suspension, then such suspension with pay may be continued until the final decision on termination, amendment, or cancellation of the contract is made.

Adopted: March 2001
Amended: March 2012

EXECUTIVE ADMINISTRATORS, PROFESSIONALS, and CLASSIFIED STAFF
Bereavement Leave

Bereavement leave for Executive Administrators, Professionals, and Classified Staff shall be granted for the death of spouse, child, brother, sister, father, mother, grandparent, guardian, in-laws, grandchildren, or any other relative who is a permanent resident in the administrator's home. The bereavement leave shall be determined by the administrator's immediate supervisor and must be approved before taken. Consideration will also be given for bereavement leave to attend the funeral of other family members or close friends, provided all duties are covered.

Adopted: March 2001
Amended: March 2012; August 2017

EXECUTIVE ADMINISTRATORS, PROFESSIONALS, and CLASSIFIED STAFF
Sick Leave

All full-time Executive Administrators, Professionals, and Classified Staff of Mid-Plains Community College (MPCC) hired on or before 06/30/2004, are entitled to an annual sick leave of sixty (60) days per fiscal year. Unused sick leave may not be carried over from one year to the next. All full-time Executive Administrators, Professionals, and Classified Staff hired on or after 07/01/2004 are entitled to annual sick leave of twelve (12) days per fiscal year. These administrators may carry forward unused sick leave from one year to the next, accumulating to a maximum of sixty (60) days).

Sick leave may not be used for any purpose other than treatment and convalescence necessitated by disability and/or illness of the administrator, administrator's spouse, administrator's child, or other dependent family member as defined by IRS guidelines. Additionally, Executive Administrators, Professionals, and Classified Staff may use up to ten (10) days of sick leave per year to care for non-dependent family members, specifically meant to include non-dependent parents and/or non-dependent children.

In case of sick leave absence, the Executive Administrators, Professionals, and Classified Staff may be required to present to the administration a physician's statement of physical condition of the administrator, administrator's spouse, administrator's child, or other dependent family member for which the sick leave was taken. Employees hired after April 1 will receive a prorated number of days of sick leave as outlined in the employee handbook.

Adopted: March 2001

Amended: May 2009; March 2012; August 2017

EXECUTIVE ADMINISTRATORS, PROFESSIONALS, and CLASSIFIED STAFF
Reduction in Force

It shall be the policy of the Mid-Plains Community College (MPCC) to endeavor to provide ongoing employment for Executive Administrators, Professionals, and Classified Staff consistent with the needs and financial resources of the College. When the interests of the College are best served or changes in circumstances require a reduction in the number of Executive Administrators and Professionals, the procedures utilized will be based upon criteria that will best serve the financial and educational needs of the College, and shall be in compliance with any applicable federal and state laws.

It shall be the responsibility of the College President to develop and disseminate procedures for the reduction in force of the Executive Administrators, Professionals, and Classified Staff.

Adopted: March 2001

Amended: May 2003; March 2012; August 2017

EXECUTIVE ADMINISTRATORS, PROFESSIONALS, and CLASSIFIED STAFF

Request for Release from Employment

The Mid-Plains Community College (MPCC) Board of Governors expects that Executive Administrators, Professionals, and Classified Staff shall at all times act in the best interests of the College and will fulfill their duties to the best of their ability. Should Executive Administrators, Professionals, and Classified Staff (except the College President) request to terminate his/her employment at any time, that Executive Administrators, Professionals, and Classified Staff shall submit such a written request to the President or designee.

In any case of employment separation, all salary and fringe benefits shall cease on the effective date of the Executive Administrators, Professionals, and Classified Staff resignation unless the President approves an alternative separation arrangement.

Adopted: March 2001

Amended: December 2001; May 2009; March 2012; August 2017; December 2019

EXECUTIVE ADMINISTRATORS, PROFESSIONALS, and CLASSIFIED STAFF
Employment and Termination

The College President shall have the authority to approve employment of members of the Executive Administrators, Professionals, and Classified Staff of Mid-Plains Community College (MPCC).

It shall be the policy of MPCC to endeavor to provide ongoing employment for Executive Administrators, Professionals, and Classified Staff consistent with the needs and financial resources of the College. However, all Executive Administrators, Professionals, and Classified Staff shall be considered at will employees. Therefore, when the interests of the College are best served, or changes in circumstances suggest the termination of an Executive Administrator, Professional, or Classified Staff, the College President shall be authorized to approve such termination(s).

The procedures used by the President for termination shall be based upon criteria developed by the President that will best serve the educational and financial needs of the College, and shall be in compliance with any applicable federal and state laws.

