



*Northwest Indian College
Personnel Policy Manual*

NORTHWEST INDIAN COLLEGE

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NWIC Employment Acknowledgement of Understanding

The purpose of the NWIC Personnel Policy Manual is to provide guidance in using current best practices as a foundational guideline for creating clear, concise, and culturally relevant proactive policies to ensure a healthy, well-run institution for all employees. Please bear in mind that your employment with Northwest Indian College is a voluntary one and nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Northwest Indian College employees.

The policy of employment-at-will may not be modified by an officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the President or the Board of Trustees, whichever is applicable. These personnel policies are not intended to be a contract of employment or a legal document.

I hereby acknowledge that I have been informed that the Northwest Indian College Personnel Policy Manual (PPM) is available on the NWIC Intranet system.

Employee Signature

Date of Acknowledgement

Employee Printed Name

**NWIC PERSONNEL POLICY MANUAL
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Personnel Policies and Procedures Manual

Introduction

Northwest Indian College is here to serve the Lummi people, the Lummi community, and the indigenous people of the Pacific Northwest. This college was created, in an act of sovereignty, in order to fulfill the vision of our Lummi ancestors to create a place of higher education for our people. The unifying focus of the policies laid out in this manual is to create a safe and stable work environment, in which the employee is empowered to contribute to our mission, while respecting the rights of both employer and employee.

The policies and procedures set forth in this Personnel Policy Manual (PPM) provide guidelines for employees and the college during employment. This Personnel Policy Manual is an outline of the basic personnel policies and practices of Northwest Indian College. It contains general statements of organizational policy and as such, is subject to interpretation in how these guidelines will be used with regard to any particular situation. Policy content is focused on being in congruence with the philosophy and mission of Northwest Indian College, and the consistent balancing of equal directives such as:

- creating policies that foster and maintain a positive economic impact on the college;
- providing the college employee with a quality of work life; and
- furnishing supervisors with a guide for consistent use of, and implementation of fair management practices.

The Northwest Indian College Personnel Policy Manual is not legally binding and does not create a contract of employment neither expressed or implied, nor guarantees any contractual rights between Northwest Indian College and its employees. As a result, the policy manual does not in and of itself create any legal obligation.

Should an employee approach their supervisor with a question concerning a policy contained in the manual, the supervisor is encouraged to consult the written policy involved and attempt to answer any questions concerning the policy. Particular matters involving the interpretation of the policy shall be referred to the Human Resources Director.

The Human Resources Director is responsible for custody, maintenance, administrative revisions and distribution of the Personnel Policy Manual with the support of an ad hoc committee. Policies are prepared, distributed for review, discussed, revised, and final drafts presented to the Administrative Team and the Board of Trustees for final approval or further revision. The NWIC Personnel Policy Manual is available on the NWIC Intranet system. The manual is the property of Northwest Indian College.

SECTION 1 - THE ORGANIZATION

1.1 Purpose of the Personnel Policy

The Personnel Policies are designed to serve as a guide to employees of Northwest Indian College, hereinafter “the College,” in dealing with human resource issues by providing a definite source of relevant policy positions of the College.

All regular employees receive a copy of the “Personnel Policies and Procedures Manual” on the first day of employment. The employee may ask for clarity on all personnel matters covered in the manual from Human Resources. A copy is disbursed to the employee and a Control of Manual Distribution form is signed by the employee stating that they are in possession of an issue. All manuals are to be returned to Human Resources upon resignation or termination.

1.2 The Personnel Policy Committee

The establishment of the Personnel Policy Manual was a task completed by the Personnel Policy Committee. A lengthy process of approval was followed and the policy manual was completed following the guidelines. The committee continues to meet monthly in order to maintain the policies and to receive feedback from the college personnel on the success or failures in implementation. Policies can be changed if they are not effective. Contacting a member of the committee with information and documentation is appropriate in either case.

1.3 The Purpose of the College

Northwest Indian College is chartered by the Lummi Indian Tribe as a non-profit, post-secondary educational institution which will meet the requirements of 25 CFR Part 41 dealing with tribally controlled community colleges. Its purpose is to improve the quality of life on northwest Indian reservations by encouraging, preparing and promoting Indian people to successful completion of secondary and post-secondary education.

The Board of Trustees is the governing body, and represents the legal and fiduciary responsibility of the College. The mission of Northwest Indian College is to provide for student success through post-secondary educational opportunities for Northwest Indian people. The college curriculum will include academic, vocational, continuing, cultural, community service and adult basic education. Specific courses of study and activities will be offered in accordance with identified needs and interests of the various participating Indian communities. The college will also provide in-service training, planning, research and evaluation services to tribal institutions and departments as needed. The college will provide opportunities for individuals to gain self-sufficiency in a rapidly changing technological world, while recognizing and nurturing their cultural identity.

1.4 Board of Trustees

The authority and control over the management and operation of the College are vested in the Board of Trustees. The Board of Trustees serves as the employer of all individuals employed at the College. The Board of Trustees reserves the authority to amend the Personnel Policies in

the best interest of the College. The Board of Trustees mandates sound personnel management practices according to the approved policies.

1.5 The President of the College

The President of the College is delegated management and administrative responsibilities and authorities for the College. The President also has authority over the employment of individuals as provided herein.

1.6 Line of Authority

It is the policy of the College to maintain an orderly system of management and administration by establishing a line of authority. The line of authority, outlined in an organizational chart approved by the Board of Trustees, designates positions that have primary responsibility and authority for the supervision and direction of the various divisions and departments, and establishes supervisory levels within each division and department.

A. Delegation of Authority and Acting Status

1. Delegation of Authority occurs when there is or will be an absence of a supervisory employee. The supervisory responsibility of the supervisor is delegated to another employee of appropriate status for a specified period of time not to exceed twenty (20) working days. The delegated employee shall not receive any additional compensation for this delegation.
2. Acting Status occurs when an employee is assigned to a supervisory position during the extended absence of a supervisory employee or when an employee is assigned to a vacant supervisory position.
 - a. An acting status assignment shall not exceed one hundred twenty (120) calendar days;
 - b. An employee on an acting status assignment may receive additional compensation. The President, or, when necessary the Board of Trustees shall determine if additional compensation will be provided;
 - c. An employee on an acting status assignment determined to receive additional compensation shall receive one-hundred (100 percent) of the difference between his/her salary and the entry level of the position in which he/she is acting.

1.7 Collegiality

Collegiality is defined as the management and administration of the College between the various constituents of the College community including administration, exempt employees, staff, faculty members and students and provides for participation in the process through which decisions that affect them are made. Participation in the decision-making process shall include, but not be limited to, serving on committees, attending meetings, and submitting comments and reviews to those involved in a particular decision or action.

SECTION 2 - PERSONNEL

2.0 Employee or Position Classification

The employee classifications for all positions at NWIC are defined in this section. The positions include permanent, full-time and pro-rata, regular, part-time, temporary, student workers.

2.1 Definition of Employees Eligible for Benefits

Permanent classified employees, faculty members, exempt employees and administrators (with contracts in excess of 6 months) working 20 or more hours per week are eligible for NWIC benefits. The employee working a minimum of 20 hours and up to 34 hours will be eligible for pro-rated benefits according to the number of hours worked per week.

2.2 Classified Staff

Classified staff serves the college by performing daily tasks and responsibilities for a specific program, administrator(s) or faculty member to achieve the goals of the department, or requirements of a grant, or both.

The individual must work at least 20 hours per week, or half-time, in consecutive weeks to be considered permanent. Upon satisfactory completion of a 90-day probationary period, classified employees are promoted to permanent status and become eligible for NWIC benefit retroactive to their starting date. The probationary period of ninety (90) days of uninterrupted employment in the same position is required for continued employment and permanency.

Tasks performed are diverse and may require multiple skills. Examples of classified staff positions include but are not limited to clerical, program support, maintenance engineers, library technicians, instructional technicians, teacher's aides.

2.3 Administrators

An administrator serves the college as the Vice President, Dean, Executive Director or Director, Specialist, or Coordinator of one of the administrative units or departments of the college. The administrator has a contract for the fiscal year which may be renewed at the end of the fiscal year, based on performance or continuation of funding.

2.4 Exempt Employees

An exempt employee performs duties and responsibilities that are self-managing for programs or projects, supervises a team, or the position is one established that is part of a career path. The exempt employee has a contract for the fiscal year which may be renewed at the end of the fiscal year, based on performance or continuation of funding.

2.5 Full-Time or Regular Pro-Rata Faculty Members

Full-time or regular pro-rata faculty members are considered “permanent” for the purposes of benefit eligibility, and have a renewable ten (10) month academic year contracts. This category is also utilized for professional level counseling and/or library assignments.

2.6 New Hires Accepting Contractual Positions

Contractual positions as administrators, exempt employees, and full-time or pro-rata faculty members are subject to a 90-day probationary period. At any time prior to the completion of the 90-day period the employee may be terminated “without cause.” Following completion of the 90-day probationary period of employment, a performance evaluation will be performed by the supervisor. The employee must be rated successfully to continue employment. After the successful completion of the probationary period, the retirement benefit will be pro-rated and enrollment will take place at that time. The health and dental benefit enrollment will be available as of the day of hire.

Definition of Other Classifications

2.7 Non-Permanent

The college employs or provides remuneration for special services provided by individuals who work short-term. The following classifications in 2.7, 2.8, consultants, temporary employees, and trainers are not considered permanent and are not eligible for paid holidays, accrual of sick leave/annual leave, cultural leave, funeral leave or fringe benefits, and other permanent position benefit.

2.8 Temporary

All classified staff or support staff hired to perform tasks and responsibilities in a position that is identified with a specific start date and an end date are viewed as *temporary*. *Temporary* positions are not to exceed 90 days (three months).

2.9 Part-Time Faculty Members

Part-time faculty members are contracted on a quarter-to-quarter basis for direct teaching, counseling, or professional library duties.

2.10 Student Workers (Work Study Students)

Work Study Students are considered to be students with work experience assignments, rather than college employees. Therefore, students are subject to the Work Study Policy and Procedures published within the Financial Aid Policy. The Financial Aid Officer of the College has all documents containing eligibility criteria, regulations and restrictions for both programs, federal and state.

SECTION 3 - RECRUITMENT, HIRING, EMPLOYMENT

3.1 Employment Practices

The College provides equal employment opportunities regardless of race, religion, color, sex, and national origin, age, marital status, physical or mental disability, or status as a special disabled veteran or a veteran of the Vietnam era; except as provided by the Indian Preference Act (Title 25, U. S. Code, and Section 473). Prohibition against discrimination applies to all employment practices including compensation, hiring, promotion, transfer, training programs, discipline, termination, and all other terms, conditions, and privileges of employment.

For the purposes of NWIC hiring decisions, individuals covered under “Indian Preference” would be prioritized as follows:

1. Lummi tribal member, or a tribal member of the NWIC campus site location;
2. Member of federally recognized tribe (documentation required such as CDIB, enrollment card, certified letter from a tribe).

3.2 NWIC Practices on Fulfilling Indian Preference

The hiring practices that promote placement of Native Americans into all positions are as follows:

A. Initial Hiring Practices

All positions will be advertised through an open recruitment process. The position may be opened as a new position or a backfill for a position that has been vacated. The prioritization of applicants is based on Section 3.1 Employment Practice of the NWIC Personnel Policies.

B. Professional Development

1. Mentorship Program

Employee may request participation in a mentorship program by contacting Human Resources. Through consultation with Human Resources and the supervisor the development of a career plan targets potential areas to be developed in. A mentor is selected and a contract for the mentorship program will be designed to include planned accomplishments and internship activities. Follow-up is quarterly. Upon successful completion of all the components mentioned in the plan the employee will be offered an employment contract (for the mentored position) at the beginning of the new fiscal year (for administrators and exempt employees) or fall quarter (for faculty members).

2. Education/Experience

Consideration will be given to a regular employee seeking an administrative, exempt or faculty member position. Once the employee reaches the educational and

experiential accomplishments stated in the job description, the employee can apply for the position. He/she is required to contact Human Resources and submit a request for review no later than May 1st of the year. The standard screening and interview process will ensue.

