Employee Handbook

Ethics
Policies
Vacation
Retirement
Insurance
Benefits
Holidays
and more

Updated: November 2013
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Message from the President

Dear Colleague,

On behalf of the Gateway Technical College District Board, I thank you for all that you do to make Gateway a valuable resource for our community. I am personally pleased that you are a part of our dedicated team serving our students and are willing to share your knowledge, experience, and expertise with the thousands that have made Gateway their choice for a college career.

As a member of the Gateway team, your contributions are important in ensuring the trust and confidence of our community. Our students deserve the highest quality educational experience we can provide and our community demands transparency of those services.

Gateway’s vision of three counties, two centuries, and one vision (Vision 3.2.1) is paramount to our belief that each employee impacts all aspects of organizational success.

This handbook is designed to provide important information about Gateway’s college policies. You should read it carefully and completely. It will help you understand what it means to be part of our mission and how together we can accomplish our vision for our students and community.

While all employment details cannot be specified in this handbook, the handbook committee has established the framework under which we serve. Sometimes, we may have to make changes in our policies and practices, and when we do, we will notify all employees of any such changes. I encourage you to actively seek out information on our intranet site or through the Human Resources department. If you have a question about any part of this handbook or about a policy, please feel free to discuss it with your supervisor.

In closing, I want to acknowledge and thank the many Gateway employees that served on the handbook committees. Your collective work serves as our foundation for success.

Respectfully,

Bryan D. Albrecht, Ed. D.

Bryan D. Albrecht, Ed. D.
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1. About the College

1.01 Mission, Vision, and Values

1.01.A The Gateway Mission

We collaborate to ensure economic growth and viability by providing education, training, leadership, and technological resources to meet the changing needs of students, employers, and communities.

1.01.B Our Vision

We are the community technical college of choice for academic achievement, occupational advancement, and personal development.

1.01.C Our Values

At Gateway Technical College, we value:

- Diversity of individuals and perspectives.
- A positive climate for working and learning.
- Innovation and risk-taking.
- Honest and ethical behavior.
- Quality and excellence in education.

1.01.D College Strategic Directions/Ends Statements

Gateway Technical College is a key academic enterprise that serves Southeastern Wisconsin. By engaging in innovative higher education and technical training programs, as well as a variety of community partnerships, the tri-county community will utilize Gateway as a premiere resource for workforce education.

1. Gateway provides academic programs and services that meet the current and future postsecondary technical education needs of our tri-county community and assists in the preparation and transition of all learners.

2. Gateway provides innovative and entrepreneurial programs and services that align with the educational, economic, and tri-county community needs for students' regional and global competitiveness.

3. Gateway provides leadership in tri-county community and workforce development through collaborative partnerships with business, industry, labor, and community organizations to support economic development, keeping in mind the desire not to duplicate services for an efficient use of taxpayer dollars.

4. Gateway models integrity, social responsibility, and continuous improvement in its internal and external processes and relationships.

5. Gateway provides a positive return on taxpayer and community investment by leveraging its core capabilities in a financially and socially responsible manner.

1.02 History

Gateway has a rich and proud heritage in career education and training. Original state legislation establishing adult and technical education was enacted in 1911. The first technical school in Wisconsin—the nation’s first publicly supported technical institution—Racine Technical Institute began that same year in downtown Racine as the name predecessor to Gateway Technical College. A state-sanctioned technical school opened in Kenosha in 1912 called Kenosha Technical Institute.

Kenosha County established the first Vocational, Technical and Adult Education District under state law in 1965, which allowed district formation beyond city limits on July 1, 1966. Walworth County joined the Kenosha District in 1967 to form District 6, and the City of Racine expanded services on July 1, 1967, to include Racine County. On July 1, 1971, a new Vocational, Technical, and Adult Education District 6 was formed, comprising Kenosha, Racine, and Walworth Counties. The name “Gateway” was adopted October 19, 1972, by the District Board for the Gateway District, replacing reference to District 6, with campuses at Elkhorn, Kenosha, and Racine. In 1994 the state technical college system became the Wisconsin Technical College System. The college was known as Gateway Technical Institute. As was the case in 1911, Gateway today continues to meet the need for skilled workers in technical-oriented fields.
1.03 Accreditation

Gateway Technical College holds regional accreditation status with the Higher Learning Commission (HLC) (see www.ncahlc.org). All Gateway sites in Kenosha, Racine, and Walworth counties are fully accredited by the Higher Learning Commission, North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, IL, 60602-2504, phone (800) 621-7440. Additionally, many of our individual programs hold program accreditation from industry specific professional associations and accrediting bodies. For more information about college and program accreditation, contact the assistant provost/vice president Institutional Effectiveness and Student Success.

We seek accreditation for the following reasons:

- to verify the level of quality education delivered to Gateway students
- to allow Gateway students to be eligible for financial aid
- to provide for transferability of Gateway credits to other accredited colleges

1.04 Sustainability Goals

Gateway has a responsibility to educate but to also be a leader. We believe that includes leadership in sustainability—creating a culture around saving energy, reducing our carbon footprint, recycling more, wasting less, and doing our part toward building a greener, cleaner world. The college has created the following sustainability goals:

- Gateway will establish, promote, and monitor a culture of sustainability and economic responsibility throughout its business and educational policies and practices.
- Gateway will serve as a community model for embracing a respect for the environment and be proactive in embedding learning outcomes within and throughout all curricular areas.
- Gateway will embrace sustainable community development through student engagement and service learning.
- Gateway will demonstrate its commitment to the global need for sustainable education through the accountability standards established under the President’s Climate Commitment.

1.05 Gateway Honors

Gateway Technical College is the proud recipient of several workplace and educational institutional awards. We strive to create and maintain a positive environment for our students and staff.

- Military Friendly School 2012: GI Jobs Magazine
- Gold Well Workplace Award: WELCOA 2010–2013
- 2013 Military Friendly College Recognition
- 2013 NC3 National Certification Award
- 2013 Bellwether Recognition Award
- 2013 Boy Scouts of America Partner Award
- 2013 President’s Award for Campus Compact
- 2013 United Way President’s Award

1.06 Student Demographics 2012–2013

Gateway Technical College is proud to have a diverse student population with a median age of 26.

- 10% are full-time (24 credits or more)
- 90% are part-time
- 48% are men
- 52% are women
- 15% are African American
- 16% are Hispanic
- 2% are multi-ethnic
- 1% are Asian
- <1% are Native American

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1.07 Staff Demographics

Gateway Technical College is “An Equal Opportunity/Affirmative Action Employer” and strives to have minority representation above the minority District Labor Force. The 2013 employee demographics reflect the following:

- 38% are men
- 62% are women
- 10% are African American
- 5% are Hispanic
- 2% are Asian
- 1% are Native American

1.08 Gateway Technical College Foundation

Gateway Technical College Foundation, Inc. plays an integral role in the community by enhancing learning opportunities and enriching the lives of students and the community-at-large. Established in 1977, Gateway Technical College Foundation, Inc. is an IRS-designated, 501(c)3 non-profit organization, separate from the College. Gateway Technical College Foundation relies on the generosity of individuals, businesses, corporations, and foundations to fulfill our mission.

Its mission is to support, promote, and facilitate the educational activities of Gateway Technical College by soliciting contributions of funds, equipment, and other resources, and by making available a variety of financial support for selected programs.

Under the leadership of the Gateway Technical College Foundation, Inc. Board of Directors, the Foundation will fulfill this mission by:

- Fostering educational program opportunities for Gateway through grants, gifts, loans, and distributions or transfers
- Seeking and securing donations for scholarships, grants, and loans for students
- Seeking and securing gifts and grants to be used for specific programs and projects as well as awards to Gateway faculty and staff
- Serving as financial manager of any gifts, bequests, devices, equipment, and benefits of trusts and properties to be used by Gateway
2. Using this Handbook

This handbook is intended for use by employees of Gateway Technical College. It is presented for informational purposes only. It contains brief descriptions of work rules and policies that must be followed. Policies may be modified at any time by action of the federal or state governments, or by the college administration. Procedures for implementing these policies may be modified by administrative action as a result of legal opinions and/or committee recommendations.

Your department may have additional specific procedures for many of the general policies stated in this handbook. You are expected to know your department’s procedures and comply with them. You are also expected to conform to the professional standards of your occupation. Employees who have questions about employment policies or procedures not answered in this handbook should contact their supervisor or the Human Resources department.

Important note about the links in this handbook: In order for some of the internal links found in this handbook to direct properly, you must be logged in. Those links are denoted with the intranet icon: Open. To log in: On the My Gateway page (www.gtc.edu), scroll down to the Faculty/Staff log in box and click the log in link. This will take you to the same login page you see when accessing your Gateway e-mail. Use the same username and password you would use to log in to your Gateway e-mail. You will then be redirected to the Gateway website as a logged in user.

2.01 Equal Employment Opportunity (EEO)

Gateway Technical College offers equal opportunities in employment to all employees and job seekers. No person shall be discriminated against regarding employment because of race, color, national origin, ancestry, creed, religion, political affiliation, marital status, parental status, pregnancy, family or medical leave, disability, age, gender, sexual orientation, arrest and/or conviction record, retaliation, union or non-union affiliation, membership in the National Guard, state defense force, or any reserve component of the military forces of the United States or Wisconsin. This policy includes the commitment to maintaining a work environment free from unlawful harassment.

If you have concerns that you have been discriminated against in violation of this policy, you will not be subject to reprisal or retaliation for making such a report. You should immediately bring the situation to the attention of the EEO Officer in Human Resources.

The EEO Officer interprets the EEO policy and advises employees about such policy. If you have a complaint of illegal harassment or discrimination, contact your supervisor or the EEO Officer in Human Resources.

You should bring any work-related issues regarding this policy to your supervisor, as with other types of employee concerns. You may also take such concerns to the EEO Officer in Human Resources. Every effort will be made to treat issues promptly, impartially, and confidentially with the intent of arriving at fair resolutions.

In accordance with the Americans with Disabilities Act (ADA), the college shall provide, upon request, reasonable accommodations to an employee with a disability, in order to enable an employee to successfully perform the essential duties of his or her job. Disabled employees should contact the Human Resources department to initiate the disability accommodation process.

For additional information on Equal Employment Opportunity (EEO), refer to:

  H-110, Affirmative Action/Equal Opportunity

2.02 Gateway Technical College Employee Responsibilities Regarding this Handbook

Each Gateway Technical College employee is expected to:

- Read and follow the policies and procedures established in this handbook.
- Perform duties as assigned. Doing whatever is necessary to meet college and student needs is everyone’s job.
- Conduct self in a polite, professional manner, treating students, visitors, and colleagues courteously and respectfully.
- Dress appropriately for the job.
- Be on time for work, meetings, appointments, and work projects.
- Maintain assigned work areas in a clean and orderly fashion.
- Perform all job duties safely.
- Conduct a safety check of assigned equipment before beginning work (as appropriate for your department).
• Immediately report any problems with equipment or facilities to appropriate personnel.
• Produce quality work with minimal errors.
• Meet goals or standards as set by your department and the college.
• Provide honest, truthful, and accurate information regarding work history, education, and training. If falsification of employment records (including pre-employment data such as a resume or employment application), timesheets, expense reports, and other college records is discovered, it becomes grounds for corrective action up to and including immediate termination, regardless of length of employment.
• Use the tools created and maintained by the college to report problems and concerns.
• Use the chain of command, with first requests going to your immediate supervisor, then working up the chain if needed.

2.03 Other Information Resources

Intranet: On the Gateway Technical College Intranet site at [https://www.gtc.edu/intranet](https://www.gtc.edu/intranet), there are additional resources available to employees such as payroll information, academic calendars, forms and documents, manuals and tutorials, student handbook, and the employee handbook. Take time to familiarize yourself with the Intranet.

Administrative Procedures and College Practices Manual: This resource can be found at [https://www.gtc.edu/intranet](https://www.gtc.edu/intranet). Click on Policies, Procedures and Reports.

Library: Library Services can be found at [www.gtc.edu/library](http://www.gtc.edu/library). Also see Employee Handbook 4.24, Library.

Organizational Charts: Gateway Technical College Organizational Charts can be found at [www.gtc.edu](http://www.gtc.edu). Click on About Gateway.

WebAdvisor: On the Gateway Technical College website at [www.gtc.edu](http://www.gtc.edu), there are additional resources available to employees through WebAdvisor such as what’s my user ID, send me a new password, change password, change address/phone/email, position summary, leave plan summary, my stipends, total compensation, pay advices, W-2 statements, etc. Take time to familiarize yourself with WebAdvisor.

2.04 Suggestions for Handbook Improvement

This handbook is provided as a description of generally accepted guidelines and common practices. Because it is not possible to foresee all situations that might arise, Gateway Technical College reserves the right to deviate from the guidelines and practices outlined in this handbook if, in our sole judgment, such deviation is warranted based on the facts of a particular situation. Revisions may include changing, rescinding, or adding to any procedures, benefits, or practices described in this handbook. However, the intent is not to have a constantly changing handbook. If you have suggestions for improving this handbook, contact your supervisor or the Human Resources department.

2.05 Using Your Supervisor as a Resource

Your supervisor is your key resource person concerning Gateway Technical College policies and procedures. If you have any questions about which policy and/or procedure applies to a particular situation, consult your supervisor for clarification. Never hesitate to ask questions or seek your supervisor’s advice and guidance. If your supervisor is not available, please refer to the organizational chart to direct the question to the next person up the chain of command.
3. Starting Your Job

3.01 Benefits
Gateway Technical College employees are provided with a wide variety of benefits. Details about the benefits, including criteria for eligibility, are detailed in Section 5, For Your Benefit, which appears later in this handbook. When employees begin their employment at Gateway Technical College, they will meet with a representative from the Human Resources department to review the specifics of their benefits.

3.02 Certification
Certification, which is granted by the Wisconsin Technical College System (WTCS), begins after a person has been hired by Gateway Technical College. Certification is required for instructors, counselors, librarians, some administrators, and other specialists at the college.

The type of certification depends on whether the employee is full-time or part-time. Provisional Certification (initial certification) is for three years. Five-Year Certification is issued upon the completion of additional coursework. A Five-Year Certification is required to be renewed every five years in order to maintain the employee's position.

The process includes submittal of an application form, transcripts, and forms from current or previous employers verifying your work experience to the College Certification Officer. Wisconsin Technical College System certification staff review each college's request for certification. If approved, a certificate is issued to you and the college certification office.

For additional information on Certification, refer to:
  I-200, Certification

3.03 Compensation

3.03.A Base Pay
Gateway is committed to providing a fair and competitive compensation program that will attract, retain, develop, and reward staff. (Salary Schedules are on Intranet.)

3.03.B Job Classifications
Gateway positions will be assigned to employment classifications based on the education and experience requirements of the positions. When positions change, they will be re-assessed and may be reclassified, if necessary.

3.03.C Payroll

3.03.C.i Payroll Schedules: Gateway Technical College will pay all employees on a bi-weekly basis. All employees normal wages are paid through the end of the current pay period. Special wages like overtime and call pay will be included in the next pay period.

3.03.C.ii Pay Advices (Stubs): All employees will have the ability to view their Pay Advices through Web Advisor.

3.03.C.iii Time and Attendance: All non-exempt employees are required to keep accurate and complete records of time worked. Non-exempt employees will forward a complete and signed timesheet to their supervisor at the end of each pay period within one (1) working day.

3.03.C.iv Payroll Deduction: All required deductions, such as for federal, state, and local taxes, and all authorized voluntary deductions, such as for health insurance and WRS contributions, will be withheld automatically from your paychecks. Deductions will be processed with a signed, authorized document submitted to the payroll department.

3.03.C.v Direct Deposit: Gateway provides direct deposit into your bank or credit union. All payrolls are processed utilizing direct deposit only.

3.03.C.vi Garnishments and Wage Assignments: All official garnishments and wage adjustments will be processed in accordance with the legal documents provided to the payroll department and the prevailing applicable laws.

3.03.C.vii Tax Deferred Investments: Employees have the opportunity to avail themselves of tax deferred income taxation provisions. Human Resources will maintain a list of tax deferred investment companies available to employees. (Refer to Policy I-280, Tax Deferred Investments, in the Administrative Procedures and College Practices Manual.)
3.04 Employment Categories

Employees must be classified as Exempt or Non-Exempt for the purposes of compensation administration.

Non-Exempt Employee: Employees who are required to be paid overtime at the rate of one and one-half their regular rate of pay for all hours worked beyond forty (40) hours in a workweek, in accordance with the Fair Labor Standards Act (FLSA).

Exempt Employee: Employees who are not required to be paid overtime, in accordance with FLSA, for work performed beyond forty (40) hours in a workweek. Administration, management, professional employees, and certain other employees in administrative positions are typically exempt.

In addition to the above classifications, employees will be designated as full-time, part-time, limited-term, or casual in order for the college to administer salaries, determine benefits eligibility, and comply with employment and tax laws. Additionally, the college may supplement the regular workforce, as needed, with other forms of flexible staffing. The principal categories are:

- **Full-time employee**: Employee who works a normal forty-hour workweek or a 163 day instructional calendar in a fiscal year and is hired for an indefinite period.
- **Part-time employee**: Employee who works less than a normal forty-hour workweek and is hired for an indefinite period. This also includes employees who work an annual average less than forty-hours per week in a fiscal year.
- **Full-time faculty**: Employee assigned to an instructional assignment who works 40 hours per week.
- **Adjunct faculty**: Employee assigned to an instructional assignment who works less than 13 hours per week for a definite period.
- **Limited-term employee**: Employee hired as a full-time or part-time employee with an established date of separation.
- **Casual employee**: Employee hired as a student worker or temporary employee.

For additional information on Employment Categories, refer to:

  1-140, Classification of Employees

3.05 Facilities Access

Exterior keys are issued to only building administrators, directors of Building Services, security directors, safety directors, maintenance mechanics, and ELC members (upon request). Any others requiring access to any college facility will be granted entry through an electronic access system controlled door.

Keys or electronic access to “non-critical” doors will be issued to all staff based on a campus or in a particular building on a campus. Students and other non-Gateway Technical College employed staff may be issued access strictly through the use of electronic means that can be monitored and controlled.