Adopted: March 2001

Amended: May 2003; May 2009; March 2012; August 2017

EXECUTIVE ADMINISTRATORS, PROFESSIONALS, and CLASSIFIED STAFF

Tuition Waiver

All full-time Executive Administrators, Professionals, and Classified Staff, their spouses, and their dependent children as defined by the Higher Education Act, are eligible to enroll in any classes offered by the Colleges of the Mid-Plains Community College tuition free. Any fees and/or books connected with the class must be paid for by the student. Approval for enrollment will also include these provisions:

1. Executive Administrators, Professionals, and Classified Staff, their spouses, and their dependent children must be admitted as students and must meet all normal academic standards.
2. Tuition waivers are capped at 15 credit hours per term.
3. When enrollment is limited, students paying tuition have priority for available class slots.

To help determine eligibility, the following criteria needs to be met on the first day of the semester.

Dependent Child(ren) – must meet both of the following criteria:

A child is defined as:

- a. A biological or legally adopted child claimed by the employee, spouse or ex-spouse
- b. A step child claimed on the employee's tax return
- c. A legally adopted child (or child for whom legal adoption proceedings have been initiated if such child has been placed in the home) or
- d. A child who has been placed under the legal guardianship of the employee.

Dependency is proven by:

- a. Current coverage under the employee's MPCC health plan or
- b. Dependent status claimed on a biological parent's federal income tax return or
- c. Court order.

Adopted: March 2001

Amended: March 2012, March 2013; February 2014; August 2017

EXECUTIVE ADMINISTRATORS, PROFESSIONALS, and CLASSIFIED STAFF

Vacation and Personal Leave

Full-time Executive Administrators, Professional Personnel, and classified staff personal leave and earned vacation are outlined in the charts below. Vacation is earned through an accrual system for every full month of employment. No more than twice the annual earned vacation days may be compensated upon separation from employment if accrued and available.

**Executive Administration and Professional Personnel
Vacation and Personal Leave Accrual Earnings**

Year Of Service	Vacation hours earned and available per month	Vacation days per year	Personal Leave days per year	Total Leave days Per Year	Max Accrual/ Payout days	Max Accrual/ Payout hours	Max Carryover hours (at fiscal year rollover)
1	16	24	1	25	24	192	192
2	16	24	1	25	48	384	384
3+	16	24	1	25	48	384	424

**Classified Staff
Vacation and Personal Leave Accrual Earnings**

Year Of Service	Vacation hours earned and available per month	Vacation days per year	Personal Leave days per year	Total Leave days Per Year	Max Accrual/ Payout days	Max Accrual/ Payout hours	Max Carryover hours (at fiscal year rollover)
1	8	12	3	15	12	96	96
2	8	12	3	15	24	192	192
3	8	12	3	15	24	192	232
4	8	12	3	15	24	192	232
5	8	12	3	15	24	192	232
6	12	18	2	20	36	288	328
7	12	18	2	20	36	288	328
8	14	21	2	23	42	336	376
9	14	21	2	23	42	336	376
10+	16	24	1	25	48	384	424

Vacations will be scheduled on a first come first serve basis after considering the needs of Mid-Plains Community College (MPCC). The President has the authority to schedule vacation requests, based on institutional priorities.

Adopted: March 2001

Amended: June 2001; March 2012; July 2017; August 2017; July 2018

4370

EXECUTIVE ADMINISTRATORS, PROFESSIONALS, and CLASSIFIED STAFF
Grievance

The Mid-Plains Community College (MPCC) Board of Governors realizes that, in the normal course of employment, matters of disagreement or conflict regarding employment relations may occur.

In situations where such matters cannot be readily and satisfactorily resolved, all MPCC Executive Administrators, Professionals, and Classified Staff shall be provided access to the grievance procedure as set forth in the Mid-Plains Community College Employee Handbook unless otherwise determined by the Board of Governors.

Adopted: March 2001

Amended: March 2012; August 2017

EXECUTIVE ADMINISTRATORS, PROFESSIONALS, and CLASSIFIED STAFF

Suspension

If the College President believes it to be in the best interest of the Mid-Plains Community College, the President may suspend a member of the Executive Administrators, Professionals, and Classified Staff with or without pay.

If a determination is made to suspend the Executive Administrator, Professional, or Classified Staff, the President shall notify the Executive Administrator, Professional, or Classified Staff in writing. The President shall immediately notify the Board of Governors of any such suspension.

Reviewed: June 2017
Adopted: March 2001
Amended: May 2003; May 2009; March 2012

PERSONNEL – PART-TIME
Compensation Guidelines

The President or designee shall establish compensation guidelines for part-time personnel.

Adopted: May 2010