3.3 Nepotism

The College will give consideration to hiring its target population, the American Indian. However, immediate family members may be employed at the college only if the following conditions are met:

1. The family member is not under the direct or indirect supervision of another member of his/her immediate family;
2. The related employee or board member was not involved in the screening, interviewing, or hiring of the second member of the immediate family.

For the purpose of this policy, the term “immediate family” means wife, husband, son, daughter, mother, father, brother, sister, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother in-law, sister-in-law, other legal dependents or “significant others” whose living situation creates a conflict of interest between a college supervisor and an employee.

This policy also applies when marriage or a “significant other” living situation occurs after employment. In the event of this situation, one of the employees may be suitably reassigned within the College. If there is not a suitable position for transfer existing at the college one employee will be terminated according to seniority. This policy applies to student and part-time employees as well as full-time employees. The Board of Trustees will have the responsibility for the final decision over this matter, unless it is solved by administration.

3.4 Practices on Establishment of a Position

1. All new positions, both permanent and temporary, must be established by the appropriate supervisor, have an approved budget and be processed through the Human Resources with an approved “Request for Staff” and a proposed job description;
2. For academic positions, the approvals must be obtained from the appropriate Chair, Vice President, Grant Accountant and Human Resources; and for non-academic positions, the Director, Vice President/President, Grants Accountant and Human Resources;
3. Upon the President’s/Vice President’s approval, Human Resources will initiate the recruitment process by advertising the permanent positions;
4. Temporary positions may be filled with a qualified applicant without competitive procedures. The appointment must not exceed 90 days and is based on the justification and availability of funds.

3.5 Advertisement and Recruitment

Human Resources will be responsible to advertise all approved vacant positions. All approved positions will be announced internally at the same time that it is being advertised to the external market. Applications will be accepted from all interested employees and prospective external applicants. First consideration in the interview process will be given to the internal applicants. If a qualified internal candidate is selected the position will be filled with that employee. The exceptions for announcement are listed in 3.5a. For external advertisement, the time limit for vacancy announcements will be based on the classification level of the position. The application and supporting materials must be received in Human Resources by the closing date at 5:00 p.m.

- | | | |
|----|-------------------------|---------|
| a. | Classified Staff | 7 days |
| b. | Administrative, Faculty | 14 days |
| c. | Exempt | 14 days |
| d. | Temporary to Permanent | 3 days |
| e. | Internal Postings | 3 days |

A. Exceptions to announcing a position internally or externally - **Approved Revision** **Date: 02/03/10**

1. **Re-organization** – when initiated by the President of the College, where some or all positions are being re-evaluated, re-designed, and placed into newly developed departments or divisions. The incumbents in the positions have the right to remain in the position being re-evaluated.
2. **Re-classification** of position(s) when an individual department in total, is subject to change through the request of the Director. Jobs are analyzed, positions re-designed and the current employees are placed in positions. (reference 3.17 for procedure)
3. **Internal transfer** within the college approved by supervisors and Human Resources.

3.6 Internal Mobility – Promotional - **Approved Revision Date: 02/03/10**

Employees within the College, who have been in their current position for a minimum period of one (1) year and have received a positive evaluation, have the opportunity to apply for the internal openings that become available. All classifications of employees may apply by using the same “Internal Mobility Application” whether the position is lateral, promotional, or change in job classification. All positions are announced for not less than three (3) days and must be applied for by 5:00 p.m. on the fifth day to be considered as an internal candidate. Selection is determined by implementing the same process used in screening of external candidates by the Screening Committee. An employee whose job performance is inadequate shall not be eligible for internal movement by any supervisor or administrator.

3.7 Evaluation Process

Human Resources shall be responsible to evaluate all applications and supporting materials to determine the basic qualifications in relation to the job requirements.

3.8 Composition of the Selection Committee

The Selection Committee shall consist of no less than three (3) members. Human Resources shall appoint the committee members and the chairperson, after consultation with the appropriate supervisor, Director, Executive Director, Chair, Dean, or the Vice President or President. The selection of the committee members will take into consideration the following:

1. The immediate supervisor or designee, having a knowledge of expertise in the position shall be the chair person;
2. A member from a different program who would interact with the position;
3. A staff or faculty member from the same or a different Department (depending upon the requirement of the position) who would be familiar with the position;
4. The Human Resources representative is an ex-officio member.

3.9 Screening Process

The objective of the screening process is to determine the applicants that will be interviewed based on their qualifications. Applicants are screened based on the determination of the application and the Indian Preference Act. No later than the closing date, the immediate supervisor, in cooperation with the committee members will establish the criteria with which to screen and interview. The criteria will be subject to review by Human Resources. The committee will be responsible to conduct a fair, consistent, and impartial selection process.

3.10 Interviewing Process

The interview has four objectives:

1. Assess the applicant;
2. Inform the applicant about the job and the working conditions;
3. Create good will for the College whether the applicant is selected for a job offer or not;
4. Recommend an applicant for hire.

The interviews are to be scheduled by Human Resources in consultation with the committee chair. The interviews are held on-site for personal interviews. Telephone interviews may be conducted for candidates for whom on-site interview are not feasible. This is considered a preliminary interview and a second interview or job site visit may follow if the candidate is being seriously considered.

The Selection Committee shall interview all qualified candidates. The recommendation for selection of a candidate and accompanying documentation are prepared by Human Resources.

3.11 Reference and Background Checks - Approved Revision Date: 02/09/11

Human Resources will make reference calls on the preferred candidates following completion of the interview process. Legal or criminal background checks will be validated for financial positions and/or positions which will be working with “vulnerable” individuals. The reference check results are then sent to the chairperson.

3.12 Recommendation for Hire

Based on the recommendation of the Selection Committee, the name of the selected candidate, along with accompanying documentation, will be submitted by Human Resources to the President for approval to make a job offer.

3.13 Initial Placement on the Pay Schedule

The initial placement on the salary schedule is based on the appropriate pay schedule and shall be made by Human Resources and the appropriate supervisor.

3.14 The Employment Offer

Upon the final selection of the candidate, only Human Resources shall extend a job offer to the candidate.

3.15 Re-Classification of a Position

Job descriptions may be reviewed at any time by the appropriate supervisor when job duties have changed. The purpose of re-classification of a position is to determine what position in the job categories most suits the needs of the department and fits into the job structure. The final result is a re-classified position.

All re-classification procedures require Human Resources to administer and assist the appropriate supervisor, administrator, and current employee to complete a job analysis, and evaluation; this will determine the duties and identify all departmental responsibilities, including the distribution of tasks with current employee. The evaluation may result in a new or re-classified position, title and salary while considering budgetary factors.

3.16 Temporary Hires

A temporary position can be opened and filled without advertising; however there are restrictions and limitations on this type of hire. The following considerations are to be adhered to when filling a position temporarily. The criteria that determine whether a position is temporary include the following:

1. The tasks and responsibilities are unable to be completed with the current staff;
2. The tasks and responsibilities are required through a grant and necessary but short-lived, specifically not more than 90 days;
3. Position responsibilities expire after 90 days;

4. Temporary is filling in for a full-time regular employee on leave scheduled to return within the 90 day period.

If a temporary is being considered and the supervisor or hiring manager anticipates the position needs to be filled for more than 90 days, it is recommended that the position be advertised and filled for the length of time of the grant or circumstance.

The selection and initiation of hiring a qualified temporary must be approved by the appropriate Vice President and Human Resources. The Vice President has the responsibility for approving the selected temporary. A "Request for Staff form and new hire documents are required. Approval by the Grant Manager or Finance Director is also required for funding. The limitation on temporary personnel is 90 days. They are not eligible for benefits during that time.

Advertising of a temporary position depends on the hiring manager's request for services. If a position can be filled by internal means, it is not necessary to advertise in the newspaper or other forms normally used for full-time positions. Human Resources can assist the manager in this decision.

SECTION 4 - PERSONNEL RECORDS

4.1 Personnel Files

Personnel files are confidential and secured. Human Resources is responsible for the maintenance, storage, and record keeping practices. A personnel file is established when the Human Resources office receives official documentation (contract or personnel action request form) on a new hire. The personnel file is maintained upon date of employment and is a depository of records and documents concerning that individual during the employment period.

4.2 Access to Personnel Files

The personnel file of each employee is confidential and accessible to Human Resources, the College President, department head, direct line-supervisory personnel, and the individual employee, and is only accessible on a “reasonable cause” basis. Supervisors and department heads may request information from an employee file but must provide Human Resources with “reasonable cause” in writing. The employee may request to review information in his/her file and request a copy of a document in the presence of HR personnel, but cannot remove any originals from the Personnel Office.

Employees, who feel that his /her file is incomplete, or inaccurate, may request in writing that Human Resources review the file. Collaboration between Human Resources, the employee and the supervisor takes place, and all efforts are made to reach agreement on the issue to be reviewed. If, after the review the employee is not satisfied with the outcome, he/she may have a written statement of disagreement placed in the personnel file. Personnel records can be offered as evidence that the College uses fair employment practices and follows personnel policies if involved in legal issues.

4.3 Access to Inactive Files

The supervisor of a potential open position is subject to accessibility concerning review of a former employee’s personnel file to view documents such as performance evaluations, application materials, separation paperwork to determine prior employment performance. The supervisor is restricted to the same policies regarding viewing the documents as in 4.2.

4.4 Employment Inquiries and Applications

All inquiries regarding verifications of employment and salary are to be directed to Human Resources. Prospective employers, banks, mortgage companies, tribal housing, etc. request personnel information concerning current and past employees. Human Resources will provide information on employment start and ending dates. Salary requests must be in writing and have a release of information signed by the current/former employee.

4.5 Reference Checks

Inquiries made directly to college supervisors, regarding an employee’s current or former performance as an employee is to be handled prudently. Examples of information that can be released are: dates of employment, job titles during employment, job performance, strengths,

shortcomings, reason for leaving, and would they be considered for re-hire. Facts can be provided, but under no circumstances is a manager to refer to the employee's character, or personality traits, gossip, or any subject matter that can be considered slanderous.

4.6 File Retention

Inactive personnel files are retained in file storage and are not destroyed. Job files containing announcements, applications, selection process documentation are retained for five years.

SECTION 5– THE WORKING ENVIRONMENT

5.1 Health and Safety

NWIC strives to be in compliance with all applicable tribal, federal, state, and local health and safety regulations and to provide a work environment free of recognized hazards. College administration is responsible for the implementation of tribal, federal, state, and local regulations and is consistently striving to provide a safe work place. Employees will comply with all safety and health regulations while on the campus property; or on college business at remote sites, traveling to other areas, or the using campus vehicles. The College has a standing Health & Safety Committee. Cost efficient methods of achieving safety are valued and suggestions are encouraged.

5.2 Employee Safety

An employee's responsibilities while on the college campus include but are not limited to the following:

- Inspecting own work area periodically to identify any safety hazards, and report them to the supervisor;
- Reporting all accidents and injuries in writing to their immediate supervisor by the end of next working day;
- Not engaging in any activity that endangers themselves or another employee;
- Reporting unsafe conditions to the appropriate College official;
- The college campus facility is to be kept clean and orderly at all times. The employees are responsible for maintaining the work areas in a clean and orderly manner;
- Supervisors and employees are responsible for making sure that the work areas are free of debris, and other unnecessary items;
- All employees should monitor the facilities and equipment and issue maintenance requests where appropriate;
- Supervisors report in writing to the appropriate College Official any existing or potential work-place hazard.

5.3 College Vehicles

Vans are to be driven by full-time college employees only and passengers are restricted to visitors and employees and program participants. Temporary employees, work-study student/employees are permitted to be in the van, but are not permitted to drive. Children are permitted in the college vehicles with prior approval.

5.4 Worker's Compensation

The college strives to provide an accident free workplace; however, on occasion accidents do occur. The following steps are to be taken in the event of an accident.