Only facility mechanics, under the direction of the facility director, will be allowed to copy or have a copy(ies) made of district keys.

For additional information on Facilities Access, refer to:

  E-115, Facility Access and Control

3.05.A Keys and Electronic Access

Campus directors of Building Services are responsible for the control and issue of keys and electronic access devices (fobs), either directly or through their designee. Keys and fobs will be issued to individuals as appropriate for them to fulfill their job responsibilities. The supervisor or other authority will attest to such need on the appropriate form, submitted to the appropriate director of Building Services. The recipient of the keys or fob will sign a form acknowledging receipt of the keys or fob and signifying their agreement to follow all related policies.

Keys and fobs may be utilized only during hours appropriate to one’s job assignment. Fobs will be programmed to expire at the end of the job assignment (if known) but may have no programmed expiration for full-time employees or tenants. Keys and fobs remain the property of Gateway Technical College and shall be returned to the director of Building Services.

Fobs and higher-level keys shall be issued only to an individual who will take responsibility for the safe keeping of the key or fob, which cannot be possessed by another. Lower-level keys may be issued to a department for sharing.

An electronic database(s) of key and fob assignments located on an identified district server will be kept current by the director of Building Services or designee.
3.05.B Critical Areas

Limited access areas located within and upon any college campus or facility will be clearly identified with proper signage. Examples of a “critical area” are Information Technology areas that may be handling cash, information sensitive areas, or environmental systems area. Access to these areas will be controlled by having the access door keyed to a limited issued key or by having an electronic access system lock installed. Keys and electronic access is granted only to those persons requiring operational access to the area.

All others requiring access will be able to do so only by contacting a staff member with an issued key/electronic access. Outside vendors remaining in critical areas, unescorted, are required to display a college issued badge.

For additional information on Facilities Access, refer to:

  E-100, Security Administration (Workplace Violence)

3.06 The Gateway Journey

All new employees are automatically enrolled in The Gateway Journey, an employee orientation program. This program helps to familiarize new employees with the college's policies, procedures, and facilities. New employees will be given information about the Journey, and existing employees may self-enroll in the Blackboard organization to view the activities and resources available to new employees.

The organization can be found by logging into Blackboard, clicking on the Community tab, typing in “Gateway Journey,” clicking the down arrow next to the search result, and clicking “Enroll.”

3.07 Identification of Staff and Students

The Gateway ID Card is always the property of Gateway Technical College and serves as the official form of college identification. All students and staff are required to have a photo ID. While on campus all staff must display their college identification. All students (enrolled in a course that runs more than 4-week duration) are required to possess, and present when requested by a college staff member or college representative, their college identification when on any Gateway Technical College campus facility.

Gateway employees, including student employees, are required to wear their Gateway photo ID or Gateway name badge at all times while on campus or when otherwise conducting college business.

For additional information on Identification of Staff and Students, refer to:

  H-200, Gateway ID Cards

3.08 Job Descriptions

The college will establish and maintain job descriptions to provide a framework of essential functions, reporting relationships, working conditions, physical requirements, exemption status, and supervisory responsibilities.

A copy of all job descriptions is kept on file with the Human Resources department. Job descriptions will be used for recruitment, orientation, and training for all new employees. In addition, job descriptions will be used to evaluate employee performance.

For additional information on Job Descriptions, refer to:

  I-130, Position Descriptions

3.09 Parking

Lighted parking is available on all campuses. Vehicles should be locked, and employees should avoid keeping any valuables in any unattended car. Designated parking areas have been reserved for disabled individuals. Only those with a special permit available from the department of Motor Vehicles are allowed to park in these areas.
3.09.A Enforcement

1. Campus Security will enforce all college parking regulations and applicable state parking regulations and laws.
2. Parking fines will be assessed for each violation as follows:
   • Handicapped space violation: Amount is determined by state statute (issued by the city police department)
   • Improper parking: $10
3. Parking ticket fines will be paid in Student Services.
4. Vehicles may be towed at the owner’s expense for the following reasons:
   • Abandoned/disabled vehicles
   • Illegal parking, including unauthorized use of a handicapped space or reserved space

3.09.B Appeal Process

Employees may appeal a Gateway citation by contacting the Dean of Campus Affairs on the campus where the citation was issued.

3.09.C Additional Parking

Burlington Center: General student and staff parking is available in surrounding lots and in front of Burlington High School.

3.09.D Loading/Unloading Zones for Employees

Designated loading/unloading zones have been identified for employee convenience. Employees needing an area for such activities will use the following locations:

   - Bioscience: Reception Desk
   - Burlington: Student Services
   - iMET Center: Reception Desk
   - Elkhorn: North Building: Student Services
     South Building: Security Desk
   - HERO Center: Reception Desk
   - Horizon Center: Reception desk
   - Kenosha: Academic Building, 30th Ave. entrance (front door), Security Office
   - Racine: Technical Building, Lakeside, Security Desk

3.10 Initial Evaluation Period

All new or transferred employees will be subject to an evaluation period. The evaluation period is intended to give employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance. The college will use this period to evaluate employee capabilities, work habits, and overall performance. At any time, the college may end the employment relationship during the evaluation period for unsatisfactory performance with no recourse to the college's Complaint Resolution policy.

Non-Faculty: Will be evaluated during the first 180 calendar days. If the college determines that the designated evaluation period does not allow sufficient time to thoroughly evaluate the employee's performance, the evaluation period may be extended for a specific period with approval of the director Employee/Labor Relations.

Faculty: Will be evaluated during their first year of employment. If the college determines that the designated evaluation period does not allow sufficient time to thoroughly evaluate the employee's performance, the evaluation period may be extended for a specific period with approval of the director Employee/Labor Relations.

During the evaluation period, employees are restricted from applying for other Gateway employment without written authorization from their immediate supervisor.

For additional information on Initial Evaluation Period, refer to:

     I-160, Initial Evaluation Period
4. On the Job

4.02 Attendance (Absenteeism and Tardiness)

Individual work efforts are very important to the college's overall success. Absenteeism and tardiness negatively impact Gateway's ability to effectively deliver services. Employees are expected to report to work according to their established schedule and be prepared to begin work at their scheduled start time. Employees are responsible for notifying their supervisor of absences or late arrivals each day of the absence or tardiness, in accordance with the department's call-in procedure.

Habitual or excessive absenteeism or tardiness (including returning from established break periods), failure to provide appropriate notification, or abuse of sick leave or other paid time off is considered unacceptable and may lead to disciplinary action up to and including separation.

Absences or tardiness due to approved FMLA leave, short-term disability leave, military leave, jury duty, workers’ compensation, or reasonable accommodation as required by law will not be counted as unscheduled absences.

4.03 Bookstore

A bookstore is located on each Gateway campus and is operated by a third-party vendor. New and used textbooks and supplies required for a program may be purchased at the campus bookstore. General reading books and references, computer products, and spirit and graduation apparel and accessories are also available at the bookstore. Course materials may also be purchased online through the bookstore website. Going to college costs more now than ever before and books are big-ticket items. To help ease the burden, the bookstore offers the ability to rent textbooks. The campus bookstores are the only official supplier of course materials.

4.04 Children in the Workplace

Children and minors are not permitted on campus unless they are visiting under their parent or guardian's immediate supervision or participating as part of a supervised group or program. It is not appropriate, for safety and security reasons, for children and minors to be unsupervised on campus at other times.

In rare instances, and only with the supervisor's advance approval, employees may be permitted to bring a child/children into the workplace on a temporary or emergency basis. In these instances the arrangement must be mutually beneficial to both the employee and the department. When this occurs, it is the employee's responsibility to provide appropriate care and supervision of the child or minor at all times and to ensure that consideration is given to others in the work environment.

If an employee has concerns about children in the workplace, the employee should contact his or her immediate supervisor or Human Resources.

4.05 Code of Ethics

Gateway Technical College is committed to the highest ethical and professional standards of conduct. To maintain a professional working environment, it is imperative that each employee practice ethical behavior, honesty, integrity, and good judgment. This Code of Ethics establishes guidelines for professional conduct for all employees. This Code of Ethics cannot address all situations that may arise but offers a framework to assist employees in understanding expectations. Gateway Technical College employees have the obligation to respect and to be fair to students, co-workers, supervisors, and persons they supervise.

The following lists key points of formal detailed policies and is not intended to be all-inclusive. This Employee Handbook, Policies I-110 “Employee Code of Conduct” and all “H” policies “Working and Learning Environment” in the Administrative Procedures and College Practices Manual outline the full extent of expected behavior and should be read in entirety. Any employee uncertain about the application or interpretation of this or any policy should refer the matter to his or her supervisor or Human Resources.

- The employee holds a position as a public trust, and any effort to realize personal or family gain, directly or indirectly, through official conduct is a violation of that trust and is considered a conflict of interest.
- Harassing any employee or making comments regarding another employee's race, religious beliefs, ethnic background, national origin, sex, disability, or any other classification protected by federal or state law is prohibited.
- Stealing (unauthorized storage, transfer, or use) of student, employee, or college property, including items found on the college's premises is prohibited.
• All articles found on the college premises must be turned in by the finder to their supervisor. Employees may not destroy or remove from the premises of any Gateway property, the property of students or other employees without written management permission.

• The college is committed to protecting the privacy of individuals (employees, students, and alumni) and the confidentiality of records. Employees may not remove or share confidential information with unauthorized individuals (internal or external).

• The personal use of Gateway property or resources to promote political activities is prohibited.

• Employees should be fully productive during workhours and refrain from habitual or excessive absenteeism or tardiness to work or from breaks. Calling in sick when not sick, misrepresenting information regarding absence from work, failing to report to work on a scheduled shift, leaving early without notifying your supervisor, and excessively conducting personal business during work time are examples of violation of this Code of Ethics.

• Employees should be courteous, considerate, and polite to students, visitors, co-workers, supervisees, and supervisors. Employees should deliver a high degree of service. Using vulgar or profane language, posting inappropriate materials in the work area, or accessing inappropriate materials on computers is strictly prohibited and is not conducive to the “Gateway Experience.”

• Email and Internet access is provided to staff for educational and operational purposes. It is the responsibility of each employee of the college to use the equipment and services provided by the college's network and computing systems appropriately and in compliance with all college, state, and federal laws, regulations, and policies.

• Employees should conduct themselves in a professional manner on campus or when attending off-campus work-related functions.

• Employees should maintain off-duty conduct that does not adversely affect the college, a student, or another employee.

• Appropriate dress, personal grooming, and cleanliness contribute to the morale and safety of all employees and affect the professional image of the college. Employees should also maintain a clean, hazard-free, work space.

• All policies, procedures, rules, and directives of the college must be followed.

Material violations of this code or related policies and procedures will be considered under the college's established disciplinary practices and procedures and may carry disciplinary consequences.

For additional information on Ethical Behavior, refer to:

  I-110, Employee Code of Conduct
  Working and Learning Environment Policies (Section H)

4.06 Confidential Information

Confidentiality is necessary to protect the privacy of all employees and students and may be required by law. Confidential information would include information subject to Family Educational Records and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Payment Card Industry Compliance (PCI), and any other applicable statutes.

No employee shall use confidential information gained in the course of or by reason of their position or official activities other than in the discharge of their official duties. Removal of or sharing confidential information with unauthorized college or non-college personnel, deliberately or inadvertently, is prohibited. In addition, employees must ensure that confidential documents and information in paper or electronic form are not left unattended and should refrain from discussion of confidential information where it may be overheard. Any confidential information violation will be grounds for discipline up to and including termination.

For additional information on treatment of Confidential Information, refer to:

  H-192, Credit Card Processing and Security
  H-195, Identity Theft Prevention Program
  J-280, Student Records
4.07 Conflict of Interest

Every employee holds her/his position as a public trust, and any effort to realize personal gain through official conduct is a violation of that trust. A conflict of interest exists when an employee or a member of his or her family is in a position to benefit personally, directly or indirectly, from the employee's dealings with an organization or person conducting business with the college. The employee should also refrain from participating in the college's consideration of the transaction or the processing of the transaction. If you believe there is a potential conflict of interest, prepare a written statement clearly and fully describing the matter requiring action or decision, and the nature of the possible conflict of interest and submit it to your immediate supervisor.

4.07.A Outside Employment

Employees of Gateway shall not hold other employment that negatively impacts satisfactory attendance and accomplishment of assigned duties or the image or mission of the college.

4.07.B Acceptance of Gifts

No employee who is assigned or acts as an official representative of the college in the presentation of papers, instruction, talks, demonstrations, or making appearances shall solicit or accept fees, honoraria, or reimbursement of expenses for personal gain. Any fees, honoraria, or reimbursement of expenses which may be offered will be paid to the college providing the college is reimbursing the individual for her/his expenses. The prohibition of accepting honorariums and fees, such as for accreditation visits, does not apply when the individual involved is, by virtue of vacation or other reason, performing the service on his or her own time.

Employees may not accept a gift or gifts from a current student, parent, or vendor over the course of an entire year (365 days) with the combined value greater than $50. Whether gifts are given for the holidays, end of year, or other occasion, the aggregate value from any one student/parent/vendor cannot be worth more than $50 in one year. Employees involved in procurement are prohibited from receiving any gratuity, gifts, or other financial gain from any vendor or contractor.

Fees and honoraria paid for papers, instruction, talks, demonstrations, or appearances made by employees on their own time and not directly part of their official duties, is not a violation of this rule. Employees shall notify their supervisor prior to accepting fees and honoraria for papers, instruction, talks, demonstrations, or appearances if it appears that a conflict of interest exists.

4.07.C Use of Position

Employees shall not use their position to obtain financial gain for themselves or their immediate family, or for any business with which they have a significant fiduciary relationship. Any salary or other compensation received by employees from the college for their services does not constitute “financial gain” as the term is used in this rule.

For additional information on Conflict of Interest, refer to:

  I-110, Employee Code of Conduct
- Employee Handbook
  4.05, Code of Ethics

4.08 Dress Code and Personal Hygiene

Gateway Technical College strives to present a professional image and business-like atmosphere. How employees dress depends on what their duties are and in what department they work. It is important that employees maintain an acceptable standard of dress and grooming. The dress code also applies to student employees, interns, and casual employees.

In addition to students, co-workers, and colleagues, we have a considerable number of visitors who are members of partner businesses and the public. Each employee's personal appearance and demeanor contribute to the image of Gateway Technical College. Employees are expected to be dressed for work according to generally accepted business and professional standards as dictated by their work assignment. Each employee should also be easily identified as an employee of the college, so employees must display an ID card, name badge, or college provided uniform.

Unless otherwise dictated by a work assignment or supervisor, employees should dress in business casual.
Examples of clothing considered inappropriate for business casual include:

<table>
<thead>
<tr>
<th>Clothing Item</th>
<th>Clothing Item</th>
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</thead>
<tbody>
<tr>
<td>Tank or tube tops</td>
<td>Mini-skirts</td>
</tr>
<tr>
<td>Muscle shirts</td>
<td>Sweatpants or sweatsuits</td>
</tr>
<tr>
<td>Halter or other backless tops</td>
<td>Hooded sweatshirts</td>
</tr>
<tr>
<td>Spaghetti straps and see-through blouses</td>
<td>Army fatigues</td>
</tr>
<tr>
<td>Any top that does not cover the midriff</td>
<td>Flip-flops</td>
</tr>
<tr>
<td>Novelty shirts</td>
<td>Worn fatigues</td>
</tr>
<tr>
<td>Shorts</td>
<td>Blue Denim Jeans</td>
</tr>
<tr>
<td>Bedroom slippers or pajamas</td>
<td>Baseball caps</td>
</tr>
<tr>
<td>Torn clothing</td>
<td></td>
</tr>
<tr>
<td>Clothing or accessories with foul language/obscene images/novelty messages or political statements</td>
<td></td>
</tr>
</tbody>
</table>

Employees may also wear business or casual Gateway spiritwear, which may be purchased from a campus bookstore or on the Gateway Intranet.

4.08. A  Personal Hygiene

Good personal hygiene and cleanliness is expected of all employees. In addition, all employees should avoid heavily scented perfumes, colognes, moisturizers, body sprays, creams, and lotions. These products can cause allergic reactions, migraines, and respiratory difficulty with varying degrees of severity for some employees.

For additional information on Dress Code and Personal Hygiene, refer to:
- Employee Handbook
- 4.05, Code of Ethics

4.09  Email/Internet/Intranet Use

All employees are given an email address, the primary source of communication throughout the college. It is the employee's responsibility to access their email account frequently.

Use of college provided email/internet/intranet for personal communications shall be comparable to what is allowed for personal local use of the college telephones. Limited personal use of email/internet/intranet is permitted so long as that use:
- does not create any undue cost to the college
- if used by employees, does not interfere with an employee's assigned duties
- is brief in its volume or frequency
- does not disrupt college business
- does not compromise the security or integrity of college information or software
- is not otherwise prohibited by this policy or any other college policy or directive

In no instance may email/internet/intranet or computers be used for commercial, campaign, or political purposes, or to promote an outside business or group.

While Gateway respects the privacy of users and does not routinely inspect or monitor individual use of the college's computing and networking resources, the college will not provide a guarantee of security and privacy of one's email/internet/intranet and electronic files.

Be advised that state law (Section 19.35 Wisconsin Statutes) requires that records created or kept by Gateway, including email/internet/intranet or electronic files, must be made available for public inspection and copying, subject to limited exceptions. In addition, unless protected by legal privilege, email/internet and electronic files can and will be discoverable in litigation that involves the college.

For additional information on email/internet/intranet use, refer to:
  H-190, Computer, Networking and Information Resources

4.10  Employee Access to Personnel Records

An official employee personnel file is maintained in the Human Resources department for all employees. It contains, but is not limited to, the following:
1. Personnel Sheet
2. Application form
3. Credentials  
4. Contract  
5. Evaluations  
6. Correspondence related to employee  

An employee is permitted to inspect and review his or her official employee personnel file by submitting a written request to the Human Resources department.  