- The employee and/or the supervisor are to report immediately any work related accidents to Human Resources within 1 working day;
- The employee is to seek immediate medical attention;

- The supervisor is to obtain a Workmen’s Compensation packet containing an Accident Report and other required forms from Human Resources, and give to the employee;
- When an employee goes to the doctor, the attending physician completes the Personal Injury Report included in the Workman’s Compensation packet;
- It is the employee's responsibility to complete the report and is to be reviewed and approved by the immediate supervisor;
- The report is given to Human Resources and it is forwarded to the Workman’s Compensation carrier;
- Once the Workman’s Compensation carrier receives the completed claim form, the claim will be processed and a claim number assigned.

If the Workman’s Compensation carrier does not receive a completed claim form, no time loss or medical benefits will be compensated.

5.5 NWIC Drug Free Workplace Policy

Northwest Indian College acknowledges all employees and students as role models representing the College and is therefore committed to maintaining the Lummi campus and all tribal sites served as environments that are free of alcohol and drugs.

To ensure the safety and well being of all employees, students, and members of tribal communities, Northwest Indian College endorses a drug and alcohol free workplace and campus(s) in support of academic excellence, work performance and quality of life, as well as the future well being of all members in the communities the college serves.

The Northwest Indian College policy for a drug and alcohol free workplace encompasses these principles:

1. The college is committed to the safety and well-being of all employees, students, and members of tribal communities. Northwest Indian College endorses a drug and alcohol free workplace/campus. The unlawful possession, manufacture, use or distribution of illicit drugs or alcohol by students or employees on Northwest Indian College property or as part of college activities is prohibited. Any violation of tribal, local, state, or federal law regarding the unlawful possession, manufacture, use or distribution of illicit drugs or alcohol may result in referral for prosecution and imposition of penalties.
2. The college will impose sanctions consistent with tribal, local, state and federal law and adopted regulations on students and employees found to have violated this policy. Such sanctions may include recommendation for completion of an appropriate rehabilitation program, expulsion from the college or termination of employment and referral for prosecution. Student disciplinary action will be initiated in accordance with these laws.
3. The College adheres to a “zero-tolerance”. *Zero-tolerance* is providing the employee one opportunity for rehabilitation; should the employee choose to use alcohol/drugs after the initial intervention, the employee will be terminated. Drug and alcohol issues are not part of the grievance or appeal process.
4. “No-Tolerance” applies to any College employee who works with or serves a minor (under age 18) at any time. *No-tolerance* is defined as: immediate

dismissal from employment should the employee's behavior/symptoms be the direct effect of alcohol and/or other drugs (including those not currently prescribed by a physician).

5. The College conducts "for-cause" drug testing. *For-Cause* drug testing means "reasonable suspicion" based upon objective criteria in observing the employee's behavior and work performance.

This policy is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, P.L. 102-226. *Board of Trustees Approved 3/29/04*

NWIC – DRUG-FREE WORKPLACE PROCEDURES - 2004

The use of illicit drugs and the abuse of alcohol may result in numerous physiological, psychological, emotional and sociological disorders. College and community resources are available to assist employees and students with problems related to alcohol and other substance abuse. County alcohol centers and mental health clinics are available for employees and students.

A brochure describing available services and listing telephone numbers is available in the Human Resource office for employees and in the Center for Student Success for ALL students.

Student Empowerment Team - When student behavioral problems associated with alcohol and other drug abuse occur, the College employs a team problem-solving approach. The Student Empowerment Team shall consist of the Vice-President for Student Services, Director of Financial Aid, Director of Human Resources, Maintenance and Facilities Manager, Life Skill/Wellness Student Advisor, Director of College BRIDGE Programs, and Materials Manager. Ongoing review and recommendation is provided by the Student Empowerment Team. The team shall meet at least monthly and as necessary to work together to suggest intervention strategies that are considered to be the most appropriate and effective for eliminating specific negative student behaviors, especially those related to substance abuse.

I. Supervisor Training

If substance abuse is contributing to an employee's poor performance, ignoring or avoiding the issue will not help the situation. An employee's use of alcohol or drugs may be the root of the performance problem; however, substance abuse on the part of someone close to the employee also could be the source. Regardless, abuse of alcohol or other drugs inevitably lead to costly and potentially dangerous consequences in the workplace unless action is taken to confront the issue. It is NOT the job of the supervisor to diagnose the alcohol or drug problem. It is the role of the supervisor to be alert to changes in employee performance and thus working to improve employee productivity as a core component of every supervisor's job. To carry out this responsibility, a supervisor must clearly understand the college Drug-Free Workplace Policy and have the ability to identify performance problems that may be the result of alcohol and drug abuse. The supervisor must be capable of making appropriate referrals for employees in need of assistance for alcohol and/or drug related problems such as:

- Drug-Free Workplace Policy;

- Supervisor Responsibilities in implementing the policy;
- Ways to recognize and deal with employees who have job performance problems that may be related to alcohol and other drugs;
- Understanding the laws of *confidentiality*.

Symptoms

To assist supervisors in recognizing symptoms related to poor work performance, it is important they know what these symptoms may be. The following performance and behavior problems are common to many employed individuals who abuse alcohol and/or other drugs. It is important to note that if an employee displays these symptoms, it *does not* necessarily mean he or she has a substance abuse problem.

Employee Performance Problems:

- Inconsistent work quality;
- Poor concentration;
- Lowered productivity;
- Increased absenteeism;
- Unexplained disappearance from the work setting;
- Carelessness, mistakes;
- Errors in judgment;
- Needless risk taking;
- Disregard for safety;
- Extended lunch periods and early departures.

Employee Behavior Issues:

- Frequent financial problems;
- Avoidance of friends and colleagues;
- Blaming others for own problems and shortcomings;
- Complaints about problems at home;
- Deterioration in personal appearance;
- Complaints and excuses of vaguely-defined illnesses.

II. Employee Education

An alcohol and drug education program is a systematic approach to providing employees with the information they need to fully understand, cooperate with and benefit from the Drug-Free Workplace Program. ALL employees are required to participate in the alcohol and drug education program. The education is offered on an on-going basis and is offered through a variety of means. These include:

- Fall In-Service;
- Personnel Policy Manual;
- Orientation on first day of hire;

- Faculty Handbook;
- Accounting Practices Handbook;
- Web-site.

The college *Employee Assistance Program* (EAP) provides confidential referral for alcohol and drug rehabilitation. The EAP has the responsibility to assist in resolving poor workplace performance that may stem from an employee's personal problems related to alcohol and drug abuse. The EAP has the unique role of monitoring the progress of any employee who may be formally referred for rehabilitation.

The Director of Human Resources does the confidential referral and follow-up to the contracted provider. No records of the assessment and treatment plan (if appropriate) are kept in the possession of the college. Failure to comply with referral, assessment, and completion of recommended treatment plan are grounds for termination of employment.

Self-Referral

Any employee, at any time, can seek assistance through Human Resources then the EAP.

Self-Referral "Denied"

If a formal referral is made by the Director of Human Resources following the steps in formal referral process, this action supersedes that process. A formal referral negates the self-referral.

Formal Referral

The supervisor initiates the formal referral by meeting with the Director of Human Resources, provides documentation regarding the employees behavior and work performance.

Formal referral process:

STEPS

1. A preliminary meeting has been conducted by the employee's supervisor and Director of Human Resources;
2. Supervisor refers employee to Director of Human Resources, where the employee is informed of reporting time to the EAP, then the employee reports to local lab for testing immediately;
3. Upon completion of the testing the employee meets with the EAP for assessment and must comply with treatment recommendations;
4. The employee does not return to the workforce until the EAP reports back to Human Resources;
5. If the employee is unwilling to comply with treatment recommendations their employment is terminated.

III. Student Education

The *Student Assistance Program (SAP)* is designed to educate the student as to the health risk factors. The *Health Risk Factors* are published and distributed to all students in the following documents:

- Student Handbook;
- Financial Aid Handbook;
- Site Handbook;
- Quarterly Course Schedule;
- College Catalog;
- Web-Site;
- Brochures & Posters.

The SAP provides confidential services for education, referral, and clinical support in addressing the risk factors related to alcohol and drug abuse.

Sanctions

The Center for Student Success will provide every opportunity for the student to rehabilitate, however, the student must recognize that they are responsible for choices they make. Knowing that every effort has been made to counsel and support the student; the student must recognize that his/her alcohol/drug use will impact their health, relationships, spirit, academics and ability to succeed in school. Students are subject to the policies of NWIC regarding alcohol/drug use.

IV. Testing of Employees - Approved Revision Date: 02/09/11

Alcohol and drug testing will be conducted “for cause” which entails reasonable suspicion of drug or alcohol usage. When there is reasonable suspicion that alcohol or drug use is contributing to poor work performance, a referral is made through the employee’s Supervisor to the Director of Human Resources. After meeting with the Director of Human Resources, the employee must report immediately to the designated lab for an observed drug test. The employee will be accompanied to the designated lab by a member of the Human Resources department. Any failure to comply will be considered a “positive” result. Additionally, any drug test that comes back as an adulterated or diluted sample will also be considered as a “positive” result. If transportation is needed, it will be provided by a member of the Human Resources department.

In the event that an employee asks for help prior to the occurrence of a drug or alcohol related incident, the Director of Human Resources will instead consult with the employee to inform them of resources offered by NWIC. Once referred to the appropriate agency for an alcohol/drug evaluation, an employee must comply with all recommendations resulting from the evaluation. Monitoring of progress will be done confidentially by the Director of Human Resources.

If an employee is operating a college vehicle, and is involved in an accident (whether law enforcement are involved or not), they are required to report immediately during working hours to the Director of Human Resources who will then determine if additional action is warranted. If necessary, the Director of Human Resources will notify the employee's direct supervisor and a decision will be made as to whether the employee will return to work that day.

Sanctions

Zero-Tolerance – if an employee is formally referred to the EAP for alcohol/drug abuse and subsequently enters into a rehabilitation program, should this employee again choose to use alcohol and/or drugs, the employee will be dismissed from employment with the college.

No-Tolerance – in the event a position is a no-tolerance position and has a positive test result for alcohol/drug usage (which is not prescribed by a physician), their employment is immediately terminated. The employee's Supervisor and the Director of Human Resources will process the termination.

5.6 The Campus

The College depends on the honesty and integrity of the college staff and students to protect the college property. Any unusual activity observed should be reported to college officials immediately. If the occurrence takes place after hours, or on weekends, then Lummi Law & Order is to be notified immediately by phoning 911. This may include activities such as, but not limited to: physical abuse of any person, possible theft on the college premises; violations in safety; signs of illegal entry; possibility of unauthorized removal of college equipment and supplies from the premises; or any activity that is suspicious in nature.

5.7 Visitors

The College campus is open to students, staff, and community members that are attending classes have business with the college, or are using the library.

Visitors to the college are welcome, however, when students from local schools are on campus they are expected to obey the same rules as the students attending the college, including smoking in designated areas. Non-college students will be discouraged from spending long periods of time in the Student Center and Snack Bar area.

SECTION 6 - CONDITIONS OF EMPLOYMENT

6.1 Employee Rights

Employees are to treat each other with respect and consideration. Harassment or abusive treatment of any employee for any reason is not tolerated (see Section 8 of Personnel Policy). Verbal or physical conduct which is identified as harassment, intimidation, or creating a hostile environment is against the law (Title VII of the Civil Rights Act) and NWIC policy. Employees that are threatened or intimidated by students at the college are to reference the Student Conduct Code in the NWIC catalog and see the Vice President of Center for Student Success.

6.2 Employee Responsibilities

- A. Philosophy and Mission - every employee at Northwest Indian College is a representative of the college while in the workplace or on college business. The employee conducts himself/herself in accordance with the philosophy and mission of the college.
- B. Code of Ethics for Employees - The employee shall have a strong work ethic in the completion of all job assignments and projects, follow personnel policies, and act in accordance with the “Code of Ethics for Employees” (Appendix E)
- C. Providing truthful background information - all of the information presented in the application package is to be accurate and correct. The applicant signature on the employment application is verification that all information is truthful. After an applicant becomes an employee any information verified as false representation of self may be cause for immediate termination according to Corrective Action Section 8.
- D. Job Duties & Responsibilities - employees are given a job description upon acceptance of a job. The job description defines the expectations concerning duties and responsibilities the employee is to perform. The tasks and responsibilities are to be performed competently. The position may include “other duties as assigned,” which duties will generally be at the same skill level.
- E. Performance Improvement - An employee is expected to make a conscientious effort to improve job performance when identified by supervisor’s comments in an evaluation. If there is a deficiency which requires additional training the supervisor has the responsibility of recommending adequate training to correct the deficiency at the expense of the College. The employee is responsible to complete the training within a reasonable time frame.
- F. Attendance - All employees are to be at work every day with the exception of previously approved leave days. It is mandatory to communicate the request for the day off by 8:30 a.m. or on the first day of sickness to the immediate supervisor, or Human Resources if the immediate supervisor is not available. Poor attendance and excessive tardiness are disruptive and may lead to corrective action and termination of employment.

- G. Leave Guidelines - The College requires all employees to follow the leave policy guidelines. If an employee does not call in for three (3) consecutive days to the immediate supervisor or Human Resources, it is considered job abandonment. HR action will include removing the employee from the payroll, and sending a certified letter to the employee's home address stating the reasons for termination.
- H. Media - Employees of the College are not permitted to speak to any mass media organization on matters concerning the college such as fund raising, college policies, other employees, future planning, or proprietary information without requesting and receiving approval from the appropriate College official.
- I. Dress - **Approved Revision Date: 06/13/12.** NWIC as a higher education institution supports the presentation of a professional and appropriate public appearance of both our staff and our facilities. Our employees contribute to the culture and reputation of our college in the way they present themselves. A professional appearance and workspace is essential to a favorable impression with students, colleagues, visitors, and organizational stakeholders. Good grooming, appropriate dress, and a clean, organized workspace reflect employee pride and inspire confidence on the part of such persons. It is impossible and undesirable to define an absolute code for dress and work spaces. To that end, we adopt the following:
1. All office staff and professionals (administrators, faculty members, exempt and classified staff) are expected to dress in a professional manner. Employees are encouraged to wear professional clothing (business or business casual) which generally excludes torn or frayed jeans, sweat clothing and t-shirts with sayings and pictures on them. Employees may wear appropriate denim when combined with appropriate shirts and/or jackets. Faded, torn, or frayed denim jeans are generally discouraged for office staff and professional staff. Provocative clothing is not to be worn at any time.
 2. NWIC logo items such as t-shirts are permitted for appropriate occasions such as events like student activities and the extravaganza. Polo shirts with logos in the pocket area are permitted as part of business wear. Appropriate seasonal clothing is permitted during Spring and Summer which may include shorts and Capri's. Employees are reminded not to wear items that are too short or provocative.
 3. Supervisors are responsible for ensuring that employees dress appropriately for the NWIC work environment. Management may make exceptions for special occasions. An employee unsure of what is appropriate should check with the manager or supervisor. Employees who do not meet a professional standard in their personal appearance may be sent home to change and will be required to take personal or vacation time to do so.
 4. Maintenance personnel are exempt from the dress code and are expected to dress appropriately for their job duties.
- J. Office Appearance - **Approved Addition Date: 06/13/12.** All offices and work areas, including classrooms and sites are expected to be kept clean and uncluttered. Pictures should be framed or nicely displayed. Unframed items should be relevant to the

employee's work environment and generally should not include cartoons or inappropriate items for the public's view.

Supervisors are encouraged to periodically observe office space from an "outsider" perspective to ensure that they are well maintained and present a professional appearance. Employees will be notified if work needs to be done to clean up an office area.

- K. Equipment and Supplies - Employees may use college equipment and supplies for work purposes only such as the computer, photocopier, paper, telephones, etc., but it is prohibited for any equipment to be taken off the college property unless authorized by a College Official. The return of items is the responsibility of the employee. The non-return of college property by any employee is subject to corrective action, possible termination, and repayment of value.
- L. Confidentiality - In the course of the job duties an employee may learn information which should be kept confidential and not discussed or disclosed. Confidentiality is expected of the employee on all matters. This also includes sensitive information about individuals working at the college, controversial information, disclosure of confidences, and information maintained in student records, and personnel files. Ignoring the confidentiality policy may be grounds for discharge or Corrective Action.
- M. Improper Use of Equipment - Computer systems, Internet and E-Mail Usage
Computers, files, e-mail system, and software furnished to employees is to be used for business use only during working hours excluding lunch and breaks. Employees should not use passwords, access files, or retrieve any stored communication other than their own without the proper authorization to do so. The College prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes but is not limited to, chain e-mails, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.
- N. Children in the Workplace - All employees are expected to maintain a professional atmosphere when working at the College. On occasion, a situation may arise where a child is brought to the office because of circumstances that are beyond the control of the parent. Supervision of the child is the responsibility of the parent and the amount of time is limited. Under no circumstances are children to be in the workplace for a lengthy amount of time or hours at any given time.

The arrangement of a child in the workplace may be acceptable for a short period of time (half-hour) until other arrangements are being made. However, the supervisor is to be notified and the employee will need to receive approval for that situation. Bringing children to work on a regular basis is discouraged due to the distraction, and liability. The best option for the college is for parents not to bring children to the college due to

the liability. Due to the liability implications, children will not be allowed in the college vehicles.

Nursing mothers are permitted to arrange with their supervisor a proposed schedule for feeding their infants during the working hours. The employee should find a place in the area for privacy either in an empty office, or conference room. Employees are free to use their existing break and lunch periods.

6.3 Policy Against Discrimination

NWIC will not discriminate against any individual based on sensory, physical or mental disabilities, age, sex, race, color, creed, religion, or marital status; except as provided by the Indian Preference Act (Title 25, U. S. Code, Section 273) as described in Section 6 Recruiting, Hiring, and Employment.

6.4 Sexual Harassment Policy

1. It is the policy of the college as an employer:
 - a. To provide college employees and students with a working and learning environment free from sexual harassment.
 - b. To communicate the college's sexual harassment prevention policy and reporting procedures to employees, supervisors, and students;
 - c. To recognize the unique nature of complaints of sexual harassment, to encourage early reporting by employees and students, and to resolve complaints promptly, confidentially, and at the lowest management level possible;
 - d. To prohibit retaliation against any employee or student because he or she has made a report of alleged sexual harassment or against any employee who has testified, assisted, or participated in any manner in an investigation of a report.
2. It is not the purpose of this policy to intrude upon the personal lives of employees and students or to interfere with social relationships. Sexual harassment, however, is unacceptable behavior when carrying out the business of the college and will not be condoned or tolerated.

The Definition of Sexual Harassment - The primary federal law prohibiting sex discrimination is Title VII of the Civil Rights Act of 1964. This act describes sexual harassment as any unwelcome conduct or communication of a sexual nature (harassment) that takes place based on sex. The harassment would affect a term, condition, or privilege of the person's employment.

Quid pro quo sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or verbal or physical contact of a sexual nature when submission to the conduct is either explicitly or implicitly made a condition of employment; or submission to or rejection of the conduct is used as the basis for an employment decision. In other words, the harassment forces one to choose between submitting to sexual advances and losing work opportunities and benefits.

A “hostile environment” is defined as verbal or physical conduct of a sexual nature that has the purpose or effect of unreasonably interfering with an individual’s work or performance, or creating an intimidating, hostile, or offensive working environment. Incidents such as repeated sexual or derogatory jokes and remarks, offensive physical contact, and/or solicitation of sexual favors may be viewed as sexual harassment under this standard.

The supervisor has a responsibility to maintain a work place free of any form of harassment. A supervisor is not to ignore or tolerate any harassment incident, which she/he is aware. The supervisor must investigate all complaints of harassment promptly and should seek help from the Human Resource Department if necessary.

Investigating an Incident - If the immediate supervisor is involved in the incident, the employee is to report it to the next level supervisor. If an employee has been sexually harassed, he/she must first notify the immediate supervisor of his/her department, and present a written complaint to his/her supervisor and to Human Resources.

The immediate supervisor has the responsibility for notifying Human Resources of the incident and is to include the document presented by the employee. If the immediate supervisor is involved in the incident the employee is to report it to the next level supervisor.

All incidents of harassment must be investigated promptly and in an impartial confidential manner. Human Resources submit all information to the College President. The College President, supervisor, and appropriate College official arrive at a recommendation together. Human Resources has (10) working days after receiving the complaint to respond and begin the review of allegations with all parties, unless the representative and the complainant agree to an extension with a definite date.

After an investigation has taken place, any employee, supervisor, or college official etc. that has been determined to have engaged in harassment of another employee will be subject to the appropriate corrective action up to and including termination.

6.5 Child Labor Laws

Any employee under eighteen (18) years must have written consent from his/her legal guardian approving his/her working hours. This letter shall be submitted to the Human Resources with the employee’s first personnel action form and will be added to the employee’s personnel file.

No employee under the age of eighteen (18) shall be allowed to operate any equipment during working hours except for regular office equipment (photocopiers, computer, etc.).

6.6 Job Descriptions

All regular positions approved by the President shall have a written job description on file. A job description will be in each employee’s personnel file and a copy maintained in the Human Resources Job Description Manual. A job description contains the following:

1. Position title and identification of classification;
2. Reporting Relationship;
3. Work schedule;

4. Scope of the position;
5. Performance goals for position;
6. Statement of various objectives and responsibilities relevant to achieving performance-based goals;
7. Qualifications required to perform the position successfully;
8. Preferred qualifications of the position.

6.7 Contracts

All full-time employees will receive a contract that will include at least the following:

1. Beginning and ending dates of the contract period;
2. Position title and specific assignment;
3. Specific remuneration and payment schedule;
4. Reference to appropriate benefits, work calendar, position duties and responsibilities;
5. Signature of the hiring authority;
6. Signature of employee;
7. Source of funding;
8. Release of contract.

Original contracts are stored in the individual's personnel file, and a copy is provided to the employee and the supervisor.

6.8 Orientation

Human Resources is responsible for new employee orientation.

1. Completion of employment forms (W-4 and I-9);
2. Providing benefit documents for review and completion;
3. Providing NWIC Personnel Policy and Procedure Manual on the first day of employment;
4. Providing information on organizational structure.

The immediate supervisor is responsible for the following:

1. Introducing the employee to the department staff and all other college personnel;
2. Sharing the goals and priorities of the department and the college;
3. Providing a list of duties and responsibilities of the position held based on job description;
4. Providing access to work area and support facilities.

6.9 Work Schedule for Classified Staff

- A. Hours - The regular college business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. All classified support staff are to be at their work area ready to begin work at or before 8:00 a.m., unless their job description specifically indicates a different start time, (such positions might include library, maintenance, custodial, etc.) or a flexible schedule that has been agreed upon and approved by the immediate supervisor.

- B. Time Clocks – all hourly classified staff members will be required to clock in as follows:
- 1) When you arrive in the morning;
 - 2) Clock out for lunch;
 - 3) Clock back in after returning from lunch;
 - 4) At the end of the day.

Payroll does not accept handwritten time cards unless supervisor has requested an exception that is not on-going or consistent.

- C. Each employee is entitled to a 60 minute lunch break and mid-morning and mid-afternoon break of 15 minutes. Each break will be scheduled such that the college services are continuously available for potential or current students. Employees must take a minimum of 30 minutes for lunch.
- D. Restrictions - Break time may not be accumulated or used in lieu or in place of approved or unauthorized leave, except as specified in *Section 11 - Employee Development*.
- E. All employees are expected to work from their workstations located on the campus and punch in at a time clock.
- F. Flexible Schedule - **Approved Revision Date: 02/09/11.** Certain positions require flexibility in their schedule – not their location of where the work is to be done. All employees are expected to work from their workstations at the location of the campus unless approved by the Vice-President or President of the college. This may be consistent or incidental. The flexibility of hours worked can be agreed upon by the supervisor and the staff member. A schedule outside of the 8:00 a.m. to 5:00 p.m. hours, Monday through Friday, must be approved by the supervisor.