For additional information on Employee Files, refer to:  
- **Administrative Procedures and College Practices Manual**  
  I-150, Employee File  

### 4.11 Complaint Resolution Policy  

#### 4.11.A Policy  

The College encourages employees and supervisors to resolve work standards and performance issues outside of this procedure. **If more serious complaints and concerns involving discipline, workplace safety, and termination from employment cannot be resolved, a more formal process for an employee to utilize is available.** Such complaints will be dealt with in accordance with the guidelines and procedures outlined below.  

#### 4.11.B Purpose  

The purpose of this procedure is to provide a means for an employee to bring formal internal employment-related complaints to the attention of the college's administration for resolution. This procedure is limited to issues related to discipline, workplace safety, and termination from employment only.  

#### 4.11.C General Requirements  

A. An employee may only initiate a complaint in writing regarding employee termination, employee discipline or workplace safety issues.  

1. The term “employee termination”, as used in this process, shall not include the following:  
   a. Layoffs;  
   b. Workforce reduction activities;  
   c. Voluntary termination including, without limitation, quitting or resignation;  
   d. Job abandonment;  
   e. End of employment due to disability;  
   f. Retirement;  
   g. Non-Renewal under Wis. Sec. 118.22; or,  
   h. End of employment and/or completion of assignment of temporary, seasonal, contract, daily assignment, substitute, or replacement employment relationship.  

2. The term “employee discipline”, shall include any employment action that results in disciplinary suspension with loss of pay, disciplinary reduction in pay or other benefits, or disciplinary demotion.  

3. The term “employee discipline”, as used in this process, shall not include the following:  
   a. Plans of correction or performance improvement;  
   b. Performance evaluations or reviews;  
   c. Documentation of employee acts and/or omissions in an employment file;  
   d. Verbal (Record of Counseling – Step 1) or Written (ROC – Step 2) reprimands;  
   e. Administrative suspension with pay;  
   f. Administrative suspension without pay pending investigation of alleged misconduct or nonperformance;  
   g. Non-disciplinary wage, benefit or salary adjustments; or,  
   h. Other non-material employment actions.  

4. The term “workplace safety” as used in this process means any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety.
4.11.D Guidelines

- To be eligible to initiate the Complaint Resolution (CR) process, an individual must be an active employee.
- If the employee's complaint involves an issue of Affirmative Action (AA) or Equal Employment Opportunity (EEO), the College may elect to refer the matter for resolution to the College's Equal Employment Officer.
- The College prohibits retaliation against any employee who initiates a complaint or participates in an investigation of a complaint under this policy. An employee who is found to engage in retaliatory conduct is subject to appropriate corrective action, up to and including dismissal. All College employees are required to participate, provide information as requested, and otherwise fully cooperate with the CR process.
- The College encourages an earnest effort be made to resolve these issues as promptly as feasible. Issues may be independently resolved even after a complaint has been filed.
- The College reserves the right to consolidate sequential employee complaints when deemed appropriate.
- If the employee is concerned about confidentiality, he/she should discuss this early in the exploration of resolution options to gain a clear understanding of the nature of the confidentiality that is available. Public records law may require the disclosure of certain written documents, and allegations of serious misconduct (such as theft or illegal discrimination, including sexual harassment) must be reported to the appropriate authorities.
- All cases involving termination of employment will automatically start at Step 3 in this procedure.
- Complaints will be processed per the provided timelines.
  1. An employee may advance a complaint to the next step if a response is not provided within the designated timeframes.
  2. An employee may not file or advance a complaint outside of the designated timeframes.
  3. The Vice President of Human Resources may advance a grievance to the next step at the written request of either the employee or the supervisor.
- Complaint meetings/hearings held during the employee's off-duty hours will not be compensated.
- Granting the requested or agreed upon remedy resolves the complaint.
- The decision of the Board is final and not subject to further review.

4.11.E Procedures

An employee's formal complaint must be in writing and signed by the employee. The Complaint Resolution Form can be obtained online or from any Divisional Dean Associate. The written complaint must contain:

1. A statement of the pertinent facts surrounding the nature of the complaint;
2. The date the incident occurred;
3. The steps taken to informally resolve the complaint, the individuals involved, and the results of such discussion;
4. The specific requested remedy; and,
5. Must include the workplace safety rule alleged to have been violated, if applicable.

Step 1: The employee must file a written complaint within fifteen (15) working days of the termination, discipline or actual or reasonable knowledge of the workplace safety issue. The complaint must be in writing. The complainant must discuss the issue with their immediate supervisor prior to filing the written complaint. The supervisor will provide a written response to the employee's complaint within ten (10) working days of receipt of the written complaint.

Step 2: In the event the matter is not satisfactorily resolved at Step 1, the employee may submit a written appeal to the appropriate individual at the level above your immediate supervisor (per Gateway's organization structure) within fifteen (15) working days of receiving the Step 1 response. To initiate the appeal, the employee must submit:
   a. A copy of the formal complaint.
   b. A copy of the supervisor's response
   c. Employee's reason(s) for disagreeing with the supervisor's response.
   d. The employee may choose to be represented during this step by a third party.
   e. The Administration will provide a written response to the employee within ten (10) working days of receiving the written appeal.

Step 3: The complainant may file an appeal to the Director of Employee/Labor Relations within ten (10) working days of the Step 2 written response. The Administration will work with the Impartial Hearing Officer and the complainant to schedule a mutually agreeable hearing date.

   a. The employee appeal will then be referred to an Impartial Hearing Officer (IHO) for review. The Administration shall select the IHO. The IHO shall not be an employee of the district. The IHO may be an employee of another district, a retired
administrator, a lawyer, a professional mediator/arbitrator, or other qualified individual. The cost of the IHO will be the responsibility of the district.

b. The Director of Employee/Labor Relations will facilitate the complaint appeal procedure by first presenting the IHO with all relevant documents, including but not limited to the following:

a. A copy of the employee’s written complaint and

b. A copy of the written response(s) from the department.

c. IHO Standard of Review: The decision of the Administration must not have been arbitrary or capricious. A decision will not have been arbitrary or capricious if it was made in the best interest of the district. The Rules of Evidence will not be strictly followed.

d. The IHO’s written recommendation to the complaint must contain:

1. A statement of the pertinent facts surrounding the nature of the complaint.

2. A recommendation as to whether the complaint is sustained or denied, with the rationale for the recommendation.

3. A statement outlining the timeline to appeal the recommendation.

4. The IHO must sustain or deny the decision of the Administration. Authority is not given to modify the decision as made by the Administration. Authority is not given to grant in whole or in part the specific request of the complainant.

e. The IHO shall file a written response within thirty (30) working days of the hearing date.

**Step 4:** If the employee believes the matter has not been satisfactorily resolved at Step 3, he/she may submit a written request for Board review within ten (10) working days of the receipt of the Impartial Hearing Officer Response. The Board shall make a decision regarding whether or not a hearing will be held within twenty-five (25) working days of the appeal. A final decision will be made within sixty (60) working days of the filing of the appeal.

a. The Board may decide, in each situation, whether it will review the record and make a decision, assign an independent hearing officer to create a recommendation for the School Board’s review, or hold a new hearing and make an independent decision. The manner of review is the sole choice of the Board.

b. The Board’s written decision regarding the complaint must contain:

1. A decision as to whether the complaint is sustained, denied or modified.

4.11.F Additional Guidelines

a. In either Step 3 or 4, the employee may choose to waive his/her right to a hearing and have the matter determined solely on the basis of information that has been provided.

b. It is expected that the time frames outlined in this procedure be adhered to. However, any unforeseen delay will be promptly communicated to the employee.

c. Working time lost by any employee(s) at a CR meeting should be considered as time worked for pay purposes.

d. To provide for the proper processing of all complaints beginning at Step 1, all relevant information must be provided in Step 1. All subsequent review steps will be limited to only utilizing information that was provided in Step 1. There will be no new information introduced following a determination in Step 1.

Adopted: July 1, 2012 for all employees. See Appendix D for form

4.12 Employee Recognition

Every year Gateway offers employees the opportunity to nominate coworkers for recognition of their efforts and contributions. In addition, employees are recognized for 5, 10, 15, 20, 25, and 30 years of service to the college.

4.12.A Additional Awards

**Outstanding Employee Awards:** Presented annually to employees meeting the criteria of each award category, the outstanding employee award winners are nominated by their peers for their contributions to the college in the prior year. Nine (9) categories of awards are presented.

- Outstanding Customer Service
- Outstanding Team
- Outstanding Special Project Accomplishment
- Outstanding Innovator
• Outstanding New Employee
• Outstanding Leader
• Outstanding Expert
• Outstanding Community Service
• Outstanding Collaborator

President’s Faculty Excellence Award: Presented annually to a faculty member from each of our three campuses in an effort to recognize faculty members who exemplify excellence in instruction and in promoting the mission of the college. President’s Faculty Excellence Award selectees will receive funding to attend a professional development activity.

Star Faculty Award: Presented annually to a deserving full-time instructor from each of our three (3) campuses and one (1) adjunct based on student nominations.

Gateway Association for Career and Technical Education (GACTE) Awards: GACTE seeks to promote excellence by recognizing individuals, companies, and organizations that have made contributions to promote and expand career and technical education.

• Outstanding Support Professional
• Outstanding CTE Leader
• Outstanding Instructor
• New Instructor
• Outstanding Member—Community Involvement
• Lifetime Achievement

4.13 Employment of Relatives or Co-Habitants

The college permits the employment of more than one member of a family. Employees should not be in the position of supervising (directly or indirectly), directing, setting the pay, or making final decisions regarding the terms and conditions of employment and/or compensation for their spouses, children, domestic partners, and other close relatives. In situations which might otherwise violate the policy, written approval from the president, applicable vice president, or the vice president, Human Resources is required prior to the hiring of a relative or co-habitant of another Gateway Technical College employee.

For purposes of this policy, relatives are defined as: parents, spouse, children, sister/brother, grandchildren, grandparents, mother-in-law, father-in-law, stepparents, stepchildren, stepbrother/stepsister, and grandparents by marriage. For purposes of this policy, co-habitants are defined as anyone living together in the same household.

For additional information on Employment of Relatives, refer to:
• Administrative Procedures and College Practices manual
  I-240, Employment of Relatives or Co-Habitants in the Same Household

4.14 Employment Separation

The employment relationship between the college and any employee will be discontinued under the following circumstances:

• The employee is terminated for unsatisfactory performance.
• The employee is terminated for cause.
• The employee is terminated due to reduction in workforce.
• The employee resigns his or her position.
• The employee retires.
• The employee abandons his or her position.

Employees who fail to give sufficient notice as part of their voluntary separation may be ineligible for reemployment.

Non-Faculty employees should provide a written notice of separation at least two (2) weeks prior to the last day of work.

Faculty should provide a written notice of separation prior to the first day of their final scheduled semester to receive the $500 instructional resignation/retirement stipend. Notice with 60 calendar days or fewer will be assessed liquidated damages of $500. Upon approval of the president or designee, if documented illness or extenuating circumstances caused the resignation without 60 days prior written notice, restitution will not be required.
For additional information on Employment Separation, refer to:

  I-250, Separation and Exit Interview
- Employee Handbook
  4.32, Reduction in Workforce

4.15 Employment Verification

On occasion, employees may need verification of their employment at Gateway. Employment verification requests should be directed to the Human Resources department. No other employee or department should supply any form—written or verbal—of employment verification.

For additional information on Employment Verification, refer to:

  I-230, Employment Verification

4.16 Evaluation—Performance Planning and Feedback

Gateway Technical College relies on and expects its leaders at the department level to promote and create work environments where ongoing discussions about work occur between employees and their supervisor. These discussions may include: identification of expectations; goals, performance, assessment of progress; and opportunities for training and career development.

A performance planning and feedback process is responsive to your need to know where you stand with respect to job requirements, and the need to know how and where to seek guidance on job skill and career development. The process can also serve as a basis for work group and department planning.

All non-faculty, regular full-time and regular part-time employees will receive performance evaluations on an annual basis. An employee's job performance should be discussed on an informal and consistent basis with the employee during the year. All new employees will also have an initial evaluation period.

The faculty evaluation will consist of an annual self-evaluation, supervisor's observation, and a student IDEA survey. Faculty will also be on a 3-year rotating evaluation schedule focusing on teaching and professionalism.

For additional information on Progressive Discipline, refer to:

  I-220, Performance Evaluations
- Employee Handbook
  3.10, Initial Evaluation Period

4.17 Facilities

The operation and maintenance of the facilities are directed by the Building Services directors. Burlington Center and HERO Center are associated with the Elkhorn Campus, and the Horizon Center and SC Johnson iMET Center being associated with the Kenosha and Racine campuses, respectively.

Building Services are responsible for the following:

- daily housekeeping
- maintenance of the college's facilities
- exterior building maintenance
- shipping and receiving
- mail delivery (both between the campuses and between buildings on campus)
- key distribution
- in emergencies, helping to evacuate buildings

4.17.A Duplicating

Printers and copiers are located on every campus/center at the college for use by employees. To copy or print on campus, you will need your Gateway OneCard to swipe in and make copies or release secure prints. For more information about the GreenPrint program, policies, printer locations, and
directions, visit the GreenPrint for Staff site at [https://www.gtc.edu/intranet/library/greenprint](https://www.gtc.edu/intranet/library/greenprint) or contact your supervisor.

Duplication of non-copyrighted materials in limited quantities is acceptable for classroom use or official college business. Larger copying jobs should be sent to the Print Shop in Kenosha using the appropriate request form: [https://www.gtc.edu/intranet/marketing-communications/duplicating-request](https://www.gtc.edu/intranet/marketing-communications/duplicating-request)


4.17.B Facility Repairs and Modifications

The quality of the “Gateway Experience” our staff and students have while utilizing our buildings and grounds is critical for our collective success. Please assist our facilities staff by reporting any repairs that you observe may be needed in and around our buildings by using the repair ticketing system. Submitted requests are responded to within 48 hours and you will receive email updates on the progress of the request. [https://support.gtc.edu/helpdesk/WebObjects/Helpdesk](https://support.gtc.edu/helpdesk/WebObjects/Helpdesk)

The college is able to approve minor building modifications on a funds available basis. All major modifications are prioritized on the college’s “Three Year Facilities Plan.” This plan is reviewed and re-prioritized annually by campus. All requests for a major or minor modification for a classroom or program lab must be coordinated with your supervisor and the campus director of Building Services.

4.17.C Information Technology (IT)

- An office/desktop phone will be provided and/or cell phone when required for the position. Phones are requested via your supervisor.
- Internet access is available on all campus locations for college business use.
- A desktop, laptop, and or tablet computer will be provided with appropriate program software when required for the position. Software may include Datatel Colleague, ImageNow, and any other software needs. Computers are requested via your supervisor.

To provide all Gateway students and staff with one point of contact for all their technology support requests, a technology “help desk” is available to assist in resolving your support request as quickly as possible. You can reach the Gateway Technology Support Center two ways:

- by entering a support request on the ticketing system [https://support.gtc.edu](https://support.gtc.edu) or by calling x3695, 262-564-3695, or 800-353-3153

You should contact the help desk:

- when you have classroom technology issues that require immediate assistance
- to report campus-wide network or system outages
- to submit requests for all of your other Gateway-related technology support requests

4.18 Fair Treatment

All members of the college community have a right to, and responsibility for creating, a fair, safe, and productive work and learning environment. As a community, we are committed to opposing and constraining behavior that detracts from the ability of each employee to perform at his or her highest level and to fulfill the mission of the college.

Unfair treatment includes but is not limited to:

- **Bullying**: the persistent and ongoing ill treatment of a person that victimizes, humiliates, undermines, or threatens that person. This should not be confused with administration’s right to properly exercise their authority in a professional manner to give legitimate direction, provide performance appraisals, and deal with complaints.
- **Discrimination**: when a person is treated less favorably than others on the grounds of age, disability or medical condition, race, sex or sexuality, marital status, religion, political opinion, or union activity.
- **Harassment**: unwelcome, offensive, humiliating, or intimidating behavior or comments aimed at a person or group that makes the person or group feel belittled, intimidated, insulted, and/or offended. See [Section 4.20, Harassment](#).
- **Sexual Harassment**: unwelcome sexual behavior where a person feels offended, intimidated, or humiliated and it is reasonable in the circumstances to feel that way. See [Section 4.20, Harassment](#).

Members of the college community are prohibited from engaging in these behaviors while on college property or engaged in college activities. Consult Human Resources regarding making a complaint.
4.19 Flexible Work Options

The college recognizes that there may be situations where flexible work arrangements are appropriate. Flexible work arrangements offer alternative approaches to getting work done through non-traditional workhours, locations, and/or job structures. They offer employees creative approaches for completing work, while promoting balance between work and personal commitments.

Typical flexible work options include flextime (i.e., flexible start, stop, and lunch times), flexplace (i.e., work away from the office, typically at home), compressed work schedule (i.e., condensing standard workweek hours into fewer days), and part-time and job-sharing assignments (i.e., less than full-time work, either for a reduced assignment or a shared one). These arrangements must support the department’s goals and must be approved by the supervisor.

While on a flexible work arrangement, you remain obligated to comply with all college rules, policies, procedures, terms of the flexible work arrangement.

If, for any reason, the flexible work arrangement is terminated, and you decide not to return to your former traditional work schedule/arrangement and leave the position, you will be considered as having resigned and will be terminated.

4.20 Harassment

The Gateway Technical College District, through its commitment to equal opportunity, will attempt to provide an environment free of harassment for all employees and its students in accordance with the law of the United States and the State of Wisconsin. We expressly prohibit any form of unlawful harassment based on race, color, disability, religion, sex, national origin, age, disability status as a Vietnam-era or special disabled veteran.

We are committed to provide our students, staff, and campus visitors a safe work/learning environment. This policy applies to all students, employees, contractors, and visitors of the college who violate its provisions on college property or while conducting college business off-campus.

4.20.A Harassment

Harassment is the unwelcome, offensive, humiliating, or intimidating behavior or comments aimed at a person or group that makes the person or group feel belittled, intimidated, insulted and/or offended.

4.20.B Sexual Harassment

Sexual harassment is unwelcome sexual behavior where a person feels offended, intimidated, or humiliated, and it is reasonable in the circumstances to feel that way.