6.10 Performance-Based Evaluations

Performance-based evaluation of employees shall be made annually in order to,

1. Encourage good standards of performance;
2. Provide the employee feedback on their performance in relation to achieving goals; and
3. Provide documentation for judgments on personnel actions, e.g., professional development, contract renewal/non-renewal or termination of employment.

Performance-Based Evaluation Model

The performance-based model begins with a job description for every position in the College that identifies performance-based goals and specific objectives and responsibilities to achieve the goals. The performance-based evaluation is conducted taking into consideration the accomplishments of the year (provided by the employee) in relation to the specific objectives and goals. The supervisor conducts the evaluation session applying the ratings according to the level of achievement of the goals and range from unsatisfactory to far exceeds.

With the exception of the Classroom Observation Evaluation Form, Human Resources shall be responsible for issuing Performance-Based Evaluation Forms prior to the scheduled evaluation time. The completed performance-based evaluation forms shall be kept in the official personnel file in the Human Resources office. All performance-based evaluations must be held in strict confidence.

Performance In Relation to Salary Increases

Budgetary limitations affect salary increases; therefore, performance-based evaluations and salary increases shall determine whether an employee receives the yearly progression increase either on July 1 or the new fiscal year or the anniversary date of that year. A rating of “satisfactory” or better is required in order to receive the progression raise.

A. Types of Performance-Based Evaluations

The performance based-evaluation cycle is from July 1 to June 30 of each year. Evaluation of all personnel is conducted by supervisors from April 1st through April 30th each year.

1. Classified Staff Scheduled Performance-Based Evaluation.

The classified staff personnel shall receive (1) evaluation per year and the supervisor will evaluate the employee from April 1st through April 30th each year. The annual step increase will take place on the anniversary date and will not require another evaluation at that time. Copies of the evaluation will be forwarded to Human Resources. The evaluation is based on the job description performance-based goals and accomplishments.

2. Administrative and Exempt Personnel Scheduled Performance-Based Evaluation

Administrative and Exempt personnel shall be evaluated yearly and the supervisor is responsible for conducting the evaluation during the month of April of each year and forwarding to Human Resources no later than April 30th. The evaluation is based on the job description performance-based goals and accomplishments.

3. Faculty Personnel Scheduled Performance Evaluations

- a. All new NWIC faculty members will be evaluated during the first quarter of the teaching contract. The evaluation will consist of Classroom Observation, the Faculty Evaluation (by supervisor), and Student Evaluation, Faculty Self-Evaluation, and Peer. The full comprehensive evaluation is required of all faculty members including full-time, pro-rata and part-time. The completed documents will be due in Human Resources on week prior to the last class during the first quarter of the teaching assignment.
- b. All new and continuing faculty members will receive the Faculty Performance-Based Evaluation focusing on the accomplishments of the faculty member as teacher, advisor, committee participant, and community involvement.

- c. Continuing faculty members are to receive a comprehensive evaluation every three years following the first year of evaluation. The comprehensive evaluation includes Classroom Observation, the Faculty Evaluation (by supervisor), the Student Evaluation, Faculty Self/Evaluation, Peer Evaluation and Performance-Based Faculty Evaluation. The evaluation period will take place during the month of April of the third year and will be due in to Human Resources no later than April 30th of that year.
- d. Student Classroom Evaluations All faculty members including full-time, pro-rata and part-time are subject to student evaluations being administered during the last week of the quarter for every class taught at NWIC. Unsatisfactory student evaluations may initiate a comprehensive performance evaluation, developmental plan of action or both from supervisor. Unsatisfactory evaluation whether from student evaluations or a comprehensive can eventually lead to termination of a contract.

B. Unscheduled Performance Evaluations

An unscheduled performance-based evaluation may be conducted at any time other than the normal review schedule when in the judgment of the immediate supervisor and the appropriate College official believe such an evaluation is necessary. Examples of reasons for an unscheduled performance evaluation would be Student Evaluations are less than satisfactory for a faculty member will activate a full comprehensive evaluation, lack of performance in position, and non-adherence to personnel policies.

C. Acknowledgment of Performance Evaluation

After the performance-based evaluation has been discussed with the employee, the performance-based evaluation form shall be signed by the employee and his/her supervisor. An employee's signature does not imply that the employee agrees with the evaluation but serves as acknowledgement of its contents.

D. Response to Performance Evaluation

An employee shall be given the opportunity to respond in writing to his/her performance-based evaluation. The written comments must be submitted to the supervisor within ten (10) working days from the date the evaluation is signed by the employee. The supervisor shall respond to the written comments and forward to the next level supervisor for a decision. If the performance-based evaluation is unsatisfactory, the supervisor shall develop a "performance improvement plan" (PIP) for the employee. The PIP shall consist of clear and objective performance standards, reflecting how the performance will be monitored and how assistance and feedback will be provided during this period. The supervisor is fully responsible for providing the necessary assistance and feedback to the employee on a regular basis. A final evaluation of improvement will be made at the end of the PIP period. The period can be 30 to 90 days. If the employee has been on an improvement plan during the contract year and has continued the deficient performance this would constitute grounds for removal from the position and termination, or at the least non-renewal of a contract.

E. Unsatisfactory Performance Evaluation

Consistent less than satisfactory performance evaluation is the basis for initiating a professional development plan. An employee that does not make the necessary changes to be satisfactory or better will not receive a renewed contract for the new fiscal/academic year. Lack of improvement can cause termination.

F. Identifying Yearly Goals

The goal planning session is required and takes place within a month of the yearly evaluation discussion. Goals need to be developed for the new fiscal/academic year documented and agreed upon by the supervisor and employee. The goals for the upcoming year are based on the job description. Changes to the job description are warranted at this time. Goals should be documented and on file for employee and the supervisor.

G. Documenting Accomplishments

Accomplishments in relation to goals are documented by the employee no later than the end of March. The preparation of accomplishments or achievements is submitted for consideration and review at the performance-based evaluation discussion. The supervisor determines the ratings and arrives at an overall rating for the years accomplishments based on the accomplishments.

H. Schedule of Performance-Based Cycle

1. July 1 through June 30 evaluation period;
2. Last two weeks in March the employee develops the accomplishments of the year in relation to the goals established;
3. Performance-based evaluation is conducted w/the employee from April 1 through April 30 using the accomplishments and the performance-based evaluation document;
4. Goal planning session takes place establishing next year's goals during the month of May.

6.11 Outside Employment - Approved Revision Date: 06/13/12

Outside employment is any additional work performed within or outside of Northwest Indian College for compensation outside the scope of regularly assigned NWIC job duties. Outside employment is permitted as long as it does not result in any of the following conditions:

1. Conflict with or interference with assigned duties at NWIC;
2. Conflict of interest;
3. Unfavorable publicity or poor public relations to the college, the Lummi community, or extended site communities.

Full-time permanent employees must be on approved leave (paid or unpaid) and obtain written approval from their supervisor if outside employment makes them unavailable for their commitment to the college.

SECTION 7 - SALARY AND PAYROLL

7.1 Wage and Salary Administration

All Salary Schedules for Administration, Faculty, Exempt, and Classified Staff are located in the Appendix section of the manual. (Salary Schedules – Appendix C) 1. All Salary Schedules including Administration, Exempt, Faculty and Classified Staff Personnel are formed by a formal and systematic compensation plan and is the responsibility of the Director of Human Resources, in coordination with the President and approval of the Board of Trustees. The compensation plan shall allow the College to control and monitor its payroll costs while simultaneously defining reasonable salary and wages relevant to the prevailing labor market. The development and maintenance of the compensation plan shall include, but not be limited to: a job analysis, job evaluation, job descriptions, pay surveys and the salary and wage schedules. The Board of Trustees shall have final approval and authority regarding the compensation plan.

7.2 Salary and Wage Information

The salary rate for an employee funded by a grant or contract or paid from multiple accounts shall be in compliance with the classification or placement within the appropriate Salary Schedule for that employee contingent on availability of funds from that funding source.

7.3 Salary Increases

Salary increases or step progression yearly for permanent employees is contingent upon available College funds. Salary increases are subject to satisfactory performance-based evaluations.

7.4 Overtime

Only a classified staff employee who holds a position that the supervisor has budgeted shall receive overtime pay when earned and approved by the immediate supervisor prior to the overtime work. Overtime is paid at one and one-half times the employee's current hourly rate and only when the employee has worked in excess of 40 consecutive hours during that week. Overtime should be paid within the pay period that it is earned. Time during which work is not provided, such as travel to and from the work location or meal breaks, are not considered overtime unless approved by the immediate supervisor. An advance written request for overtime shall be approved only if the nature of the work is essential and cannot be accomplished during a regular work day or week. The supervisor has the authority to approve up to 10 hours and the President has the authority for in excess of 10 hours provided the request is justified. The use of overtime will be closely monitored and audited periodically. The alternative to unbudgeted over time is approved Compensatory Time.

7.5 Compensatory Time

Only a classified staff employee who is a regular full-time employee working 40 hours per week can ask for compensatory time. All compensatory time must be approved in advance by the immediate supervisor. Compensatory time may be allowed to a classified staff employee

who works overtime but whose department does not have an overtime budget. Compensatory time shall be earned at one and one-half times the employee's current hourly rate. Compensatory time shall be taken within the pay period it is earned. Only in extenuating circumstances and as approved in writing by the immediate supervisor may the compensatory time be carried over to another pay period.

7.6 Flexible Time or Location - Approved Revision Date: 06/13/12

A flexible schedule is available to employees with the approval of the supervisor of record on the condition that the schedule meets 40 hours per week (or contracted agreement number of hours). A flexible schedule is to meet the needs of the college students, staff, and operational responsibilities of the individual.

Flexible schedule does not include flexible location of where the work is to be performed. Any work to be performed outside of the normal work location must be approved by the supervisor in conjunction with the Director of Human Resources.

Some examples of requesting such a schedule would be:

1. Working through a Saturday or Sunday due to deadlines. Time can be off during the week of the next two weeks.
2. Traveling to a business function with or without students on the weekend. Time can be off during the week of the next two weeks.
3. Ongoing family responsibilities such as taking children to school property in the morning and cannot arrive until 8:15 or 8:30. Time can be adjusted by making-up at the end of the day by leaving at 5:30 p.m.

A. Contracted Employees Work Schedule – Approved Revision Date: 02/09/11

1. Any leave of four (4) hours or more must be approved by the employee's supervisor and documented on the NWIC leave form. Any leave of four (4) hours or more and not documented will be subject to our corrective action as outlined in Section 8 of this Personnel Policy Manual.

7.7 Retroactive Pay

In case of a discrepancy between the time a salary adjustment is authorized and the time that it goes into effect, retroactive pay shall be made for the period of the discrepancy. Retroactive pay shall be reviewed and approved by the supervisor.

7.8 Garnishment of Wages

Federal and Tribal court ordered wage garnishments shall be processed accordingly.

7.9 Employee Written Checks and Insufficient Funds

Checks written by employees to the College and later returned by the bank for insufficient funds will be subject to the following collection procedures:

1. The employee will be notified that the check has been returned and will be allowed five days to pay the full amount of the check in cash or money order. During this five day period, no service charge will be assessed;
2. If the full amount is not paid within five days, a \$25.00 plus bank fees and service charge will be assessed. The amount of the check plus the service charge will be submitted for payroll deduction until collected in full;
3. Thereafter, no further checks will be accepted from the employee.

7.10 Payroll Schedule

1. Distribution of checks is at 8:30 a.m. on Friday mornings following the pay period which ends on Saturdays at 12:00 a.m. All personnel are to have contracts and/or PAF's, turned in to Human Resources by the previous Friday.
2. The pay distribution for part-time faculty members consists of a term contract mid-draw following the quarter beginning date. Pay periods are three times a quarter. Final checks will be distributed upon receipt of a check release form for turning in grades and/or other formal reports required. Checks are distributed bi-weekly.
3. Non-performance on a part-time or full-time pro-rata faculty member is subject to the final check being held until contract requirements are met.