Any student or employee may report a hostile or abusive work/learning environment, even if the harassment is not targeted specifically at them. Consult Human Resources regarding making a complaint. All reports of harassment will be promptly investigated and when appropriate, action will be taken.

For additional information on harassment, refer to:

  H-130, Harassment and Discrimination

4.21 Identity Standards

Employees using Gateway’s name and/or logo in any communication are expected to follow the college’s identity standards.

The college’s identity standards communicate our identity and our commitment to quality. Our communication strategy is to coordinate and graphically unify our image throughout the college and the communities we serve. Consistency will be achieved through proper use of the logomark/wordmark and other pertinent elements through detailed specifications and college standard formats. For example: The college name is Gateway Technical College or Gateway. GTC, Gateway Tech, or Gateway College are not acceptable.

For more information please see the Identity Standards publication on the Intranet, which outlines elements of the Gateway Technical College identity standards system and provides guidelines to ensure each element is used correctly.

For additional information, contact the Marketing department and see:

  H-190, Intranet
4.22 Information Systems Security

The college’s information technology systems and the information served by those systems are valuable and vital assets. The Information Systems Security Policy includes all computer systems (hardware and software), communication systems (networks, telecommunications, video, and audio broadcast systems), and information (data, text images, etc.) in any form, on any media.

As a user of information resources, each employee is responsible for knowing about appropriate and ethical use of information in all environments accessed, protecting the information being used from corruption or unauthorized disclosure, working in such a manner as to consider the access rights of others, and following standard guidelines concerning the use and nondisclosure of passwords and other means of access control.

For additional information on Information Systems Security, refer to:

  H-190, Computer, Networking, and Information Resources.

4.23 Intellectual Property

The preparation of materials for use in Gateway classes or in the normal course of performance of other duties involves the creative work of our faculty and staff and is an integral part of their professional responsibilities. It is not an extra assignment over and above their assigned work.

With regard to this intellectual property, Gateway expects employees to share the materials they create with their colleagues within and outside the institution for the benefit of our students, our college, and our community. When necessary, the college reserves the right to require employees to share materials they have created for use in classroom activities and/or using Gateway’s resources (paid time, computer resources, etc.). Employees have a right to collaborate with the college on the appropriate use of this intellectual property.

This policy does not limit the employee's ability to use the materials they create for purposes outside their role at Gateway as long as the employee’s use of the material does not conflict with the interests of the college.

4.24 Library

The Gateway Technical College Library exists to educate, enrich, and empower our community by providing accessible, relevant resources that support the curriculum needs of the college.

Libraries are located on the Elkhorn, Kenosha, and Racine campuses; however, librarians are able to deliver services to any Gateway Technical College facility within the district.

Faculty, staff, and students have access to a variety of services offered by the library. A few of these services are listed below. More information about these and other library services can be found on the library homepage: www.gtc.edu/library.

4.24.A Reference

Reference librarians and other library staff are available to assist users in locating information they need from both the physical library materials and online resources.

4.24.B Library Instruction

Campus librarians provide instruction to classes and individuals in the use of library resources. Class orientations are generally scheduled in advance by an instructor. One-on-one instruction is also provided at the user’s request; however, appointments may also be made by checking in advance with the campus librarian.

4.24.C Collection Development

The libraries support the academic, career, and professional needs of the students, instructors, and staff through a collection of physical and online resource materials. We cannot build or maintain our collection without the input of our valuable instructors, who are our subject experts and can identify expected program needs. If you have suggestions or would like to request certain materials be added to our collection, feel free to contact your campus librarian or fill out our “Request for Library Collection Addition” form online.

4.24.D Interlibrary Loan

Interlibrary loan is a service available at no charge to Gateway faculty, staff, and students for Gateway-related work and coursework. It enables users to borrow materials owned by other libraries throughout the world. Contact a library staff member if you would like to initiate an interlibrary loan request.
4.25 Management Roles and Responsibilities

The Gateway Technical College District Board and administration possess the sole right and responsibility to manage all college operations subject to college policies, procedures, and applicable laws.

The Gateway Technical College District is governed by a nine-member board of trustees representing the communities served by the three-county district, which is composed of two employer members, two employee members, one elected official, one school district administrator, and three additional members. Members are appointed by the chairpersons of the Kenosha, Racine, and Walworth County Boards of Supervisors, and serve staggered three-year terms. The Board functions as a collective body to promote a positive image for the college while representing the community in determining and assuring appropriate organizational performance.

Board responsibilities are distinguished from those of the president and/or administration. The Gateway District Board follows the Policy Governance model.

Executive management and administration have control and are responsible for properties and facilities, and the college related activities of all employees including the establishment of reasonable rules, and may take whatever actions necessary to carry out the daily operations and progress towards the Ends Statements established by the Board of Trustees. The board and/or administration will take whatever action is necessary to comply with federal, state or local laws, regulations or ordinances.

Administration is responsible for the hiring of all employees and determining their qualifications, their employment assignment, condition of their continued employment, disciplinary actions, dismissal/discharge, promotion, demotion or transfer/reassignment; and to relieve employees from duties because of lack of work (reduction in workforce) or other legitimate reasons.

Administration has the sole and exclusive responsibility to determine the number of employees to be employed, the duties and nature of their work, the location of the work and whether or not any of the work will be contracted out.

Administration establishes programs, courses, and student activities including combining or eliminating any positions or programs, all as deemed necessary. Administration is responsible for determining and, if necessary, changing the methods and means by which the college operates including the means and methods of instruction, selection of textbooks and other course materials. In addition, administration is responsible for determining class schedules, the hours of instruction and/or work, and the duties, responsibilities, and assignments of all employees.

Administration will establish and enforce policies, procedures, and reasonable work rules and may add, change, or abolish such policies, procedures, and rules.

Administration will establish safety and security rules and enforce penalties for their violation.

It is the responsibility of administration to maintain efficiency of college operations and to introduce new or improved methods or facilities.

4.26 Overtime Pay, Call-In Pay, Lead Pay, and Shift Premium

4.26.A Overtime Pay/Compensation Time

4.26.A.i Overtime Pay

Only non-exempt employees will receive compensation at the rate of one and one-half (1½) times their regular hourly rate of pay for all hours worked over forty (40) hours in any given workweek. Overtime must always be approved by a supervisor before it is performed. Only hours actually worked will be used to calculate overtime. Paid time off for vacation, sick days, leaves of absence, or other reasons will not be considered “hours worked.”

Supervisors will attempt to provide employees with reasonable notice when the need for overtime work arises; however, advance notice may not always be possible.

Payment is received for overtime in the pay period following the period in which such overtime is worked, provided the time record has been properly prepared, approved by the supervisor, and forwarded to Payroll for processing in a timely manner.

4.26.A.ii Compensation Time

Holiday hours are to be counted as “hours worked” in the 40-hour per week threshold for overtime (OT) pay. Anyone that is required to work on an established holiday will receive the holiday pay (8 hours), plus an additional 2x factor to be added to pay or used as comp time at the employee’s discretion. (Example: An employee is required to come in for 4 hours of work on Labor Day—they would still receive the 8 hours of holiday pay plus an additional 8 hours [4 hours x 2] as either additional pay or comp time.)
4.26.B Call-In Pay

Only non-exempt employees will receive a minimum of two (2) hours pay per occurrence for each time called into work. If a non-exempt employee is called at home to assist with Gateway business, that person would receive a thirty (30) minute straight time compensation for that call no matter if the call takes less time. If call-in hours result in more than forty (40) hours for the week, the employee will earn overtime pay for time worked over forty (40) hours.

4.26.C Lead Pay

Custodians or mechanics designated as leads will receive lead pay. Lead pay will be paid for all hours—working hours, sick pay, vacation pay, and holiday pay. Lead pay will be paid for all overtime (OT) hours.

4.26.D Shift Premium

Only non-exempt employees will receive an hourly shift premium for regularly scheduled hours between 5:00 p.m. to 5:00 a.m. (Example: Employee works 10:00 a.m.–6:30 p.m. with one half \( \frac{1}{2} \) hour lunch. The employee will receive shift premium for 1½ hours \( [5:00 \text{ p.m.}–6:30 \text{ p.m.}] \).) If an employee’s regular schedule includes shift premium hours, shift premium should be paid at the same rate as a regular workday for sick days, vacation days, and holidays.

4.27 Personal Business

4.27.A Phone Calls

Personal Telephone Calls: Employees should avoid making non-work related telephone calls. If an employee must make a non-work related call, it should be kept to a minimum and be performed on non-work time such as breaks, lunch, or after work.

Supervisors can request a copy of telephone calling records about their staff. The request should be in writing and submitted to the vice president Human Resources.

Long Distance Calls: Long distance calling is intended for state, governmental, and educational use.

Employees should not make long distance non-work related telephone calls from the Gateway Technical College telephone systems.

For additional information on Phone Calls, refer to:

  D-110, Telephone Usage

4.27.B Solicitation

Employees: Employees are not permitted to solicit, distribute literature, or sell merchandise to other employees during the “work time” of either person. Employees are not permitted to solicit, distribute literature, or sell merchandise at any time in any working area or in any area open to the public.

For purposes of this policy, solicitation includes, but is not limited to, such activities as requesting charitable contributions.

“Work time” includes all time during which an employee is assigned to or engaged in the performance of his or her role, but does not include intermissions, meal periods, or other designated relief periods during which the employee is not assigned to or expected to perform any role.

Exceptions: Certain exceptions to these rules have been approved by Gateway Technical College management, and by administrative agencies and courts, for specified charitable purposes. At Gateway Technical College, these exceptions are for annual United Way Campaigns, Blood Drives, and other college-related organizations or recognized agencies.

The policy does not apply to management directives, which may include but are not limited to, supervisory or managerial communications to employees (including mandatory meetings) related to job instructions, procedures, or corrective counseling, employee benefits, Gateway Technical College sponsored or Gateway Technical College negotiated events or programs, or other matters deemed by management to be sufficiently related to Gateway Technical College’s operations to be worthy of such communication.

For additional information on Solicitation and Posting, refer to:

  H-170, Solicitation/Distribution/Posting
4.28 Personal Information Changes

To ensure that needed records are accurate and up to date, an employee must notify the Human Resources department immediately whenever changing any of the following:

- Name, address, or telephone number;
- Marital status or number of dependents (for tax withholding and insurance coverage);
- Beneficiary
- Emergency contact’s name, relationship, and phone number;
- Education and training completed.

4.29 Political Activities

All college employees should feel free to engage in such political activities so far as they are able to do so consistent with their full obligations to the college and in accordance with applicable laws.

College employees may engage in lawful political activities. However, such activity, like any other personal, non-official undertaking, must be done on the employee’s own time and should not interfere with college duties. Accordingly, employees may not:

1. campaign during workhours
2. use college supplies or equipment, including telecommunications technology, for campaign purposes
3. represent their political views or the views of any candidate as being those of the college unless there has been specific authorization by the administration to do so (i.e., posting signs of political nature on college premises)
4. use employee mailing labels (either home or office addresses) produced by the college for distributing campaign materials
5. run for partisan political office without first taking a leave of absence from the college. A leave will be granted upon request of the candidate

Employees who are concerned about whether an activity is a violation of this policy may contact the Human Resources department.

Employee unions and professional organizations are not considered political entities.

For additional information on Political Activities, refer to:

  H-175, Political Activities

4.30 Progressive Discipline

The progressive discipline procedure is designed to identify and correct problems that may affect work performance. This process provides a supervisor and employee with an opportunity to talk about specific problems, to determine when and how these problems can be resolved and to set goals and follow-up dates.

The Progressive Discipline process includes the following actions:

- Verbal Counseling (Step One)
- Written Counseling (Step Two)
- Disciplinary Suspension or Final Written Warning (Step Three)
- Termination (Step Four)

Employees who violate established policies, rules, and regulations, fail to perform their jobs according to accepted standards, or who otherwise conduct themselves in a manner which is detrimental to the college, the college’s students, clients, or to other employees, are subject to disciplinary action up to and including termination.

Depending on the situation, any step may be repeated, omitted, or taken out of sequence. The college reserves the right to effect immediate termination should the situation be warranted. Each case is considered on an individual, fair, and consistent basis.

For additional information on Progressive Discipline, refer to:

  I-110, Employee Code of Conduct
  I-210, Progressive Counseling
4.31 Promotion and Transfer

4.31.A Voluntary Transfers

- **Lateral Transfer:** a transfer to a job within the same pay range or equivalent in another union will result in the employee retaining the same pay rate and increase schedule.
- **Higher Rated Position:** an employee going to a higher rated position in their current union or a higher pay range in another union, will receive a promotional increase. If their current salary is below the minimum of the new job, they will first be brought to the minimum before receiving the promotional increase.
- **Lower Rated Position:** an employee going to a lower rated position through a voluntary transfer will be paid no more than the maximum of the new rate range.

4.31.B Involuntary Transfers

- **Lateral and higher rated position:** will be treated the same as voluntary.
- **Lower rated position:** an employee who is involuntarily transferred to a lower rated position and their current annual base salary is above the maximum of the new job, will have their pay frozen at their current rate until their salary is within the new range (red-circled). No pay increases will be granted. If the range does not catch up for three (3) years of salary adjustments, their salary will be lowered to the maximum of the new range. In the event of a major re-structure, the president may extend the red circle for an additional two (2) years.

4.31.C Job Postings

The college believes in promoting employees from within and has established a job posting process to give employees an opportunity to apply for postings in which they are interested and qualified.

Jobs will be posted internally and/or externally in compliance with standard Human Resources recruitment practices and/or directives by the vice president Human Resources. Employees are responsible for monitoring job vacancy notices and for completing and submitting an online application form during the posting period for a specific opening. At times, a vacancy may be filled without a job posting per policy I-120 Recruitment and Employment in the Administrative Procedures and College Practices Manual.

Contents of the posting shall include, but are not limited to, job requirements, qualifications, hours, shift, base location, and rate of pay.

The college retains the right to determine the job descriptions needed for any vacant position and to select the most qualified applicant for any position based upon stated job descriptions. To accommodate operational needs, the college may temporarily fill vacant positions at its discretion during the posting and selection period. The term “applicant” refers to both internal and external candidates for the position.

4.32 Reduction in Workforce

Conditions may arise that necessitate the reduction of the college’s workforce. The college may need to reduce the number of staff and/or faculty members in some specified areas of its employ for what it regards as good and legitimate reasons (e.g., lack of student enrollment in offered programs, lack of financial resources, reorganization, etc.).

A reduction in force may result in an involuntary demotion, reassignment, reduction in workhours, or termination of employment.

Implementation may be based upon the nature of the duties to be consolidated or eliminated, funding levels, and the skills, abilities, and past performance of the individual employees involved.

4.33 Safety and Security

4.33.A Concealed Carry

No person shall possess a dangerous weapon in any college building. Persons who have lost the legal right to possess a dangerous weapon by federal, state, local statutes or federal, state, or local court order may not possess a dangerous weapon within the premises of any college owned, leased, or operated location.
No employee shall possess a dangerous weapon during the course of their employment, except as provided in state statutes or Gateway policy.

Persons storing weapons within their own vehicles parked on college owned, leased, or operated parking lots or grounds must:

- Conceal the weapon from open view of persons moving in or around the vehicle.
- If a firearm, unload the weapon.
- If a firearm, store the weapon in a secured (locked) case or install a locked trigger guard.

For additional information on Weapons on School Premises, refer to:

- **Administrative Procedures and College Practices Manual**
  E-100, Security Administration (Workplace Violence)
- **Employee Handbook**
  4.41, Workplace Violence

### 4.33.B Emergency Response

Gateway Technical College has developed an Emergency Response and Preparedness Plan that details the college’s response to a security and/or safety event. The plan is available in the libraries and on Gateway Technical College’s website, [www.gtc.edu/security](http://www.gtc.edu/security).

At a minimum, all Gateway employees should have the following level of alertness and security knowledge:

- All employees should be enrolled in the Safety and Security Blackboard (Bb) site
- Employees should sign up to receive safety-related text messages via his or her cell phone or email using AlertMe. Gateway prefers text message—via—cell phone as the most effective means of reaching our students and staff. You will receive district-wide messages that will specify the campus affected by the warning as well as recommended actions and commands.
- Be familiar with the college’s means to notify of an emergency (text messages, email, Alertus Beacons, and network computer scroll messages)
- Be familiar with the campus Emergency Response Plan
- Know to call 911 whenever there is an immediate danger to persons or property
- Know locations of emergency shelters
- Be familiar with the function of the CARE team. The mission of the Communication, Awareness, Referral, and Evaluation Team (CARE Team) is to “contribute to a safe campus environment by reducing potential threats through the identification, assessments, and management of behavioral concerns.” This multidisciplinary team will assess available information regarding an individual student (or employee) and determine an appropriate course of action. By intervening with a student or employee who has exhibited behavior that is of concern, we hope to prevent escalation of disturbed or disturbing behavior and ultimately limit future acts of violence. Members of the campus community are strongly encouraged to report persons of concern by completing an online Safety and Security report.
- Know how to complete an online Safety and Security report. Persons completing a report may do so anonymously but are encouraged to identify themselves so that contact may be made if additional information is required. If you observe or hear any behavior that causes concern (no matter how small or limited your direct knowledge) please complete an online Safety and Security report to alert the college.

Details for all of the above Emergency Response items can be found at [www.gtc.edu/security](http://www.gtc.edu/security).

For additional information on Emergency Response, refer to:

- **Administrative Procedures and College Practices Manual**
  E-110, Campus Safety

### 4.34 Social Media

Social media sites have become increasingly important communication channels for supporting Gateway Technical College’s mission and vision. Gateway has developed a policy to properly portray, promote, and protect the college and to assist Gateway entities in creating and managing their social media accounts. This policy applies to all Gateway employees and must be used in connection with social media accounts associated with Gateway, its programs, offices, and student organizations. This policy requires the following:

- Officially recognized Gateway social media accounts must be reviewed and approved through an application process.
• Each social media account will have an account administrator assigned.
• Each officially recognized account must include a disclaimer statement provided by the Marketing and Communications department, regarding content and opinions contained on the site.
• Inappropriate, offensive, libelous, and illegal content will be removed by account administrators or at the direction of the Marketing and Communications department.
• Gateway’s Social Media User Guide must be followed.

For additional information on Social Media, refer to:

  H-185, Social Media Policy
- Social Media User Guide and Account Application

4.35 Travel

Travel may be required as part of your job responsibilities. All in-district and out-of-district travel for Gateway by an employee must conform to the Wisconsin Technical College System (WTCS) and Gateway Technical College policies. An activity request form is required for all out-of-district travel.

Any time employees travel on Gateway authorized business, they are automatically covered with accidental death and dismemberment insurance. This insurance provides coverage for loss of life or limbs, but does not cover property damage. There is no charge to employees for this coverage, and employees do not have to enroll to have this coverage.

Specific procedures delineating processes regarding authorization, modes of transportation, use of Gateway vehicles by students, rental cars, using your personal vehicle, mileage reimbursement, other expense reimbursements as well as foreign travel guidelines are detailed in Policy C-120, District Travel.

For additional information on Travel, refer to:

  C-120, District Travel

4.36 Tobacco and Drug-Free Workplace

The Drug Free Workplace Act of 1988, Wisconsin State Statute, Chapter 161 Uniform Controlled Substances Act, and E-155 (Tobacco) and H-160 (Drug) in the Administrative Procedures and College Practices Manual require Gateway Technical College to make a good faith effort to maintain a drug-free workplace environment. This policy applies to all controlled substances including alcohol. We are also committed to providing a tobacco-free/smoke-free environment for our staff, customers, and general public.

These policies are applicable and extend coverage to all Gateway Technical College campuses, centers, grounds, parking lots (including in vehicles) with no exceptions at any time (24/7). A drug-free, tobacco-free/smoke-free workplace will increase quality of life for employees, decrease absenteeism, and save on other health-related personnel costs.

It is your responsibility as an employee to be aware of the scope of these policies and follow them.

For additional information on Tobacco and Drug Free Policies, refer to:

  E-155, Tobacco Free/Smoke Free Policy
  H-160, Drug Free Workplace

4.37 Union Activities

Union representatives of GTEA, GESP, and local AFSCME may use college buildings for union business meetings without cost. Union officers may use college equipment and facilities in the normal transaction of union business, including the use of email and campus mail. If abuses occur, the usage of equipment and facilities may be terminated by the president or the president’s designee. Union activities must be performed outside of the employee’s workday/schedule. Union officers may purchase reloadable printing cards for printing on campus.
4.38 Unscheduled Closings

Certain conditions affect the safety and well-being of employees and students and may be reason to close an operation, facility, or campus. Some emergency conditions may result in assigning alternative duties or work space to staff to avoid loss of work.

The decision to close facilities or campuses as well as cancellation of classes is the responsibility of the executive vice president/provost.

**Campus Closed:** the building(s) are closed, staff is dismissed, and Building Services staff remain or report if necessary.

**Classes Canceled:** the building(s) are open and non-instructional staff remain or report to work stations.

**Building Emergency:** building(s) are evacuated and return or dismissal is determined by the campus Dean.

iMET is aligned with the Racine campus. The Horizon Center, Administration Building, and Madrigano Conference Center are aligned with the Kenosha Campus. The Burlington Center is aligned with the Elkhorn Campus. Off-site locations are dictated by the actions of said location, for example, SC Johnson, LakeView, Workforce Development Center, Job Center, and high school locations.

Every attempt will be made to make decisions regarding campus closing or class cancellation two (2) hours prior to said action. Please consult the following means of communication for notification:

- [www.gtc.edu](http://www.gtc.edu) home page announcement
- 800-353-3152 message line
- Gateway’s Facebook page
- WGTD FM91.1 (101.7 in Elkhorn and 103.3 in Lake Geneva)
- other area radio and TV stations
- websites of local newspapers

In case of bad weather, do not assume that classes are canceled. More than likely, Gateway classes will be held as scheduled. Each campus is closed on an individual basis, depending on each county’s weather and road conditions. During bad weather conditions, students are encouraged to use their own judgment in regard to distance, safety, and road conditions.

4.38.A Severe Weather Pay

Employees on a campus who are specifically designated to report to work, or to remain at work, when the campus is officially closed due to weather or other emergency conditions, will be granted additional compensation for the working time in the form of vacation time added to their vacation leave balance in an amount equal to the number of hours worked while the campus was officially closed.

Persons not scheduled to be at the campus on the day of the closing are not entitled to additional compensation for a closing. Persons working at a campus location that is not closed, or at another location that is not closed, are not entitled to additional compensation for the closing.

For additional information on Unscheduled Closings, refer to:

- [Administrative Procedures and College Practices Manual](#)
  - E-115, Facility Access and Control
  - E-130, Closing Facilities/Cancellation of Classes
- [Employee Handbook](#)
  - **3.05, Facilities Access**

4.38.B Campus Closed

Anyone required to work during a “campus closed” event will receive regular pay for the hours worked, plus an additional 1.5x factor to be added to pay or used as comp time at the employee’s discretion. (Example: If an employee is required to come in for 4 hours of work on a campus closed day, they will receive the four 4 hours of work pay [6 hours if this puts them over the 40 hour per week overtime (OT) threshold] plus an additional 6 hours [4 hours x 1.5] as either additional pay or comp time.)

4.39 Volunteerism

Volunteering is generally considered an altruistic activity, intended to promote good or improve human quality of life, but people also volunteer for their own skill development, to meet others, to have fun, and a variety of other reasons. Volunteerism is the act of selflessly giving your time, free of pay, to something you believe in. Volunteering takes many forms and is performed by a wide range of people.

Gateway Technical College encourages and supports volunteering as a part of the college’s sustainability efforts and social responsibility return to Table of Contents page
activities. Volunteer activities should not conflict with satisfactory completion of work responsibilities. Activities conflicting with employees’ work schedules must be reviewed with their supervisor.

Gateway has developed a mechanism for employees to self-record volunteer hours. The college also has a community service award.

Link to form: [http://www.gtc.edu/GGB](http://www.gtc.edu/GGB).

4.40 Workday/Workweek

The workweek shall be Sunday through Saturday. Each department shall oversee the scheduling of workhours, meal periods, and rest periods for employees in compliance with FLSA (Fair Labor Standards Act). Employees must receive prior approval from their supervisor to alter their work schedules. Work schedules are established based on service needs and may be changed at the discretion of the college. Changes in work schedules will be announced 30 days in advance. Temporary/emergency situations may necessitate a shorter notice.

4.41 Workplace Violence

It is Gateway Technical College’s policy to promote a safe campus environment for all those who work at, or use its facilities. The college is committed to maintain a campus community free from violence, threats of violence, harassment, intimidation, bullying, and other disruptive behaviors.

Workplace violence is unacceptable at any at Gateway. Wisconsin statutes define workplace violence as 1) an act done with intent to cause bodily harm to that person or another without the consent of the person so harmed and 2) conduct or expressions that threaten bodily harm. All employees and students who engage in such behaviors will face discipline up to and including removal from their positions or academic programs. Members of the general public on Gateway properties are also subject to this policy. Such behaviors can include oral or written statements, gestures, or expressions. Violators can be removed from campus and appropriate action taken.

Violence, possession of unauthorized weapons, threats of violence, harassment, intimidation, bullying, and other disruptive behaviors that communicate the potential for physical harm, either directly or indirectly, will not be tolerated on college property. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, as well as civil and/or criminal penalties.

We recognize that the successful implementation of this policy requires the commitment and cooperation of those whom Gateway employs and serves. It is the responsibility of everyone to report acts of violence, or threats of violence to the appropriate authorities. All reported incidents will be taken seriously and the president, or designee, will utilize the CARE (Communication, Awareness, Referral, and Evaluation) Behavioral Intervention Team, Emergency Response Plan, and/or Student Code of Conduct policy (J-300) to respond as appropriate.

Discipline of students will be in accordance with the rules of student conduct. Discipline of employees will be in accordance with the applicable policies and agreements.

For additional information on Workplace Violence, refer to:

- **Administrative Procedures and College Practices Manual**
  - E-100, Security Administration (Workplace Violence)
  - J-300, Student Code of Conduct
### 5.00 Benefit Eligibility

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<thead>
<tr>
<th>Benefit</th>
<th>Eligibility</th>
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<tbody>
<tr>
<td>Court Appearances</td>
<td>• Regular Full-Time and Part-Time Employees</td>
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<td>Employee Assistance Program</td>
<td></td>
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<tr>
<td>Employee Wellness</td>
<td>• Employees who have worked for at least 52 consecutive weeks and at least 1,000 hours during that time.</td>
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<td>• Employees who have worked for at least 12 months and for at least 1,250 hours during that time.</td>
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<tr>
<td>FMLA</td>
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<tr>
<td>Flexible Spending Accounts</td>
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<tr>
<td>Life Insurance/Accidental Death and Dismemberment (AD&amp;D)</td>
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<tr>
<td>Insurance</td>
<td></td>
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<tr>
<td>Health</td>
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<tr>
<td>Dental</td>
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<tr>
<td>Short-term Disability</td>
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<tr>
<td>Long Term Disability</td>
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<tr>
<td>Jury Duty</td>
<td></td>
</tr>
<tr>
<td>Leaves, Holidays, Vacation</td>
<td>• Regular Full-Time and Part-Time Employees who average 20 or more hours per week during their annual contract.</td>
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<tr>
<td>Holidays</td>
<td></td>
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<tr>
<td>Winter Shut Down</td>
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<tr>
<td>Sick Leave</td>
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<tr>
<td>Vacation</td>
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<td>Bereavement</td>
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<tr>
<td>Unpaid Leave of Absence</td>
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<tr>
<td>Sabbatical</td>
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<td>Military Service Leave</td>
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<td>Professional Development</td>
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<tr>
<td>Retirement Benefits</td>
<td></td>
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<td>Tuition Reimbursement</td>
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</tr>
<tr>
<td>Worker’s Compensation</td>
<td>• All Employees</td>
</tr>
</tbody>
</table>

### 5.01 Court Appearance

A court appearance by an employee requires use of vacation leave or leave without pay. However, if the president, provost, or Gateway legal counsel requests the employee’s attendance, the employee is granted time off with pay to fulfill such responsibilities. Under unusual circumstances and upon recommendation of human resources, the executive vice president/provost may approve time off with or without pay for a court appearance. Unusual circumstances mean that some compelling Gateway interest in the case justifies the employee’s absence from the employee’s job.

Immediately upon receipt of a summons, subpoena, or request to appear in court, an employee shall present a copy of the document to his or her supervisor and request vacation leave or time off with or without pay, whichever is applicable. Upon completion of a court appearance, the employee shall report to work at the beginning of the next regularly scheduled work period. If an employee’s court appearance does not require the full work period, the employee shall report for work as soon as possible with travel time consideration.
5.02 Employee Assistance Program (EAP)

EAP is a service available to employees and their immediate families offering confidential, professional help for issues such as grief, stress, personal help, drug addiction, and other life changing events. Our EAP provider is Professional Services Group, Inc. (PSG). The telephone number for PSG is 262-652-2406. Co-pays for Gateway Technical College employees and their immediate family members are waived.

5.03 Employee Wellness

The college offers a variety of programs and resources to help employees maintain healthy lifestyles. Programs include health assessments, screenings, clinics, health fairs, and educational sessions. Health and wellness education is provided in an effort to help support individuals’ health management.

Gateway is dedicated to the following:

- promoting the health and wellness of all employees
- fitness assessments and health screenings
- offering workshops on office ergonomics
- fostering awareness of steps to take to reduce health risks
- providing prevention activities and information

For additional information on Employee Wellness, refer to:

- Wellness website gtc.edu/wellness

5.04 Family and Medical Leave of Absence (FMLA)

Gateway Technical College shall be in compliance with any provisions established by both federal and state FMLA laws.

5.04.A Eligibility

Federal and state FMLA guidelines are followed when determining leave. The “Employee Rights and Responsibilities under the Family and Medical Leave Act” can be found posted district-wide. Additional information can be found on the federal website www.wagehour.dol.gov or the State of Wisconsin website http://dwd.wisconsin.gov/er/family_and_medical_leave/.

5.04.B Reasons for Leave

Prolonged illness or disability due to injury; includes employee and members of the immediate family, extended maternity leave for childrearing, and parental leave for childrearing.

5.04.C Requesting Leave

Employees must provide 30 days advance notice of the need to take unpaid leave when foreseeable. Under extenuating circumstances, the advance notice period may be waived by the president’s designee. Contact Human Resources for information regarding your FMLA absence.

If the employer so desires, the employee on leave shall be examined by a physician selected by the employer. The cost of the physical exam, required by the employer and not covered by insurance, shall be paid by the employer.

5.04.D Intention to Return

The employee shall provide a physician’s statement of satisfactory health if such a statement is requested by Human Resources. Additional leave time may be granted by mutual consent of the employee and the president or designee.

5.04.E Employee Status while on Family and Medical Leave of Absence

1. The Board shall allow the employee to continue to pay all benefits which accrue while he/she is on leave without pay, unless prohibited by Wisconsin Statutes or by the agency or company involved.
2. An employee who fails to return to work on the mutually agreed upon date and fails to notify change of status, shall be deemed a resignation of the position with the district.
5.05 Flexible Spending Account

The college offers all employees the opportunity to participate in an IRS Section 125 Flexible Spending Plan (FSA). Gateway will bear the administrative cost of the FSA. Employees contribute pre-tax dollars from their pay which can be used toward their qualified medical and/or dependent care expenses.

5.06 Insurance

5.06.A Health and Dental

Health Insurance: The college will provide a competitive health insurance plan for regular full-time and part-time employees working 20 or more hours per week. To participate in the plan, the employee will contribute to their health insurance premium. The employee contribution is twelve percent (12%) of the health insurance premium. Part-time employees working 20 or more hours per week will also be responsible for their pro-rata share based on hours worked.

Dental Insurance: The college will provide a competitive dental insurance plan for eligible employees. Eligible part-time employees will be responsible for their pro-rata share, based on hours worked.

Link to Human Resources website: www.gtc.edu/hr

5.06.B Group Life Insurance

After the first of the month following the date of hire, you will be provided group life insurance/Accidental Death and Dismemberment (AD&D) fully paid by the employer. The basic provisions of this insurance will be:

A. Term life insurance will be based on an employee’s previous year’s annual salary. For new hires, life insurance will be based on starting salary.
B. Employee accidental death and dismemberment benefit will be based on an employee’s previous year’s annual salary.
C. All employees shall receive information regarding their life insurance benefits.

For additional information, such as the reduction clause, please refer to your Life Insurance Plan documents.

5.06.C Short-Term Disability

The college shall offer Short Term Disability insurance benefits. Employees may participate in said program at the employee's expense subject to the provisions of the plan and enrollment requirements.

Link to Human Resources website: www.gtc.edu/hr

5.06.D Long-Term Disability

The college will pay the premium for long-term disability coverage and the coverage will be effective the first of the month following date of hire. There will be a ninety-day (90) waiting period for benefits to commence. Benefits will be provided at a rate of 90% of salary, but not to exceed a monthly benefit of $10,800.

Link to Human Resources website: www.gtc.edu/hr

5.07 Jury Duty

Paid leave for as much time as is required will be provided to regular full-time or part-time employees to serve on a jury for which they are summoned by the courts when such duty occurs during the employee’s regular workhours. Paid leave will not be provided for jury duty that occurs outside of the employee's regular workhours or workdays.

An employee must notify his or her immediate supervisor as soon as notice of jury duty is received. The employee is expected to contact his or her supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty. The employee should follow the normal absence reporting process to document an absence from work.

An employee who is unable to report for work because of jury duty will be paid his or her regular scheduled hours (up to a maximum of 60 workdays) provided the employee remits an amount equal to the compensation paid for jury services.
5.08 Leave, Holidays, Vacation

5.08.A Holidays

<table>
<thead>
<tr>
<th>Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular Year-Round Employees (12 Months/52 weeks)/11 Paid Holidays</strong></td>
</tr>
<tr>
<td>The following shall be paid holidays:</td>
</tr>
<tr>
<td>New Year's Day</td>
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<tr>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>Spring Holiday Friday</td>
</tr>
<tr>
<td>Day Following Thanksgiving Day</td>
</tr>
<tr>
<td>Spring Holiday Monday</td>
</tr>
<tr>
<td>Day Preceding Christmas Day</td>
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<tr>
<td>Memorial Day</td>
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<tr>
<td>Christmas Day</td>
</tr>
<tr>
<td>Independence Day</td>
</tr>
<tr>
<td>Day Preceding New Year's Day</td>
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<tr>
<td>Labor Day</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Regular Part-Time Year-Round Employees (12 Months–52 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular part-time employees, regardless of weekly hours shall receive pro-rata holiday time off with pay based on total hours paid the last calendar quarter.</td>
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<table>
<thead>
<tr>
<th>Regular 40 Week Employees (40 hours per week)</th>
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</thead>
<tbody>
<tr>
<td>Forty (40) week employees shall receive pay for only those holidays that fall within those 40 weeks.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuesday through Saturday Scheduled Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees with a regular weekly schedule of Tuesday through Saturday will receive the first day of their scheduled week as the holiday in place of any Monday holidays. This would mean that Tuesday would be the scheduled holiday for these employees.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructional Employees</th>
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</thead>
<tbody>
<tr>
<td>Employees working an instructional contract will be provided 7 paid holidays as designated by the academic calendar. New hires will receive compensation for paid holidays occurring after their date of hire.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructional Employees Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part Time employees working an instructional contract will be provided 7 paid holidays provided they fall within the semester worked and based on their contractual percentage. New hires will receive compensation for paid holidays occurring after their date of hire.</td>
</tr>
</tbody>
</table>

5.08.B Winter Shutdown

At least a minimum of one (1) to a maximum of three (3) workdays between Christmas and New Year's will be paid time off. The number of days will be dependent upon when the holidays are observed.

Employees who are specifically designated to report to work during the shutdown will be granted vacation time equal to the number of hours worked.

Part-time employees who are normally scheduled to be off during the days the shutdown occurs will not receive shut down pay. The calculation for part-time employees is based on total hours paid the last calendar quarter.