7.11 Payroll Advances

Salary or payroll advances may be authorized for emergencies based upon actual hours worked to date. The employee who has completed their probationary period can request payroll advance by requesting through the Human Resources Director. The Human Resources Director may approve a maximum of three (3) advances per fiscal year for an employee. A fiscal year is July 1st through June 30th of the following year. The advance is expected to be paid back in the next paycheck but the employee may request that the advance be deducted over three (3) pay periods. Repayment may not exceed three paychecks. Temporary and non-benefited part-time employees will not be considered for salary advances.

7.12 Annual Leave Pay/Classified Staff

Annual leave pay is paid only to classified staff employees and time is accrued based on years of service every month. The classified staff can accumulate leave and do not lose it at the end of the year. If an employee resigns, they will be compensated for remaining annual leave days that were unused. The maximum number of annual leave days that can be accrued or paid out at resignation is 30 days.

7.13 Non-Contract Days – Contract Employees

Administrators and Exempt employees are compensated only for the days worked in a fiscal year (includes 12 paid holidays). If an administrator or exempt employee does not complete the yearly contract, the remaining non-contract days that were not used are not paid out.

Carry-over of non-contract days is approved by Human Resources. The maximum hours permitted per fiscal year is 80. A written memorandum is required stating the number of days/hours being requested. A further requirement is that the time carried over must be taken in the new fiscal year by September 30th (90 days), unless there is a valid reason for an exception to extending the 90-day period. Forward a request for a 30-day extension to Human Resources. Thirty-days will be the maximum extension before losing the hours.

7.14 Payroll Deductions

The following payroll deductions are subtracted from all employees' paychecks:

1. MWHT or SWHT – Married or Single Withholding Tax;
2. FICA and MED – Social Security and Medicare;
3. WLA or WLP or WLM – Workmen's Compensation Liability;
4. LIBC – Tribal Tax (if working on the reservation);
5. Other – health clubs, additional insurance, retirement fund, or donations to the NWIC Foundation in excess of college's contribution;
6. Payroll deductions shall not be postponed for federal taxes, FICA, outstanding travel authorizations, college purchases, health and life insurance coverage for dependents, and any other payment owed by the employee to the College or as mandated by employment laws.

7.15 Employee Stipend/Addendum/Augmented Pay – Approval Date: 02/09/11

Any employee who is asked to perform additional duties not included in their job description may be eligible for additional pay in the form of a stipend/addendum/augmentation. A stipend is a one-time payment for a task which is assigned for a singular task for 3 months or less. An addendum to a contract is additional pay which will be longer than 3 months. An augmentation is where the duty or task is going to be an ongoing task either by quarter or annually. Any employee who is asked to perform additional duties not included in their job description may be eligible for additional pay in one of the forms described above. Additional pay will follow the process outlined below:

1. Review the job description of the employee receiving the stipend to ensure that the additional work is not part of their existing duties. Any work to be performed under the agreed additional pay must be performed outside the scope of their job description;
2. Give information to the Human Resources department to create the form necessary to document the additional pay which will include the following:
 - a. Employee Name, Social Security Number, Address, and Phone Number;
 - b. The amount of the added pay is based on either an hourly rate (which may or may not be the employee's rate of pay), a daily rate or some other negotiated rate;

- c. The account code which the funds are to be drawn from;
 - d. A brief description of the additional responsibilities. This should include the description of work and outcomes expected.
3. Signatures required will include employee, supervisor, Vice-president/PI, and Human Resources;
4. After all signatures are obtained, a copy of the additional pay document will be given to payroll to process;
5. Copies can be requested by those who signed the agreement;
6. The original agreement will be filed in the Human Resources Department.

SECTION 8 – CORRECTIVE ACTION

8.1 Corrective Action

It is the policy of the College to take steps in changing behavior unbecoming of an employee of the College. The Corrective Action Policy serves this goal. All corrective action taken, including written warnings, suspensions, and terminations shall be placed in the employee's personnel file in Human Resources. A permanent employee may file an appeal on disciplinary action he/she considers unjust, except a release from probationary employment. (See Section 12 #12.2 Probationary Termination) The appeal shall be resolved in accordance with the procedure set out hereinafter. Corrective Action offenses have a 30-day maximum between the first, second and third offense in displaying significant changes in the behavior.

The verbal warning discussion is to take place first prior to being placed on corrective action. The supervisor is to document the date, time, and dialogue that took place in informing the employee of the problematic behavior, and the expectation for improvement with reasonable deadlines. When the employee does not improve then they are placed on corrective action.

In the event that an employee accumulates two (2) or more written offenses within 30 days or at the same time, with the same or different levels of penalties the expedition of the final result can be determined by the supervisor and Human Resources. For example, if an employee has received written warning for "being absent or tardy without authorization", "abusing paid leave in a consistent pattern of abuse", and has had written complaints twice for "making malicious, false or derogatory statements that may damage the integrity or reputation of the College or its employees" the supervisor, HR and final approval by the appropriate Vice President can escalate to 10 days suspension without pay and then to discharge, or if warranted directly to discharge. If the matters are serious enough to warrant discharge the policy will be to terminate the employee. All written documentation and recorded efforts to arrive at improvement and resolution with the employee are required with a recommendation to terminate employment by the supervisor. The President is to be notified of all actions that have reached the suspension phase of the corrective action, and also of any pending termination.

8.2 Index of Offenses and Penalties

	TYPE OF OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
1.	Failing to meet adequate levels of job description.	Documented Written	3-5 Days Suspension	Discharge
2.	Failing to safeguard confidential information regarding students, employees or the institution.	Documented Written Warning	3-5 Days Suspension Without Pay	Discharge
3.	Being absent or tardy without authorization	Documented Written Warning	3-5 Days Suspension Without Pay	Discharge
4.	Abusing paid leave such as not obtaining prior approval, lack of verification upon request, consistent pattern of abuse	Documented Written Warning	3-5 Days Suspension Without Pay	Discharge

8.2 Index of Offenses and Penalties

	TYPE OF OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
5.	Failing to document and obtain approval for leave taken	Documented Written Warning	3-5 Days Suspension Without Pay	Discharge
6.	Using aggressive or hostile language towards another individual in either verbal or written form	Documented Written Warning	3-5 Days Suspension Without Pay	Discharge
7.	Making malicious, false or derogatory statements that may damage the integrity or reputation of the College or its employees.	Documented Written Warning	10 Days Suspension Without Pay	Discharge
8.	Supervisors not following guidelines and deadlines for administering performance evaluations yearly	Documented Written Warning	3 –5 Days Suspension Without Pay	Discharge
9.	Unsatisfactory Performance Evaluation	Professional Development Plan	Discharge	
10.	Maliciously spreading of misinformation to co-workers, the public, or media	Documented Written Warning	3-5 Days Suspension Without Pay	Discharge
11.	Failing to recognize or abide by the line of authority	Documented Written Warning	3-5 Days Suspension Without Pay	Discharge
12.	Failing to adhere to, or enforce enforce policies or resolutions or other directives approved by the Board of Trustees	Documented Written Warning	5-10 days Suspension Without Pay	Discharge
13.	Insubordinate behavior (disobedient; defiant)	Documented Written Warning	5-10 days Suspension Without Pay	Discharge
14.	Refusing to perform reasonable and proper work assignments from an authorized supervisor, except where the employee's health and ethics may be reasonably jeopardized by the assignment	Documented Written Warning	5-10 days Suspension Without Pay	Discharge
15.	Sleeping, loafing or gambling on the job.	Documented Written Warning	5-10 Days Suspension Without Pay	Discharge
16.	Failing to secure College equipment that may/does result in damage or theft of equipment.	Documented Written Warning and Restitution	10 Days Suspension	Discharge

8.2 Index of Offenses and Penalties

	TYPE OF OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
17.	Being cash short in the handling of College funds without explanation	Documented Written Warning and Restitution	Discharge	
18.	Searching through another employee's personal belongings without permission,	3-5 Days Suspension Without Pay	Discharge	
19.	Searching through another employee's office files, desk, cabinets, shelves and/or equipment without reasonable cause or proper authorization	3-5 Days Suspension Without Pay	Discharge	
20.	Stealing another employee's property.	10 Days Suspension Without Pay	Discharge	
21.	Creating a hostile working environment for any employee	Documented Written Warning	10 Days Suspension Without Pay	Discharge
22.	Driving a College vehicle without a valid driver's license	10 Days Suspension Without Pay	Discharge	
23.	Permitting unauthorized passengers in a College vehicle such as non-college business passengers, and children	10 Days Suspension Without Pay	Discharge	
24.	Using a College vehicle and equipment for unauthorized personal use	10 Day Suspension Without Pay	Discharge	
25.	Unauthorized travel (not consistent with approved travel policy – non-college related)	10 Day Suspension Without Pay	Discharge	
26.	Alcohol and substance abuse on job	Documented Written Warning; Immediate Suspension for the day; without pay and mandatory counseling assistance by an appropriate Health Agency (see Drug Alcohol Policy 5.5)	Discharge	
27.	Uncooperativeness with a mandatory alcohol or controlled substance abuse counseling or rehabilitation program or health agency.	Discharge		

8.2 Index of Offenses and Penalties

	TYPE OF OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
28.	The sale or distribution of drugs while on college campus within a 24 hour day	Discharge		
29.	Failing to report and/or repair known chemical or other potential hazards	10 Days Suspension Without Pay	Discharge	
30.	Violating or neglecting safety rules or contributing to hazardous conditions	10 Days Suspension Without Pay	Discharge	
31.	Contracting services, promising and/or offering employment without proper authorization	10 Days Suspension Without Pay	Discharge	
32.	As a result of employee negligence on a business trip involvement in an accident	10 Days Suspension Without Pay	Discharge	
33.	Intentionally destroying, or damaging, College property without authorization	10 Days Suspension Without Pay	Discharge	
34.	Committing assault and battery on an employee, student or visitor	Discharge		
35.	Obligating the College monetarily without proper authorization.	10 Days Suspension Without Pay	Discharge	
36.	A conviction in federal, state or tribal court which puts in question the integrity and trustworthiness of the employee.	Discharge		
37.	Committing fraud during the course of college business	Discharge		
38.	Theft or conversion of College property for personal gain	Discharge		
40.	Removing or destroying institutional	Discharge		
41.	Abandoning position, which is defined as failure to report to the supervisor or HR for three (3) consecutive working days.	Discharge		

8.2 Index of Offenses and Penalties

	TYPE OF OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
42.	Imposing any unwelcome, unwanted or uninvited sexual advances either verbally or physically (Based on Sexual Harassment Policy 6.4)	Disciplinary action will be based on the Sexual Harassment Policy		
43.	Negligently endangering the well-being of another individual that resulted in injury	Discharge		
44.	Possessing, displaying or using authorized/unauthorized explosives, firearms, weapons, or other dangerous weapons while on College property in an irresponsible manner	Discharge		
45.	Breach of the Code of Ethics	Written Documented Warning	3-5 days Suspension Without Pay	Discharge

8.3 Authority To Take Corrective Action

The supervisor of the employee has the authority to enforce the corrective action steps beginning with a verbal warning and the documented written warning, and suspension. In the event the employee continues the offenses and discharge is a potential result, Human Resources, the immediate supervisor and the appropriate College official is to be informed. A recommendation is to be prepared and signed by both supervisors and all documents forwarded to Human Resources for review of documentation and issues. Human Resources will inform the President of the action being taken.

In the event that a student wants to pursue a complaint against personnel, the student should go to the Vice President of Student Services or the Vice President of Instruction to follow a process.

8.4 Appeal Procedures and Policy for a Corrective Action

The College grants permanent administrators, exempt and classified staff, and full-time and pro-rata faculty members the opportunity to appeal any corrective action. Corrective action may include a documented written warning, suspension without pay, involuntary termination or discharge taken against the employee. The employee who initiates an appeal shall be treated in a fair and impartial manner, without threat of discrimination, retaliation or reprimand in any manner. Probationary employees are not eligible for appeal rights until the probationary period is satisfactorily completed.

A copy of all written correspondence pertaining to an appeal MUST be submitted to Human Resources.