5.08.C Sick Leave

**Definition and Eligibility:** Gateway Technical College grants sick leave to regular full-time and part-time employees to be used when they are unable to work because of illness or injury of the employee, or a member of his or her immediate family. The definition of an immediate family member for purposes of sick leave is defined as spouse, domestic partner, children, stepchildren, mother, mother-in-law, father, father-in-law, sister, brother, grandchildren, or stepgrandchildren. In cases where some other person stands in a position virtually identical with one of the above, such as a foster child or a dependent living in the household, the same rules shall apply.

Sick leave may also be used for medical appointments or emergency situations that cannot be scheduled at times other than during the employee's regular scheduled workhours. Whenever possible, the college encourages the use of a flexible schedule to be used for emergency appointments with supervisory approval.

Examples of an emergency:

- The employee's babysitter calls in sick.
• The house of the employee’s elderly parent is broken into, and the parent is very upset and needs the employee’s help to deal with the situation.
• The employee has an appointment to meet with his or her child’s counselor to discuss behavioral problems at school. The appointment could not be scheduled outside the employee’s workhours.

Examples of events that do not qualify as an emergency:
• An employee wants to leave work early to watch a daughter’s track meet.
• An employee wants the day off in order to attend her sister’s wedding as a bridesmaid.

Sick leave must be taken in a minimum of half (½) hour increments. Refer to section 5.04, FMLA if care for self or an immediate family member will require ongoing or intermittent care. Time covered as sick leave does not count as hours worked in the weekly calculations for overtime (OT).

**Notification of absence:** An employee must notify his/her supervisor prior to the scheduled start time on the day of absence due to illness in order to be paid for sick leave. In cases of prolonged illness, employees are expected to keep their supervisors and/or Human Resources informed at regular intervals of their condition and their anticipated date of return to work, so that work may be properly scheduled.

The responsibility for requesting sick leave shall rest on the employee. The employee will submit to his or her supervisor in a timely manner the proper form bearing the employee’s signature, stating that the absence was due to personal illness or illness in the immediate family, in the latter case, identifying the family member. Supporting documentation may be requested. The supervisor has the responsibility to inform the employee in a timely manner if their sick leave is not approved.

Employees must provide a written certification from a healthcare provider if sick leave is used for absences of three days or more unless the leave was approved in advance under the provisions of the Family and Medical Leave Act (FMLA).

Advanced notification for a medical and/or dental appointment should be given to your supervisor as soon as possible.

**Sick leave is accumulated as follows:**
• Current full-time employees will receive twelve (12) days of sick leave on the first day of the new fiscal year. Current part-time employees are prorated based on hours worked in the previous fiscal year.
• New employees shall receive a one day per month ratio based on scheduled hours prior to the start of a new fiscal year.
• Unused days may be carried forward from one fiscal year to the next, but not to exceed 180 days. Non-exempt employees will be compensated for fifty percent (50%) of sick days allocated on July 1 of each year that are in excess of 180 days.
• Accrued sick leave is forfeited upon retirement, termination, or resignation.

Supervisors have the principle responsibility for the proper and consistent application of the sick leave policy. Abuse of sick leave in any form can have serious impact on the morale and effectiveness of all members of a department.

5.08.D  **Vacation Leave**

**Vacation leave is accumulated as follows:**

<table>
<thead>
<tr>
<th>Non-Faculty Exempt Employees</th>
<th>Non-Exempt Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Years of Service</strong></td>
<td><strong>Vacation Days (per year)</strong></td>
</tr>
<tr>
<td>0–1</td>
<td>1.67 prorated days per month</td>
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<tr>
<td>1–9</td>
<td>20</td>
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<tr>
<td>10–14</td>
<td>23</td>
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<tr>
<td>15+</td>
<td>25</td>
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<td>15–19</td>
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<tr>
<td>20+</td>
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</table>

• Requires supervisor’s prior approval.
• AFSCME employees take vacation in the fiscal year following the year in which it is earned.
• All other employees take vacation in the fiscal year it is earned.
• At the end of each fiscal year, employees will lose any hours in their vacation account in excess of 10 days (80 hours). Current balances up to 10 days (80 hours) in the account will automatically rollover.
• Sick leave must be taken in a minimum of half (½) hour increments.
5.08.E Bereavement

Bereavement is granted in case of necessary absence to make arrangements for or attend a funeral of a member of the employee's, employee's spouse's, or domestic partner's family as follows:

A. A maximum of up to five (5) days with regular pay per occurrence of an immediate family member. For clarification with regards to immediate family member, refer to the following list: father, father-in-law, mother, mother-in-law, sister, sister-in-law, brother, brother-in-law, husband, wife, son, son-in-law, daughter, daughter-in-law, grandparent, spouse's grandparent, grandchild, or any person related by blood or not to whom such employee stood in the acknowledged relationship of parent or child.

B. A maximum of up to two (2) days with regular pay per occurrence of a relative not identified in paragraph A. For clarification with regards to close family member, refer to the following list: aunt, uncle, niece, nephew, or great-grandparent of the employee or of the employee's spouse or domestic partner.

C. Additional days or occurrences not identified in either paragraph A or B may be granted at the discretion of the president or designee.

Documentation will need to be provided to the employee's immediate supervisor. Examples of acceptable documentation include a letter from the funeral home or a program confirming attendance at the funeral. The relationship of the deceased to the employee should be indicated somewhere on the document. Approved bereavement leave is not deducted from the employee's sick account.

5.08.F Unpaid Leave of Absences

5.08.F.i Eligibility for Educational/Professional Unpaid Leave of Absence

An employee who has completed a minimum of three (3) years of continuous service shall be eligible for an unpaid leave of absence. Subject to approval by president or designee, an employee may be granted an unpaid leave of absence of up to one (1) year for the following reasons:

1. Service in professional organizations.
2. Seeking or holding a public office (elected or appointed).
3. Exchange teaching.
4. Occupational (Advanced study or work experience in field of employment.)

An employee may, at the discretion of the president or designee, be granted a leave of absence without pay to acquire experience and knowledge of his or her field of study as an employee in private or public employment.

5.08.F.ii Request for Educational/Professional Unpaid Leave of Absence

The employee must submit in writing a statement to the president or designee for approval as to the educational and/or professional value of the leave which he/she is seeking as soon as the need for leave is known but, in any event, no later than one-hundred (100) calendar days prior to the date it is desired the leave be granted. The president's designee will interview any person submitting such a request and report information concerning the request in the form of a recommendation to the president. Under extenuating circumstances, the one-hundred (100) day notification period may be waived by the president.

If the unpaid leave of absence is approved, the employee will be notified in writing by the president or designee and will include a mutually agreed upon date to return to work.

Additional leave time may be granted by mutual consent of the employee and the president.

An instructor who has been granted an occupational leave must, by February 1 of the year in which he/she wishes to return to a teaching position within the college, notify the president of his or her intention to do so. Failure to submit such notification by February 1 of the year of the occupational leave shall be deemed a resignation of the instructor's position with the college.

5.08.F.iii Employee Status while on an Unpaid Leave of Absences

1. The Board shall allow the employee to continue to pay all benefits which accrue while he/she is on leave without pay, unless prohibited by Wisconsin Statutes or by the agency or company involved.
2. An employee who fails to return to work on the mutually agreed upon date and fails to notify change of status, shall be deemed a resignation of the position with the college.

5.08.G Sabbatical Leave

Sabbatical leave shall be granted for the purposes of enhancing teaching, course and curriculum, development or conducting research or any other scholarly activities related to the employee's field of expertise.

Exempt employees are eligible for sabbatical leave after six (6) years of continuous full-time employment at the college. Only one sabbatical leave may be granted for each six (6) years of continuous, full-time employment at the college.

President or designee may grant sabbatical leave of up to one (1) year.
Requests for sabbatical leave shall be made six (6) months in advance, in writing, stating the program the employee plans to pursue while on leave. Under extenuating circumstances, the notice requirement may be waived by the president or designee.

In granting sabbatical leaves, the criteria considered will include:

1. needs of the college
2. value to the college
3. reasonable distribution of applicants within the college
4. merit of reasons for desiring leave
5. previous leaves, if any
6. “Post-Sabbatical Compensation Agreement” signature

Sabbatical leave may be approved by the president or designee, at the recommendation of a committee comprising the employee's supervisor, executive vice president/provost, and a Human Resources representative.

The salary for an applicant on sabbatical leave shall be six-tenths (6/10) of the employee's contract salary based upon the actual contract salary of the year of the sabbatical leave or a proration for the period of sabbatical if less than one (1) year. Payment shall be made to the applicant in accordance with payroll procedures as they apply to employees. An employee on sabbatical leave shall retain membership in the retirement system, retain insurance benefits, and accrue sick leave as other employees.

The individual on sabbatical leave may accept grants or other outside employment while on leave if all provisions of this policy are met. If the employee's additional income exceeds 40% of base salary, the college will adjust the sabbatical payment. The employee must report to the college the amount of additional income from grants or outside employment.

The employee shall transmit to the employee's supervisor within thirty (30) days of the beginning of the sabbatical leave a written initial report of the sabbatical program and shall thereafter inform the supervisor in writing of his or her continuance of the program on a monthly basis. Once approved by the employer, the sabbatical program may not be reduced voluntarily without the president's approval.

At the conclusion of the sabbatical leave, the employee shall submit a final written report of 300–500 words and any products created during the leave period. If the leave has been used to attend classes, the report must be accompanied by an official transcript or other evidence of completed credits.

The employee accepting payment for sabbatical leave is obligated to return to the service of the college for twice the sabbatical leave granted. The employee is obligated to return the full amount of compensation received if the reporting and post-sabbatical employment requirement conditions are not fulfilled. Failure to return according to agreement will be considered a voluntary termination.

If an employee on sabbatical leave is not fulfilling the purpose for which the leave of absence was granted, the president may terminate the sabbatical leave after giving the employee an opportunity to be heard.

The college reserves the right to reassign the employee to a position within his or her field and is not obligated to return the employee to his or her assignment.

5.08.H Military Leave

Employees who enlist for active military service shall be granted a leave of absence without pay in accordance with the provisions of federal law and state law.

Employees who are drafted or are called-up to extended active military service shall be granted a leave of absence and shall be paid the difference between the amount of base pay they receive from the federal or state government for such duty and their regular earnings, calculated on the basis of the current salary schedules. Reimbursement for expenses (subsistence, rental, travel) shall not be included in determining pay received from the government. The college pay benefit will end on the last day of involuntary service.

If the drafted or called-up employee is covered by the college's family health and/or dental insurance plan, the insurance shall continue in force for the employee's eligible dependents for the duration of the employee's draft or recall period. The college insurance benefit will end on the last day of involuntary service.

The employee's absence shall not be construed as a break in service for any purpose.

Employees who are members of a reserve component of the armed forces or who are members of the National Guard and who are required to enter into active training duty or are required to accept special service during workdays shall be granted a paid military leave of absence and shall be paid the difference between the amount of base pay they receive from the federal or state government for such duty and their regular earnings, calculated on the basis of their normal daily or weekly salary. Reimbursement for expenses (subsistence, rental, travel) shall not be included in determining pay received from the government. In order to be reimbursed, the employee shall provide a written directive from appropriate military officers stating that it is impossible to serve this duty at any other time. Such leave shall not exceed four (4) weeks per year.
When time permits, the request for a reserve military leave should be as far in advance as possible so the employer can adequately plan for the absence. Whenever possible, the request should be accompanied by a copy of the reservist’s military orders. The request shall be submitted to the vice president of Human Resources and shall be approved by the president or designee.

Any employee required by an involuntary call to report for an induction physical examination shall be excused with pay for such examination. Such absence shall not be deducted from accumulated sick leave.

5.08.I Paid Time Off

Employees who are not eligible to earn vacation days may take two (2) days paid time off each fiscal year with their supervisor’s prior approval. These days will be deducted from their sick leave and must be taken in a minimum of four (4) hour increments.

5.09 Professional Development

The college is committed to providing training and development opportunities to assist in the professional and personal growth of individual employees. An employee’s professional development is a shared responsibility of the employee, the supervisor/manager, and the college. Employees have primary responsibility to create their career development plans, initiate actions that will direct them to their career goals, and document their progress. Employees are encouraged to attend conferences, attend seminars, and participate in professional associations and related professional development activities that will enhance their work at the college. In addition, the college provides tuition reimbursement to eligible employees for successfully completing approved courses taken at Gateway or other accredited post-secondary institutions.

5.09.A Professional Leave

1. Definition: Professional leave is defined as leave granted for attendance at conferences, conventions, workshops, institutes, school visitations and other similar meetings which are related directly to the improvement of the employees and their department or division.

2. Request and Approval: Employees will submit a request to their immediate supervisor thirty (30) days in advance of the meeting, if possible. The request must include a proposed plan for coverage of duties while employee is on professional leave. The supervisor shall respond within five (5) days. An activity request form is required for all out-of-district training.

3. Reports: Employees granted professional leave shall share their experiences as agreed upon between employee and supervisor.

4. Funding: If college professional development funds are being requested for the professional leave, the supervisor will forward the approved request to the vice president of Institutional Effectiveness for funding approval.

For additional information on professional development refer to:

  I-200, Certification
  I-260, Professional Development Funds
  I-290, Employees Summary of Benefits
- Employee Handbook
  5.11, Tuition Reimbursement

5.09.B Training

Gateway offers various training opportunities for employees, such as customer service and technology training. Prior approval is required from the employee’s supervisor if attending during workhours and/or if fees are paid by the department. An activity request form is required for all out-of-district training.

For additional information on training refer to:

  C-120, District Travel
  I-200, Certification
- Employee Handbook
  5.10, Professional Development
  Appendix A, Instructional Assignments
5.10 Retirement Benefits

5.10.A. Normal Retirement Program

Retirement benefits will be available to all regular full-time and part-time employees and shall not apply to casual, project, or substitute employee service.

5.10.A.i Normal Eligibility Requirements

An employee who requests retirement benefits under this policy:

1. Has reached age sixty-five (65) at the time of retirement or who has reached age sixty-five (65) after qualifying under an early retirement policy with the college. Any employee retiring under this policy with less than ten (10) years of service will not be eligible to continue life insurance benefits regardless of age at retirement. However, the employee may convert his or her policy according to the provisions contained in the life insurance policy.

2. Is a regular full-time or part-time employee at the time retirement is requested.

3. Has given sixty (60) days advance notice of retirement unless illness or extenuating circumstances cause a need for retirement without notice as requested herein.

5.10.A.ii Retiree Life Insurance

An eligible retiree will receive basic life insurance based on the following schedule:

<table>
<thead>
<tr>
<th>Salary at 65 or at early retirement</th>
<th>Amount of Life Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000+</td>
<td>$50,000</td>
</tr>
<tr>
<td>$30,000–49,999</td>
<td>$30,000</td>
</tr>
<tr>
<td>$15,000–29,999</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

If an employee has reached age 65, but not age 66, the amount of life insurance will be: 75% of the amount of life insurance as noted in the above chart.

If an employee has reached 66, but not age 67, the amount of life insurance will be: 50% of the amount of life insurance as noted in the above chart.

If an employee has reached 67 or more, the amount of life insurance will be: 25% of the amount of life insurance as noted in the above chart.

For Active Employee Life Insurance Benefits, refer to Section 5.06.B, Group Life Insurance.

5.10.B Early Retirement Program

Early retirement benefits will be available to all regular full-time and part-time employees and shall not apply to casual, project, or substitute employee service.

5.10.B.i Eligibility Requirements

Any employee who requests early retirement benefits under this policy must be an employee who:

1. Has reached the age of at least fifty-five (55) with twenty-five (25) years of service, at least fifty-six (56) with twenty (20) years of service, at least fifty-seven (57) with fifteen (15) years of service, or at least sixty-two (62) with ten (10) years of service at the time of retirement but has not reached age sixty-five (65) by that date.

2. Is a regular full-time or part-time employee at the time retirement is requested.

3. Has given sixty (60) days advance notice of retirement unless illness or extenuating circumstances cause a need for retirement without notice as requested herein.

4. Has met the minimum number years of service to the college as an employee as noted in #1 above. An employee with less than the minimum number years of service to the college as an employee may retire under this policy and receive the benefits set forth herein provided premium costs are paid by the employee or spouse on an advance billing basis.

5.10.B.ii Benefits

1. Medical and Dental Benefits: Any employee retiring under this policy is eligible to receive the college medical and dental insurance provided the group wherein the employee was a member immediately preceding retirement with the employer's
share of the premium paid by the employer through the month during which said employee becomes sixty-five (65) years of age. Retirees will pay the same insurance contributions as working employees. Retiree health insurance contribution will not be frozen at the time of retirement.

If a retired employee dies, his or her spouse may retain the retired employee’s medical insurance on the above basis through the month during which the retired employee would have reached age sixty-five (65) had death not occurred.

2. Medicare: In the event a retired employee under this policy becomes eligible for Medicare prior to age sixty-five (65), the college will pay the cost of the supplemental insurance coverage which, when added to Medicare, is substantially equivalent to the coverage provided the group within which the retired employee functioned immediately prior to retirement.

5.10.B.iii Retiree Life Insurance

<table>
<thead>
<tr>
<th>Salary at 65 or at early retirement</th>
<th>Amount of Life Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000+</td>
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<tr>
<td>$30,000-49,999</td>
<td>$30,000</td>
</tr>
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<td>$15,000</td>
</tr>
</tbody>
</table>

If an employee has reached age 65, but not age 66, the amount of life insurance will be: 75% of the amount of life insurance as noted in the above chart.

If an employee has reached age 66, but not age 67, the amount of life insurance will be: 50% of the amount of life insurance as noted in the above chart.

If an employee has reached age 67 or more, the amount of life insurance will be: 25% of the amount of life insurance as noted in the above chart.

For Active Employee Life Insurance Benefits, refer to Section 5.06.B, Group Life Insurance.

5.11 Tuition Reimbursement

5.11.A Purpose

Gateway advocates individual growth and development through appropriate training and education at accredited institutions.