A. Internal Administrative Appeal Review

1. An employee may submit a written appeal to the immediate supervisor within five (10) working days of the notification of adverse personnel action, or circumstances considered to be unjust, documented and grounds for complaint. The supervisor must provide a written response containing his/her decision to either continue or discontinue the personnel action within five (5) working days of receiving the employee's written appeal.
2. If the employee is dissatisfied with the immediate supervisor's response to his/her appeal, the employee may appeal through the appropriate line of authority. Any supervisor to whom the appeal has been submitted shall notify the employee and the employee's immediate supervisor of his/her decision in writing within five (5) working days of receipt of the appeal.

B. Internal Appeal Committee Hearing

If the appeal is not resolved within the supervisory level, to the satisfaction of the employee, the employee must submit within five (5) working days a request to Human Resources for an Internal Appeal Committee Hearing.

C. Composition of Appeal Committee

The Appeal Committee shall consist of the following:

- 1) A representative from each job classification: administration, classified staff, exempt and faculty.

D. Parties to Appeal Proceeding

The other staff that is present during the Appeal Committee session is the Director of Human Resources, The employee filing the appeal, supervisor of employee filing the appeal, employee receiving appeal, and the supervisor of employee receiving grievance. An option is also a staff member to represent the employee filing the appeal.

E. Appeal Proceeding

1. Within seven (7) working days of receipt of the appeal, Human Resources shall notify the committee members of their appointment to the Appeal Committee. Human Resources shall schedule and notify the parties of the hearing.
2. The Appeal Committee shall select a chair from among its members to preside at the hearing and a secretary to record the minutes. Human Resources shall assist in the recording of the proceeding.
3. The Appeal Committee shall not be bound by any formal rules of evidence applicable in court proceedings. However, document(s) pertinent to the incident and addressing the

appeal may be submitted for review by the Committee. Each party will have the opportunity to present evidence in support of its case.

4. Following the hearing, the Appeal Committee shall issue its decision by a majority vote. A written decision, signed by the chairperson is to be submitted to the Human Resources\within five (5) working days.
5. An employee may withdraw their appeal during the process and comply with any previous decisions.
6. An employee who voluntarily resigns while his/her appeal is pending or is in progress shall be deemed to have withdrawn his or her appeal.
7. If the appeal is resolved through the committee decision the proceedings are complete. If the appeal is not resolved to the satisfaction of the employee the next step is the final one.
8. The President reviews all documents and recommendations from the Appeal Committee. The Appeal Committee has (5) days from the non-resolution to present the documents to the President.
9. The Presidential review takes place and meets with employees and supervisors to arrive a final decision. The President has (5) working days after receiving the documentation to meet with all of the parties.
10. The President's decision is final in this proceeding.

8.5 Grievance Policy and Procedure

Prior to the formal grievance process the employees with appropriate supervisors are encouraged to have a discussion to resolve the issue. If the issue is not resolved, the written formal allegation starts the grievance process. (Harassment is covered under Section 6.4, p. 10)

Definition and Scope

A grievance is defined as, and limited to a formal written allegation by a grievant that he/she has been adversely affected by a violation of a specific personnel policy. Complaints that do not meet this definition will not be considered under this procedure.

A grievance is applied when any one of the personnel policies has been violated, but there was no corrective action in place at the time. The appeal procedure is different than the grievance procedure as an appeal must be related to an employee who has been placed on Corrective Action for one of the offenses stated in Section 8.

The employees that are eligible to file a grievance are those that are eligible to be offered benefits at the College and are covered under the Personnel Policies -- full-time and pro-rata faculty members, classified staff following the successful completion of the required 90-day

probationary period, administrators on a contract, and exempt employees on contract. Temporary and part-time/adjunct employees may not file grievances under this policy.

1. Examples of actions which may be grieved under this procedure, include:
 - a. A grievance when a representative of the College is alleged to have violated one or more sections of a personnel policy;
 - b. A representative of the College is alleged to have misapplied one or more sections of a personnel policy;
 - c. An employee who reaches the suspension step of corrective action but has not reached termination in that process. (Section 8 of the Personnel Policies);
 - d. A performance evaluation has been used in a way to terminate or suspend the employee;
 - e. After termination an employee has 5 days to file a grievance based on the cause of the termination.

2. Examples of issues, which are not entitled to be grieved under this procedure include:
 - a. Termination of employees in their initial hire probation period (first 90 days);
 - b. Termination related to lay-off or to expiration of temporary or externally funded grants or contracts (unless the grievance alleges policy statement violations);
 - c. Position classification determinations or reassignment, transfer, or classification changes as a result of re-organization;
 - d. Failure to offer a new employment contract;
 - e. Actions or procedures that are not included in the personnel policies.

SEQUENCE OF PROCEDURAL ACTIVITIES FOR FILING A GRIEVANCE

Step No.	Activity	Timing	Parties that May Be Involved	Result
1	Initial grievance – conference; written allegation of incident	within 10 days	Employee filing the grievance; Supervisor of employee filing grievance; Employee receiving grievance; Supervisor of employee receiving grievance; Director of Human Resources	Meeting is scheduled to resolve the grievance
	Meeting to resolve grievance	must take place within 5 working days of grievance being filed	Employee filing the grievance; Supervisor of employee filing grievance; Employee receiving grievance; Supervisor of employee receiving; Optional – Staff Member for employee filing the grievance	--If resolved with mutual satisfaction, matter is ended.

--If unresolved
move to Step 2,
Grievance
Committee
Review

Step No.	Activity	Timing	Parties that May Be Involved	Result
2	*Grievance Committee Review of Appeal Employee appeals decisions to the HR Director to select committee based on policy criteria	within 5 working days after non-resolution	*Grievance Committee - 1 representative each job classification; Employee filing the grievance; Supervisor of employee filing grievance; Employee receiving grievance; Supervisor of employee receiving grievance; (Optional) Staff Member for employee filing grievance	Grievance Committee with mutual resolution.
	Grievance Committee hears all evidence and renders a decision	within 15 working days of official receipt of grievance	Same as above in Step 2	The decision is made by majority rule.
	Grievance Committee informs all involved of decision	within 5 working days of the completion of proceedings.	Same as above in Step 2	If the grievance is resolved the proceedings are complete. If the grievance is not resolved, the next step is the final one.
3	** Written Grievance for Review by the President Documents, notes from resolution meeting; Grievance Committee documentation and findings are provided to the President	within 5 working days from non-resolution	President; Employee filing the grievance; Supervisor of employee filing grievance; Employee receiving meeting; grievance; Supervisor of employee receiving grievance; (Optional) Staff Member for employee filing grievance	
	President reviews all of the documentation, and meets with employees and supervisors to give a decision.	within 5 working days after receiving the documentation	President; Employee filing the grievance; Supervisor of employee filing grievance; Employee receiving grievance; Supervisor of employee receiving grievance; (Optional) Staff Member for employee filing grievance	The President's decision is final.

* Selection of Grievance Committee is selected by Human Resources, comprised of one representative from each job classification: Classified Staff, Administration, Exempt, and Faculty plus the Human Resources Director. A committee will be formed randomly selecting names from an unbiased method of selection; for example each employee assigned a number in each job classification and selecting one number from each group until a qualified committee member is found from all job classifications. The employees selected are to be acceptable to both parties; cannot be related to the grievant, nor a co-worker, nor affected by the outcome of the appeal. The parties can formally put in writing the rationale used in not accepting a

Grievance Committee member, to the Director of Human Resources. The selection criteria are followed again until an acceptable committee is formed.

****In the event that the President is the subject of a grievance by an employee Step 1 will be eliminated and the Director of Human Resources will contact a Judicial Officer to perform the duties of the Grievance Committee in Step 2. If resolution has not taken place then Step 3 will be a final decision by the Board of Trustees Chair. That decision will be considered final.**

SECTION 9 - EMPLOYEE BENEFITS

9.1 Description of Benefits

1. Northwest Indian College provides fringe benefits to eligible individual active employees. Changes in the options and the dollar amount must be reviewed and approved by the Board of Trustees before any changes to increases are paid to the provider.
2. The benefit package is reviewed annually by the Board of Trustees. The amount to cover benefits for an employee is approved by the Board of Trustees at that time and the required amount to be allocated monthly to the retirement fund. The college is not required to provide benefits as an employer and changes that take place in any given year may increase or decrease the selection of or type of benefit, depending on economic conditions.
3. The benefit documents are in Human Resources office and are provided to the employee when he/she becomes eligible. The options available require an allocated amount to be placed in the retirement fund, and the balance to be used for health insurance providers. If the employee has coverage through a spouse, or tribal health, the balance of the approved monthly allocation is placed either in TIAA/CREF fund, taxable payroll, or both with the decision being made by employee if selected by employee.
4. A life insurance policy for \$10,000 is provided for each eligible employee at no cost. Additional coverage is also available for purchase through Voluntary Life and is paid for by the employee with specific criteria for eligibility on amount. The employee has the option to purchase this and is paid for out of payroll monthly.

The College also provides policies for short-term disability, accidental death-dismemberment, and long-term disability at no cost to the employee.

9.2 Eligibility

The employees that are eligible for benefits are:

1. F/T classified staff employees that completed the 90-day probationary period successfully;
2. Part-time classified staff employees (20 hours or more per week) that have completed the 90-day probationary period successfully – dollar amount is pro-rated based on number of hours worked per week. This affects the out of pocket required by the employee;
3. Administrative, and exempt employees, from day 1 of the contract period;
4. Full-time/pro-rata faculty from day 1 of the contract period (10 month or more contracts). The two summer months not included in the yearly contract provide continuous coverage for health insurance for the individual only, and not the spouse or dependants. The retirement fund is frozen for the two month period and no allocations are made for the employee.

9.3 Continuation of Benefits

The benefits are cancelled on the final day of the month during the month in which an employee terminates their employment. The election of COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits is offered to the employee who wishes to continue with the medical and dental care. Detailed information on COBRA is in Section 12 Separation of Employment – 12.5.

SECTION 10 - HOLIDAYS AND LEAVES

10.1 Holidays

The College recognizes the following holidays:

- | | |
|----------------------------------|--------------------------------------|
| 1. New Year's Day | January 1 |
| 2. Treaty Day/Martin Luther King | 3 rd Monday in January |
| 3. President's Day | 3 rd Monday of February |
| 4. Memorial Day | 4 th Monday of May |
| 5. Independence Day | July 4 |
| 6. Labor Day | 1 st Monday of September |
| 7. Veteran's Day | November 11 |
| 8. Thanksgiving Day | 4 th Thursday in November |
| 9. Native Family Day | 4 th Friday of November |
| 10. Christmas Eve Day | December 24 |
| 11. Christmas Day | December 25 |
| 12. New Years Eve Day | December 31 |

If any of the holidays noted above fall on a Saturday or Sunday, the preceding Friday or the succeeding Monday shall be observed as the holiday.

10.2 Administrative Leave

All full-time regular employees are eligible to be excused with pay if they have met the following requirements:

1. If an employee's work schedule is such that he/she would be unable to participate in the activities noted prior to or after normal working hours, he/she may be granted a reasonable amount of time to perform the activity (not to exceed 4 hours).
2. Administrative leave must be approved by the first-line supervisor and appropriate College official in advance of the absence and is applicable only when applied to the entire college.

Activities that are considered administrative:

1. Donating Blood
2. Voting - local, federal, or tribal elections
3. Traveling home from work safely under hazardous road conditions

College employees should be aware that they are the final judge when weather and/or road conditions are appropriate for travel between work and their home. In the event that the College decides to remain open during inclement weather but the employee feels that road conditions are too hazardous to travel, he/she should notify the administration of the desire to take annual leave rather than report to work.

Other extraordinary leave that may be identified as administrative can only be granted by the Vice President's office such as snow days, earthquakes, tornadoes etc.

10.3 Annual Vacation Leave - Classified Staff

Full-time classified support staff in a permanent status are eligible to earn and use annual vacation leave in accordance with certain criteria and conditions. Part-time permanent staff will earn and accrue annual vacation leave on a pro-rated basis determined by the percentage of hours worked in a full-time work week.