Appropriate training/education:

- Training and education related to the employee’s current job assignment.
- Training and education not directly related to the employee’s current job assignment but consistent with the employee’s professional development plan and mutually beneficial to the employee and the college. Requires approval by employee’s supervisor and the president’s designee.
- Training and education providers should be accredited institutions of higher education or approved manufacturer, vendor, and distributor workshops.

5.11.B Eligibility

Personnel who have completed a minimum six (6) months of employment.

5.11.C Approval

Eligible staff is required to receive prior approval for the coursework/training from their immediate supervisor and the president’s designee. Enrollment in a degree program requires the written support of the employee’s immediate supervisor and the president’s designee.

5.11.D Reimbursement

The employee is responsible for filing official grade reports and payment records for courses successfully completed and/or earning a grade of “C” (2.0) or better to the vice president of Institutional Effectiveness.
Reimbursement for non-Gateway courses:
- 85% for a grade of "A" (4.0) or equivalent
- 80% for a grade of "B" (3.0) or equivalent
- 75% for a grade of "C" (2.0) or equivalent
- maximum reimbursement, per the above scale, should not exceed 85%, 80%, 75% respectively of the UW–Parkside undergraduate rate per credit
- maximum of 12 credits of accredited courses per fiscal year

Reimbursement for Gateway courses:
- Courses taken at Gateway shall be reimbursed at 100% excluding fees and books; however enrollment will be based on student enrollments and available space.
  Reimbursement for training and education that does not award credits or CEUs will be calculated by converting the total hours to credits at a rate of fifteen (15) hours/credit and will be reimbursed at the rate of 80%.
  Maximum per year benefit for non-job related education is limited to $5,250 for IRS purposes.
  Any training required by the college will not be applied to tuition reimbursement.

5.11.E Work Release

Employees may be released from work assignments with pay to attend classes provided such released time is recommended by his/her supervisor and approved by the president or his/her designee.

5.12 Worker’s Compensation

Employees are entitled to Worker’s Compensation coverage. To be eligible, the employee shall promptly report the injury to their supervisor and Human Resources. It is the responsibility of the injured employee and their supervisor to complete and submit an Incident Report. The report has to be filed through the Maxient Incident Reporting System found at www.gtc.edu/security. Human Resources will automatically be notified of the incident upon submission of the form. This is an essential step in complying with the aspects of Worker’s Compensation.

When an employee becomes eligible for Worker’s Compensation temporary disability benefits (wage replacement) and is absent from work due to an injury compensated by Worker’s Compensation, the employee shall be paid by the college for the first full three (3) days of the waiting period. These payments shall not reduce the employee’s regular or accumulated sick leave. The employee is not eligible to use other paid sick leave, including sick time, when they receive Worker’s Compensation wage replacement benefits.
Appendix A. Instructional Assignments

Professional staff, both faculty and non-teaching personnel, should adhere to a professional model in order to ensure a thriving academic environment for the comprehensive delivery of quality services to student customers on a cost effective basis. The professional model includes such core job responsibilities as:

- instruction or counseling
- curriculum development
- student contact, office hours, advising
- attending advisory committee meetings
- contact with business and industry
- professional development and other scholarly activities
- team participation
- maintaining currency of instruction and services
- accreditation
- continuous improvement
- flexibility and accessibility
- marketing and promotion of activities including student recruitment
- other activities of service to the Gateway Technical College community

Instructional assignments under the professional model will be made through a collaborative process within each department that takes into account:

- the needs of students
- the qualifications and interest of instructors
- the goals of the department, and
- the best interest of the college as a whole

Input from faculty and the judgment of deans in an environment of mutual trust are essential elements of successful instructional assignments. The executive vice president/ provost’s office will provide support and oversight of the professional model and the instructional assignment process.

**WORK SCHEDULE**

Instructors will work a forty (40) hour weekly schedule within five (5) consecutive days. The instructor work day will consist of up to eight (8) hours of student contact with twelve (12) hours between the end of one work day and the beginning of the next. Exceptions to these workweek and workday parameters will be made by mutual agreement.
Appendix A. Instructional Assignments, continued

### INSTRUCTORS’ 40-HOUR SCHEDULE

The instructors’ schedule will be divided among professional responsibilities as follows:

<table>
<thead>
<tr>
<th>40-hour Schedule</th>
<th>Per Week</th>
<th>Semester Total</th>
<th>Annual Total</th>
<th>Professional Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>65% Student Contact</td>
<td>19-21 hours</td>
<td>342-378 p.h.i.*</td>
<td>684-756 p.h.i.*</td>
<td><strong>Instruction</strong>&lt;br&gt;Type A,B,C – 1 hour = 1 hour&lt;br&gt;Type D – 40 student-hours= 1 hour&lt;br&gt;Type E Clinicals – 40 student-hours = 1 hour&lt;br&gt;Type E Internship – 120 student-hours = 1 hour&lt;br&gt;Walk-in Labs (tutoring, ABE, special needs) – 1 hour = .75 hours**&lt;br&gt;WEDD Technical Assistance – 1 hour = 1 hour**&lt;br&gt;<strong>Maximum Number of Sections</strong> – 13 per year (based on 3-5 credit sections; more sections may be needed to reach minimum p.h.i. using 1 or 2 credit courses). WEDD maximum is addressed in WEDD Departmental Guidelines.&lt;br&gt;Team teaching = Total p.h.i. divided among team members based on responsibility for content.&lt;br&gt;Special Assignments will be counted as part of the assigned instruction and will reduce student contact hours.</td>
</tr>
<tr>
<td>35% Other Professional Duties</td>
<td>14-16 hours</td>
<td>210-240 hours</td>
<td>420-480 hours</td>
<td><strong>Other professional duties:</strong>&lt;br&gt;Preparation and grading, travel for instructional assignments, curriculum development, attending advisory committee meetings, contact with business and industry, professional development and other scholarly activities, team participation, maintaining currency of instruction and services, accreditation, continuous improvement, flexibility and accessibility, marketing and promotion of activities including student recruitment or other activities of service to the Gateway Technical College community.</td>
</tr>
</tbody>
</table>

* p.h.i. refers to WTCS calculation of potential 50-minute hours in an 18-week semester
** Instructors whose schedule is primarily walk-in lab may exceed 65% student contact and will have reduced assignment of other professional duties.

### Alternative Delivery Considerations

The instructional assignment process will take into account the delivery method of various course types, as summarized below:

<table>
<thead>
<tr>
<th>Method</th>
<th>Assignment Hours</th>
<th>Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accelerated</td>
<td>Full p.h.i.</td>
<td></td>
</tr>
<tr>
<td>Blended</td>
<td>Full p.h.i.</td>
<td></td>
</tr>
<tr>
<td>Blocked classes*</td>
<td>Full p.h.i.</td>
<td>4 hours in block = 1 section</td>
</tr>
<tr>
<td>Credit-based open entry lab</td>
<td>Full p.h.i.</td>
<td></td>
</tr>
<tr>
<td>Directed Study</td>
<td>2-5 students = 1/3 p.h.i. 6-9 students = 2/3 p.h.i.</td>
<td></td>
</tr>
<tr>
<td>Independent Study</td>
<td>3 hours</td>
<td>Not counted as sections</td>
</tr>
<tr>
<td>Internet</td>
<td>Full p.h.i.</td>
<td></td>
</tr>
<tr>
<td>IP Video</td>
<td>Full p.h.i.</td>
<td>1 video session = 1 section</td>
</tr>
<tr>
<td>Non-credit open lab</td>
<td>0.75 x p.h.i.</td>
<td>Not counted as sections</td>
</tr>
<tr>
<td>Stacked classes*</td>
<td>Full p.h.i.</td>
<td>1 stacked session = 1 section</td>
</tr>
</tbody>
</table>
Appendix A. Instructional Assignments, continued

<table>
<thead>
<tr>
<th></th>
<th>Stacked Classes (Classes are Crosslisted)</th>
<th>Blocked Classes (Classes Not Crosslisted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses</td>
<td>- Number of courses determined by department</td>
<td>- Multiple courses (greater than 2)</td>
</tr>
<tr>
<td></td>
<td>- Common need for facility and equipment</td>
<td>- Common need for facility and equipment</td>
</tr>
<tr>
<td></td>
<td>- Common core of competencies</td>
<td>- Related content</td>
</tr>
<tr>
<td></td>
<td>- Scheduled for the course with the most PHI's</td>
<td>- Courses are scheduled in a block of time</td>
</tr>
<tr>
<td></td>
<td>- Multiple courses (greater than 2)</td>
<td>- Self-paced/individualized instruction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Individualized instructional materials are available for all classes</td>
</tr>
<tr>
<td>Students</td>
<td>- Enrolled in only one course within the stack</td>
<td>- May be enrolled in multiple courses (as instructional hours allow)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Student schedule is mutually agreed upon between the student and instructor</td>
</tr>
</tbody>
</table>

Instructors must be trained in the specific alternative delivery method or have taught successfully in that specific alternative delivery method. Training may occur concurrently with an alternative delivery assignment by mutual agreement.

**Overload and Underload**

Assigned instruction that exceeds 756 p.h.i. (or maximum thirteen (13) sections as defined above) in the instructor's two regular semesters will be considered an overload. Overloads will be paid at an hourly rate defined in the college’s pay schedule.

Assigned instruction totaling less than 684 p.h.i. in the instructor's two regular semesters will be considered an underload. Underloads will result in a proportionate decrease in the instructor's salary for the year. In the case of an underload, an instructor may be assigned work in the following semester rather than take a reduction in pay. For WEDD instructors, work may be assigned during days not included in their calendar for the fiscal year.

**Assignment of Classes**

Class assignments will be made to best serve the needs of our students and customers. Class assignments will be fairly and reasonably distributed among qualified instructors at the discretion of the dean or director. Qualified means possessing knowledge, skills, and experiences relevant to both course content and instructional delivery, which includes but may also exceed minimum certification requirements.

Instructors may document their qualifications as well as their interest in specific courses, class times, class days, class locations, and/or delivery methods to assist the dean or director in making assignments.

Instructors are assigned to a program area primarily, and a location secondarily. Instructors will be assigned as much available program work as possible in a single location, but they may be assigned work in another location where their expertise is needed regardless of the work available on their campus. Mileage will be calculated based on the location at which the majority of the instructor's work is assigned for a given semester. When sufficient work is scheduled at multiple locations, faculty may make a request to their dean or director to change their location; changes will be made by mutual agreement.
Appendix A. Instructional Assignments, continued

**Special Assignments**
Special assignments are additional professional duties beyond those expected of all instructors within a department in a given year. Special assignments are not voluntary. Special assignments will be part of the instructor’s forty (40) hour work schedule and will reduce the student contact expectation for the duration of the assignment. Hours assigned for special assignments will be defined by mutual agreement unless otherwise defined by the college.

**Division Chairs** - Special assignment will be given to instructors serving as division chairs. Division chairs assist the divisional dean or associate dean in the coordination of instructional work within the division, including, but not limited to, advising dean on schedule of course sections, assigning faculty to course sections, scheduling and evaluating off-campus sites (visit, analyze data, etc.), verifying instructional assignments, facilitating textbook orders, facilitating procurement of resources for adjuncts (syllabi, textbooks), assisting dean with marketing and recruitment (website, print, and electronic media), coordinating program orientation activities (program handbooks, etc.). Division chair hours are determined by the college’s value scale form.

**Program Effectiveness Chair** - Special assignment will be given to instructors who coordinate the division’s curriculum modification and review activities, assessment of student learning (local plan and TSA), and/or program quality review activities. Four (4) hours per week (72 hours total) per semester will be assigned for this activity. This assignment may be split among no more than three (3) faculty, in which case responsibility for specific parts of the assignment must be defined and communicated to Institutional Effectiveness.

**Extra Work**
Except in the case of an assigned overload, extra teaching assignments or extra professional duties beyond the normal instructor schedule are voluntary. This includes work done in the two (2) regular semesters as well as the instructor’s third semester. An assignment that causes the total to exceed 378 p.h.i. per regular semester or 756 p.h.i. for the year will be considered extra work unless needed to fill the annual minimum teaching total. For WEDD instructors, voluntary instruction in excess of 630 billable hours per fiscal year will be considered extra work. Hours assigned for extra professional duties will be defined by mutual agreement. Substitute teaching will be considered extra work.

Extra work will be fairly and reasonably distributed among qualified faculty within the department first and then to qualified faculty outside the department at the discretion of the dean or director. Qualified regular faculty will have precedence over qualified adjunct faculty for extra assignments.

Academic and Campus Affairs instructors will receive their tentative schedule for the following semester no later than 30 days prior to the first teaching day of the semester. Instructors must request extra work no later than seven (7) calendar days after receiving their tentative schedule for the following semester in order to be assigned ahead of adjunct faculty.

For WEDD instructors, a request for additional work assignments may be submitted at any time but will only apply to classes not already assigned to adjuncts as of the date the request is received.

WEDD Instructors who want extra instructional assignments from Academic and Campus Affairs must follow its request procedures and timelines.

Extra work will be compensated at the hourly rates defined in the college’s pay schedule.
Appendix A. Instructional Assignments, continued

New Instructors
Newly hired instructors will be assigned one (1) fewer section than what is considered a normal assignment for their department during their first regular semester of employment or first six (6) months for new WEDD instructors. Instructors without prior teaching experience will be assigned one fewer section in their second regular semester of employment or second six (6) months for WEDD instructors as well. This release time is meant to cover activities such as the Gateway Journey, faculty professional development program, and general acclimation to their position. Newly hired instructors are not eligible for extra work during their first two regular semesters of employment, or first fiscal year for WEDD instructors.

Departmental Guidelines
Departments will develop written instructional assignment norms and reasonableness guidelines and rationale for these guidelines. Guidelines will be developed with input from all department faculty. Guidelines should be reviewed and updated as needed. Guidelines must explicitly address:

- Number of hours and sections in a typical semester for that department
- Number of preparations expected for that department
- Special considerations for specified types of instruction within the department
- Normal class sizes for courses in the department
- Fair and reasonable distribution of assignments within the department

These guidelines will not be absolute rules but should provide a basis for instructors’ expectations for their assignments. Guidelines will be submitted to the Executive Vice President/Provost for approval.

Instructional Assignment Appeals
Faculty may appeal their instructional assignment if they believe the assignment violates the departmental norms and guidelines and/or the employee handbook over a period of at least two semesters (consecutive or non-consecutive). The appeal steps are as follows:

Step 1: The instructor must begin by talking to his or her dean or associate dean within two (2) weeks of receiving the assignment about the concerns and try to resolve the issue verbally.

Step 2: Failing verbal resolution, the instructor must put his or her concerns in writing to the dean, referencing the departmental norms and guidelines and/or the employee handbook provisions violated and request a specific resolution. Written appeal must be submitted within one week of the meeting with the dean. The dean will respond in writing within two weeks of receiving the appeal.

Step 3: Failing written resolution, the instructor must submit copies of the written appeal and dean response to the executive vice president/provost’s office within one week of receiving the dean’s response from Step 2. A hearing panel will be convened consisting of one dean not involved in the dispute, one faculty member from the instructor’s division, and the executive vice president/provost or designee within thirty (30) days of receiving the appeal. The executive vice president/provost will provide a written decision within one week of the review panel meeting. The decision of the executive vice president/provost will be final.
Appendix A. Instructional Assignments, continued

WEDD instructors will follow the same steps, starting with the director of Workforce Training in Step 1 and Step 2, and proceeding to the vice president of WEDD for Step 3.

During the appeal process, faculty are expected to perform their work as assigned by their dean or director.

Regular and Alternative Calendars
In a regular calendar, instructors will be assigned for the fall and spring semesters with the summer semester available for extra work.

Alternatives to the regular calendar will be established by mutual agreement and may distribute the total contract hours (163 eight-hour days) and instructional p.h.i. over two or three semesters. An alternate calendar may be attached to a position, in which case the instructor hired for that position must accept the alternative calendar as long as he or she holds that position.

Three-semester alternative calendars contain the same number of paid holidays and professional days as traditional two-semester calendars. The total contract hours, total office hours, and total assigned instruction may be divided evenly or unevenly over the three semesters to meet the needs of the college and its students. Other professional duties are to be performed as part of the total instructional assignment in all three semesters. Rules regarding the assignment of extra work (p.46) will be applied to any assignment that causes the total to exceed 252 p.h.i. in one semester, 504 p.h.i. in two semesters, or 756 p.h.i. for the year, with the same exceptions as in two-semester calendars.

Each WEDD instructor will be assigned an alternative calendar by mutual agreement and will distribute the total contract hours (163 eight-hour days) and instructional p.h.i. over the fiscal year.

Professional Days
All calendars for Academic and Campus Affairs instructors will include two weeks of professional days: the week immediately preceding the fall semester and the week immediately following the spring semester. Instructors may be scheduled for meetings, training, or other non-instructional activities during these weeks. Instructors may complete their other professional duties during this time as well. Open campus will be in effect during these weeks.

In addition, all calendars will include one professional day at or around the midpoint of the fall semester and two days at the beginning of the spring semester if assigned, for a total of 13 professional days in the regular fall-spring calendar.

All WEDD instructor calendars will include a total of 14 professional days during the fiscal year to be scheduled by the director of Workforce Training and the vice president of WEDD. This calendar of professional days will be published prior to the start of the fiscal year. Open campus will be in effect during professional days for time other than the mandatory scheduled on-campus activities. Instructional time will not be scheduled with WEDD training customers on these designated professional days unless approved by the director of Workforce Training.

Class Sizes
Class size norms will be established as part of the departmental guidelines based on these considerations:

- Safety for students and instructors
- Required student to instructor ratios established by accreditors
- Available equipment
- Physical capacity of labs and classrooms
Appendix A. Instructional Assignments, continued

- Required in-class student performance time (e.g., speech classes, skills labs)
- Direct instructor supervision/interaction required (e.g., health clinicals, science labs)
- Volume of weekly evaluated student work produced (e.g., papers, practice sets)
- Expected level of student preparedness (i.e., remedial classes vs. capstones)

A normal class size group may range from ten (10) to thirty-five (35) students depending on the above considerations.

<table>
<thead>
<tr>
<th>Suggested Class Maximums for Departmental Consideration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Up to 20</strong></td>
</tr>
<tr>
<td>- Low expected level of student preparedness (remedial or developmental)</td>
</tr>
<tr>
<td>- High level of direct supervision/interaction required</td>
</tr>
<tr>
<td>- Large amount of in-class performance time</td>
</tr>
<tr>
<td>- High volume of weekly evaluated student work</td>
</tr>
<tr>
<td><strong>Up to 25</strong></td>
</tr>
<tr>
<td>- Average level of</td>
</tr>
<tr>
<td>- Expected student preparedness</td>
</tr>
<tr>
<td>- Direct supervision/interaction required,</td>
</tr>
<tr>
<td>- In-class performance time, and/or</td>
</tr>
<tr>
<td>- Weekly evaluated student work</td>
</tr>
<tr>
<td><strong>Up to 35</strong></td>
</tr>
<tr>
<td>- High expected level of student preparedness</td>
</tr>
<tr>
<td>- Minimal level of direct supervision/interaction required</td>
</tr>
<tr>
<td>- Small amount of in-class performance time</td>
</tr>
<tr>
<td>- Low volume of weekly evaluated student work</td>
</tr>
</tbody>
</table>

Departments should balance assignment of large and small classes among all instructors to the extent possible based on all other factors.

Exceeding maximum class size in Academic and Campus Affairs:

- Enrollment may only exceed published maximum with instructor consent.
- Instructors accepting two (2) to five (5) additional students beyond the normal class size, by mutual agreement with their dean, will receive an additional one-third (1/3) of the class p.h.i. toward their semester total.

Curriculum Development

Curriculum development is a professional duty of all faculty within their regular instructional assignment. Faculty is expected to complete the following assignments as part of their regular instructional work:

- Creation/modification of course descriptions, course configuration, competencies, performance standards, and learning objectives (WIDS above the line).
- Documentation of above the line curriculum in the WIDS database.
- Creation/maintenance of learning plans, assessment tasks, scoring guides, learning resources, and syllabi for courses assigned to them (WIDS below the line).
Appendix A. Instructional Assignments, continued

If course descriptions, course configuration, competencies, performance standards, and learning objectives (WIDS above the line) for a new course (never taught or documented) must be assigned to an instructor as extra work in their off semester, it will be compensated at $500 per credit.

The college may, at the discretion of the dean or director, contract with faculty to produce learning plans, assessment tasks, scoring guides, learning resources, and sample syllabi to be used as master files for the college. These master files will be documented in WIDS and/or in the college’s learning management system. These assignments will be considered extra work, compensated as follows:

- Creation of materials for a new course (never taught or documented) - $800 per credit
- Modification of materials for a new delivery method (limited to accelerated, online, blocked, and traditional methods) - $400 per credit

Compensation will be paid upon approval of completed deliverables by the Institutional Effectiveness division and the divisional dean or director.

To qualify for curriculum development assignments, instructors must have completed Certification Course 50 (or equivalent), introductory WIDS training, and any required training for the alternative delivery method, as applicable.

Intellectual Property
The preparation of materials for use in Gateway classes involves the creative work of our faculty and is an integral part of their professional responsibilities. It is not an extra assignment over and above their assigned instruction.

With regard to this intellectual property, Gateway expects faculty to share the materials they create with their colleagues within and outside the institution for the benefit of our students, our college, and our community. When necessary, the college reserves the right to require faculty to share materials they have created for use in classroom activities and/or using Gateway’s resources (paid time, computer resources, etc.). Faculty has a right to collaborate with the college on the appropriate use of this intellectual property.

This policy does not limit the faculty’s ability to use the materials they create for purposes outside their role at Gateway as long as the faculty’s use of the material does not conflict with the interests of the college.

Professional Development Program
All professional staff, both faculty and non-teaching personnel, must participate in the college’s Faculty Professional Development Program throughout their service with the college.

Phase 1:
- Phase 1: Instructors participate in New Faculty Institute; non-instructional professional staff participates in one-on-one mentoring. Phase 1 covers the first year of employment.
- Phase 2: All professional staff participate in focused professional development planning (FPDP) after their first year of employment and until they complete two (2) academic years and obtain their five-year license, if applicable.
- Phase 3: All professional staff participate in continuous professional development planning (CPDP) upon completion of their phase 2 requirements and for the remainder of their employment within this group.
Appendix A. Instructional Assignments, continued

Satisfactory participation in the professional development program means completion of all required activities and documentation by the specified program deadlines.

The college supports the professional development program in the following ways:

- Training is provided for participants and their mentors or PDP teams in each phase of the program.
- Mentors receive a stipend of $500 per semester.
- Other professional staff mentors receive $250 per semester.
- PDP team members, except administrators, receive a stipend of $125 per semester.
- Supervisors serve on PDP teams and provide regular feedback on CPDP plans.
- Three (3) campus professional development chairs are assigned for Phases 1 and 2, to coordinate the identification of mentors and PDP teams; to orient and advise participants, mentors, and teams; to receive and verify completeness of required documentation from participants; and to resolve any problems associated with the processes. This assignment will be twelve (12) hours plus two (2) hours per participant per semester and may be assigned as a special assignment or an extra assignment by mutual agreement between the chair and his or her dean. The assignment may also be divided among no more than two (2) faculty per campus; if divided, specific responsibilities of each person assigned must be communicated to the Institutional Effectiveness division.
- The Institutional Effectiveness division supports the work of the campus chairs and manages contracts and payroll records associated with this program.
### ACADEMIC CALENDAR 2013-2014

#### Summer Semester 2013

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**Teaching Days:** 73

**Professional Days:** 5

**Holidays:** 6

**Total Days:** 80

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**Teaching Days:** 71

**Professional Days:** 4

**Holidays:** 3

**Total Days:** 81

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**Teaching Days:** 72

**Professional Days:** 7

**Holidays:** 6

**Total Days:** 82

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NOTE: Totals reflect Monday to Friday workweeks.
### ACADEMIC CALENDAR 2014-2015

#### Summer Semester 2014

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**Teaching Days:** 73  
**Professional Days:** 5  
**Holidays:** 2  
**Total Days:** 80

#### Fall Semester 2014

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**Teaching Days:** 71  
**Professional Days:** 6  
**Holidays:** 4  
**Total Days:** 81

**Teaching Days:** 72  
**Professional Days:** 7  
**Holidays:** 3  
**Total Days:** 82

### Spring Semester 2015

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**Teaching Days:** 71  
**Professional Days:** 6  
**Holidays:** 2  
**Total Days:** 80

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## APPENDIX C: WEDD CALENDAR 2013-2014

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### OCTOBER
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### NOVEMBER
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Appendix D. Complaint Form

Gateway Technical College

EMPLOYEE COMPLAINT FORM – STEP 1

Any employee filing a complaint under Gateway Technical College Complaint Resolution Procedure must fill out this form completely and submit it to the employee’s supervisor. All complaints will be processed in accordance with the Complaint Resolution Policy/Procedure.

EMPLOYEE NAME: _____________________________________________________________

ADDRESS: __________________________________________________________________

TELEPHONE NUMBER: ______________________ EMAIL: _____________________________

EMPLOYMENT POSITION: _______________________________________________________

DEPARTMENT/CAMPUS: ________________________________________________________

SUPERVISOR: _______________________________________________________________

Please indicate the date of the event or the dates of any series of events causing the complaint:

Please identify each person against whom you are making your complaint, if any:

Please describe the decision or circumstances causing your complaint (give specific factual details including relevant dates and identification of person(s) involved, if any – use additional pages if needed):

Please explain how you have been harmed by this decision or circumstance:
Appendix D. Complaint Form, continued

Please describe any efforts you have made to resolve your complaint informally and the response to your efforts, including the names of those persons with whom you have communicated and the dates of such communications:

Please describe the outcome or remedy you seek for this complaint:

Employee Signature: _______________________________________________________

Date of Filing: ____________________________________________________________

PLEASE NOTE: A complaint form that is incomplete in any material way may be dismissed, but may be refiled with all the required information if refiled within the designated time for filing an initial complaint.

Attach to this form any documents you believe will support your complaint; if unavailable when you submit this form, such documents may be presented no later than the Step 1 conference. Please keep a copy of the completed form and any supporting documentation for your records.

For Administration Use Only:
Date Received: ___________

Step 1 Complaint Received By: ____________________________________________
# Gateway Technical College Employee Handbook

## Appendix D. Complaint Form, continued

### Gateway Technical College

#### EMPLOYEE COMPLAINT FORM – STEP 2

#### APPEAL OF STEP 1 DECISION

To appeal a Step 1 decision, or the lack of a timely response after a Step 1 conference, please fill out this form completely and submit by hand delivery, fax, or U.S. mail to the appropriate individual at the level above your immediate supervisor within one (1) week of the Step 1 response.

Step 2 appeals will be considered in accordance with Gateway Technical College Complaint Resolution Policy.

| Name: | _____________________________________________________________________________ |
| Address: | _____________________________________________________________________________ |
| Telephone Number: | ____________________________ | Email: | _________________________________ |
| Employment Position: | ____________________________ | Campus/Department: | __________________ |
| Representative’s Name, if any: | _____________________________________________________________________________ |
| Representative’s Address: | _____________________________________________________________________________ |
| Representative’s Phone Number: | ____________________________ | Email: | _________________________________ |
| To whom did you present your complaint at Step 1: | ____________________________ |
| Date of Step 1 Conference: | _______________________________________________ |
| Date you received Step 1 response: | _________________________________________ |

Please explain specifically how you disagree with the outcome at Step 1 (use additional pages if needed):

- [ ] Attach a copy of your original complaint and any documentation submitted at Step 1.
- [ ] Attach a copy of the Step 1 response being appealed, if applicable.

| Employee Signature: | _____________________________________________________________________________ |
| Signature of Employee’s Representative, if any: | _____________________________________________________________________________ |
| Date of Filing: | _________________________________________ |

**For Administrative Use Only:**

Date Received: _______________________

Step 2 Complaint Received By: ____________________________
Appendix D. Complaint Form, continued

Gateway Technical College

EMPLOYEE COMPLAINT FORM – STEP 3
APPEAL OF STEP 2 DECISION

To appeal a Step 2 decision or the lack of a timely response after a Step 2 conference, please fill out this form completely and submit by hand delivery, fax, or U.S. mail to the appropriate Director of Employee/Labor Relations within one (1) week of the Step 2 response.

Step 3 appeals will be considered in accordance with Gateway Technical College Complaint Resolution Policy.

Name: _____________________________________________________________________________

Address: ___________________________________________________________________________

Telephone Number: _____________________________ Email: _________________________________

Employment Position: __________________________ Campus/Department: __________________________

Representative’s Name, if any: ___________________________________________________________

Representative’s Address: ___________________________________________________________________________

Representative’s Phone Number: _____________________________ Email: _________________________________

To whom did you present your complaint at Step 2: ____________________________

Date of Step 2 Conference: _____________________________________________

Date you received Step 2 response: _____________________________________________

Please explain specifically how you disagree with the outcome at Step 2 (use additional pages if needed):

☐ Attach a copy of your original complaint and any documentation submitted at Step 1.
☐ Attach a copy of the Step 1 response being appealed, if applicable.

Employee Signature: ___________________________________________________________________________

Signature of Employee’s Representative, if any: ___________________________________________________________________________

Date of Filing: _____________________________________________________________________________

For Administrative Use Only:
Date Received: _____________________________

Step 3 Complaint Received by: _____________________________
Appendix D.  Complaint Form, continued

Gateway Technical College

EMPLOYEE COMPLAINT FORM – STEP 4
APPEAL OF STEP 3 DECISION

To appeal a Step 3 decision or the lack of a timely response after a Step 3 conference, please fill out this form completely and submit by hand delivery, fax, or U.S. mail to the Director of Employee/Labor Relations within one (1) week of the Independent Third Party’s response.

Step 4 appeals will be considered in accordance with Gateway Technical College Complaint Resolution Policy.

Name: _____________________________________________________________________________

Address: ___________________________________________________________________________

Telephone Number: ____________________________ Email: _________________________________

Employment Position: ____________________________ Campus/Department: __________________

Representative’s Name, if any: __________________________________________________________

Representative’s Address: _______________________________________________________________

Representative’s Phone Number: _____________________ Email: ______________________________

To whom did you present your complaint at Step 3: _________________________________________

Date of Step 3 Review: ____________________________

Date you received Step 3 response: _____________________________________________________

Please explain specifically how you disagree with the outcome at Step 3 (use additional pages if needed):

☐ Attach a copy of your original complaint and any documentation submitted at Step 1.
☐ Attach a copy of the Step 1 response being appealed, if applicable.

Employee Signature: ___________________________________________________________________

Signature of Employee’s Representative, if any: _____________________________________________

Date of Filing: _______________________________________________________________________

For Administrative Use Only:
Date Received: ____________________________

Step 4 Complaint Received by: ___________________________________________________________________
# Appendix E: HR Functional Directory

**Phone Reference Guide:**

<table>
<thead>
<tr>
<th>Phone</th>
<th>Name</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>2358</td>
<td>Theresa Simpson</td>
<td>Admin. Assistant</td>
</tr>
<tr>
<td>2580</td>
<td>Alan Jelinek</td>
<td>Senior Payroll Specialist</td>
</tr>
<tr>
<td>2588</td>
<td>Eddie Woodman</td>
<td>Payroll Specialist</td>
</tr>
<tr>
<td>3032</td>
<td>Jacqueline Morris</td>
<td>Director-Staffing</td>
</tr>
<tr>
<td>3034</td>
<td>Terry Strash/Judi McNamara</td>
<td>Admin Asst.</td>
</tr>
<tr>
<td>3058</td>
<td>John Frost</td>
<td>Director Employee/Labor Relations</td>
</tr>
<tr>
<td>3060</td>
<td>Mary Halberstadt</td>
<td>Associate Director-Certification</td>
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<td>3064</td>
<td>Paulette Jenrette</td>
<td>Assistant to VP HR &amp; Facilities</td>
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<tr>
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<td>Selina Hochertz</td>
<td>HR Generalist</td>
</tr>
<tr>
<td>3220</td>
<td>Debbie Miller</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>3228</td>
<td>William Whyte</td>
<td>VP HR &amp; Facilities</td>
</tr>
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</table>

All e-mail addresses are last name first initial (i.e. whytew@gtc.edu)

*one exception: WoodmanG@gtc.edu*

## APPENDIX E: HUMAN RESOURCES - FUNCTIONAL DIRECTORY

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Appendix E. HR Functional Directory, continued

Phone Reference Guide:
2358 - Theresa Simpson, Admin. Assistant
2580 - Alan Jelinek, Senior Payroll Specialist
2588 - Eddie Woodman*, Payroll Specialist
3032 - Jacqueline Morris, Director-Staffing
3034 - Terry Strash/Judi McNamara, Admin Asst.
3058 - John Frost, Director Employee/Labor Relations
3060 - Mary Halberstadt, Associate Director-Certification
3064 - Paula Lettenette, Assistant to VP HR & Facilities
3078 - Selina Hochertz, HR Generalist
3220 - Debbie Miller, Director Human Resources
3228 - William Whyte, VP HR & Facilities

3228 - William Whyte, VP HR & Facilities

All e-mail addresses are last name first initial (i.e. whytew@gtc.edu)
* one exception: WoodmanG@gtc.edu

Payroll
audits ........................................... 2580
adjuncts ........................................ 2588
benefit deductions ......................... 2580
casual .......................................... 2588
deductions .................................... 2580
direct deposit .................................. 2580
FMLA Updates to Records ................. 2580
fiduciary ....................................... 3058
flexible spending account .................. 3058
full time ....................................... 2580
general information ......................... 2588
investigate & resolve issues .............. 3058
manage department ......................... 3058
monitor payroll practices .................. 3058
part time ....................................... 2588
pay cycles .................................... 2580/2588
pay rates ..................................... 3032
salaried part time ......................... 2580
sick day records ......................... 2580/2588
students ...................................... 2588
vacation day records ...................... 2580/2588
vendors ....................................... 2580
W-2s .......................................... 2580
W-4 Updates ................................. 2580
withholding taxes ......................... 2580/2586

Payroll Personnel Records ............ 3034
Policies .......................... 3228/3064
Position Numbers ...................... 3032/3078
Postings
advertising ................................. 2358/3032
process ...................................... 2358/3032
requisition (available on-line) .......... 2358/3032

Processes
applications, obtaining of ............... 2358/3078

HUMAN RESOURCES DIRECTORS AREAS OF RESPONSIBILITY

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<tr>
<th>STAFFING</th>
<th>HUMAN RESOURCES</th>
<th>EMPLOYEE RELATIONS / PAYROLL</th>
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</thead>
<tbody>
<tr>
<td>JACQUELINE MORRIS</td>
<td>DEBBIE MILLER</td>
<td>JOHN FROST</td>
</tr>
<tr>
<td>Affirmative Action</td>
<td>Benefits</td>
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09/01/2013 x-pij
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7. Acknowledgement

GATEWAY TECHNICAL COLLEGE
EMPLOYEE HANDBOOK

EMPLOYEE ACKNOWLEDGMENT

The undersigned hereby acknowledges receipt of the Gateway Technical College EMPLOYEE HANDBOOK. In addition, the undersigned also acknowledges the following:

- It is my responsibility to review the EMPLOYEE HANDBOOK to be aware of and understand all of its provisions and to abide by its directions.

- The information, policies and benefits described herein are subject to change at any time and that revisions to the EMPLOYEE HANDBOOK may occur without prior notice.

- The revised information may supersede, modify or eliminate existing policies and it is my responsibility to be aware of any changes or modifications to this EMPLOYEE HANDBOOK. I understand employees will be notified when revisions have been made.

- This EMPLOYEE HANDBOOK is not a guarantee by the College of the conditions and benefits which are described herein.

- I have specifically reviewed Sections 4.05 Code of Ethics, 4.09 E-Mail/Internet/Intranet Use, and 4.33 Safety and Security.

________________________________________
Name of Employee (please print)

________________________________________
Signature Date

________________________________________
Supervisor’s Signature Date

PLEASE FORWARD SIGNED ACKNOWLEDGMENT TO HUMAN RESOURCES

NOVEMBER 2013
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