Employees earn and accumulate annual vacation leave as follows:

<u>Yrs. Service</u> <u>from</u>	<u>through</u>	<u>Hrs. Monthly</u> <u>accumulated</u>
0	5th	8
6th	10th	10
11th	15th	12
16th	to perpetuity	14

1. Hours accrued are continuous and begin on the original date of hire;
2. The accrual automatically accumulates and is adjusted according to hours or days taken;
3. When an employee takes annual/vacation leave the accrual of annual leave time is still continuous during that vacation period and will automatically accumulate as if on active status.

Note: Employees that have a break in service and eventually return to the college in either the same or a different position are not given credit for the original length of service. The date of hire is recognized as the most recent start date for the purpose of accumulating annual vacation leave.

The maximum accumulation of days for annual vacation leave is 30 days or 240 hours. Once an employee has reached this maximum, the accumulation amount beyond the 240 hours/30 days, or the equivalent of pro-rated part-time hours/days, will be lost.

An employee must receive approval by the supervisor for taking specific hours/days for annual vacation leave. Annual vacation leave should be requested at the mutual convenience of the college and the employee. Supervisors are not required to approve annual vacation leave that is taken without prior notice; however, they are encouraged to approve all requested annual vacation leave because the employee has earned it.

Temporary employees are not eligible for annual vacation leave. Probationary employees that receive permanent status after the 90 days period will earn and accrue annual vacation leave from the first full month of employment. The accrual will be accumulated for the 90-day period and posted to the employees annual vacation leave balance following the change to permanent status.

10.4 Non-Contract Days and Administrator and Exempt Contracts - Approved **Revision Date: 02/09/11**

NWIC issues a contract for the administrative and exempt management staff yearly, with the fiscal year beginning on July 1 of the current year and ends on June 30 of the following year.

The employee's responsibility is to provide services to the college for a specific number of contract days per fiscal year. The non-contract days are identified as days that are not holidays, weekends or contract days. Non-contract days are used in lieu of paid annual leave. Administrators receive 22 non-contract days (176 hours) and exempt management employees 15 days (120 hours).

A maximum of 10 non-contract days (80 hours) that have not been used by June 30th can be carried over into the next year. Carry over must be used no later than September 30th (within three months) of the new fiscal year. Any excess non-contract days that are not utilized before September 30th of the new fiscal year will be lost.

10.5 Sick Leave

1. Classified staff earn and are eligible for 8 hours (1 day) per month of sick leave for each full month worked;
2. Part-time permanent employees earn sick leave on a pro-rata basis determined by the percentage of hours worked in a full-time work week;
3. Full-time and pro-rata faculty members receive 3 days of sick leave at the time of signing the faculty contract and after completion of their first quarter of employment may earn and accrue sick leave at the rate of 1 day per month up to a maximum of 9 days per contract year;
4. Part-time faculty members are entitled to 1 day of non-accumulative sick leave per quarter. A day is defined as the assigned workload for the day missed due to illness or injury. Sick leave benefits will be paid only for approved absence and for times where employees would otherwise be scheduled for work;
5. Administrators and exempt employees accrue 8 hours per month.

Employees requesting sick leave must inform the supervisor of their absence and the nature of the illness/injury no later than 8:30 a.m. on the day of each absence. If the supervisor is not available, notifying another department member to take responsibility to notify the supervisor will be in accordance with the requirement. Faculty members are required to call the appropriate Chair's office. Failure to make such notification could result in leave without pay.

Sick leave credit may not be utilized or taken in advance of the time being earned or accrued. Sick leave cannot be charged or taken for use as annual/vacation leave. The employer has the right to request a physician's statement to verify the extent of the illness or injury and when the

employee may return to work and will be provided at the employee's expense. Sick leave has a maximum accrual of 240 hours or 30 working days.

When an employee separates from the college the sick leave accrued is lost. Use of sick leave for illness, injury, doctor and dental appointments is permitted for self or in assisting family member.

The new employee earns sick leave beginning with the first full month of employment. However, the actual accrual is not enacted until the 90-day period of probation has been completed and the employee status changes to permanent.

10.6 Leave Without Pay - Approved Revision Date: 06/13/12

1. All accrued annual leave or sick leave, whichever is applicable, must be exhausted before an employee may enter a leave without pay status. An employee may make a written request for a leave of absence. A leave without pay request shall be supported by written documentation justifying the request. The request, duration of the leave, and any extension of leave must be approved by the appropriate line of authority and Human Resources. Extensions are not guaranteed and the needs of the college are always of primary concern in the final decision to grant the request or not. A temporary employee may be hired during this time if needed.

10.7 Funeral Leave

All eligible employees shall be granted compassionate leave with pay for attending funerals for a designated number of hours/days. Requests for extended funeral leave will be considered and approved with conditions, as stated below:

1. The definition of "family member" is father, mother, spouse/recognized spouse, son, daughter, sister, brother, aunt, uncle, niece, nephew, first cousin, grandparent, grandchild, great grandparent, great grandchild. In-law and step relationships are defined as the same as and are recognized as being family member in relation to funeral leave;
2. The family of the deceased may request the active participation of some employees during the funeral; as the family speaker, sitter, casket maker, head cook, cooks helpers, pallbearer, and including honorary in the funeral services. Employees that are non-family members, and are not participants in the funeral but are considered friends of the deceased or family, are eligible to attend the funeral;
3. The supervisor is to be notified of the funeral leave being taken, however the employee that is a family member of the deceased may have someone call the supervisor to inform them of the death in the family. All other employees that are not part of the family are requested to call the supervisors directly to request funeral leave benefits;
4. Approved funeral leave with pay:
 - a. Family member: up to 3 days

- b. Active participants: varies 8 hours/up to 3 days (depending on activity participant is fulfilling for the family)
 - c. Non-family member: up to 4 hours;
5. Extended funeral leave - eligible employees may request the approval for additional days of absence beyond the approved time granted. The extra hours/days will be charged to annual or sick leave that has been accrued or leave without pay, at the employee's discretion.

10.8 Cultural Leave

1. Permanent employees shall be required to request leave to participate in a tribal spiritual ceremony (i.e., seowyn, sundance, etc.) Annual leave, sick leave or a combination of leave with pay and without pay may be granted for a period of up to four (4) weeks. Approval for an extended period may be granted with the concurrence of the appropriate supervisor and the College President;
2. The employee is responsible for making known in advance the intention to request leave for cultural purposes including the type of leave, approximate dates and anticipated duration in order to allow the department to prepare for the staffing adjustments which may be necessary. If the cultural event makes notification impossible for the primary recipient, then a family member may arrange for the employee's request and approval of leave.

10.9 Maternity/Paternity Leave

1. A request for maternity leave will be considered on the same basis as other requests for leave. Maternity leave shall be applied to the employee's individual accrual accounts until each one is depleted; sick leave, then annual leave, and then followed by a request for leave of absence without pay. Under normal circumstances, maternity leave shall be granted for up to a period of three (3) months following delivery. Maternity leave which exceeds the accumulated sick and annual leave constitutes a break in service with respect to the accrual of additional sick and annual leave benefits;
2. A male employee may request leave for purposes of caring for his minor child(ren) or of his newborn child. Paternity leave shall be charged to the employee's accounts until each one is depleted; sick leave, then annual leave, and then followed by a request for leave of absence without pay;
3. The employee is responsible for making known in advance the intention to request leave for maternity/paternity purposes including the type of leave, approximate dates, and anticipated duration in order to allow the department to prepare for any staffing adjustment which may be necessary. The employee's position may be filled on a temporary basis during the employee's absence;

4. Maternity/Paternity leave does not constitute a lay-off or permanent separation from the college. Employees are not permitted to apply for Unemployment Compensation during leave time. Employees that are eligible for Maternity/Paternity Leave are governed by the stipulations of the policy and are not permitted to substitute the Family Medical Leave Act in its place. The Family Medical Leave Act is found in the Appendix of this manual.

10.10 Reserve Military Leave

1. Any employee who presents official orders requiring his/her attendance for a period of training or other active duty as a member of the U. S. Armed Forces, Reserve Corps or State National Guard shall be entitled to military leave for a period not to exceed two (2) weeks or (10) working days per year and for days that the employee would have been scheduled to work. The employee shall be entitled to re-employment rights up to one (1) year as long as he/she is on approved military leave;
2. The compensation for employees on approved reserve leave shall be equal to their regular salary minus their military salary for the period of reserve leave. Verification of military pay must be presented to the college prior to receiving compensation from the College. No College compensation will be made to employees whose military pay exceeds their college pay or for those who fail to verify their military pay. An employee that is on military leave will continue to be covered under the health benefits plans enrolled in prior to the leave. Accruals of sick leave and annual leave will continue to accrue.

10.11 Military Leave

1. Military leave shall be granted to an employee who is called into active military duty in any branch of the U. S. Armed Forces, as prescribed by Federal law;
2. Employees who volunteer for extended military service may reapply for the position they vacated, or apply for a vacant position of equal status within ninety (90) days of discharge, as prescribed by the Veteran's Re-employment Rights Act.

10.12 Jury Duty

All regular full-time/part-time employees are eligible for benefits if summoned for Jury Duty. An employee shall be granted leave with pay for jury duty. The employee called for such duty shall advise their immediate supervisor as soon as they are summoned.

SECTION 11 - EMPLOYEE DEVELOPMENT

11.1 Training and Professional Development Approved Revision Date: 01/08/14

1. Permanent full-time and part-time employees are eligible to submit a training and professional development request. Such requests shall be submitted to and approved by the immediate supervisor.
2. Requests for training and professional development may be initiated to:
 - a. Participate in workshops, seminars, conferences and orientations that directly relate to the employee's current position, as determined by the employee's immediate supervisor.
 - b. Improve performance deficiencies as identified by the immediate supervisor and outlined in a performance-based evaluation.
 - c. Enhance already existing skills of an employee.
 - d. Support advancement into an already existing position through a mentoring arrangement.
 - e. Fulfill a requirement for higher education.
 - f. Participate in NWIC Foundational Courses and other academic cultural course offerings.
3. Requests for training and professional development shall be accompanied by a Professional Development Plan based on three categories of development – education, job experience and developmental activities. The plan, prepared by the employee, the immediate supervisor and reviewed by Human Resources, contains planned activities, timelines, progress meetings, and expected end date for completion. It also contains an agreement to commit to the plan as indicated by the employee's signature.
4. Permanent employees who are members of a federally recognized tribe are encouraged to participate in the NWIC Foundational Courses and other academic cultural course offerings. Participation does not require pursuit of a formal certification or degree, but does require approval of an educational development plan and other parameters of the educational leave policy as set forth in this Section.

11.2 Tuition Assistance for Professional Development Approved Revision Date: 01/08/14

NWIC has adopted a philosophy of developing employees for increased areas of responsibility at the College. This philosophy of "growing our own" is supported through tuition assistance for those employees who desire to advance their education and to develop their professional skills.

Permanent full-time employees and full-time and pro-rata faculty members desiring professional growth through advanced educational degrees (Bachelors; Masters; PhD) at other educational institutions are eligible to request tuition assistance from NWIC. The advanced educational degree must be related to career development that aligns with the College's strategic plan. Awards of tuition assistance will be based on available funding.

The following eligibility criteria must be met before tuition assistance will be considered:

1. Employees must have successfully completed their initial ninety- (90) day probationary period.
2. Employees must be in good standing within their department, as supported by past performance appraisals and the assessment of the employee's current supervisor.
3. Employees must have two (2) years of continuous full-time or pro-rata employment. (In the event that an employee is promoted to a position requiring an advance degree and NWIC requires that the employee obtain such degree, the two (2) year requirement may be waived by the President.) Employees will be required to provide documentation each academic year of a degree program of having exhausted all other possible avenues of financial assistance/scholarships each given year.

Requests for tuition assistance shall be submitted no later than April 15 of each year for the following Fall Quarter. Requests shall be approved by the employee's immediate supervisor and the respective Vice-President. The Vice President will present the recommended tuition assistance to the President no later than May 15 of each year. Requests may be prioritized if there are multiple requests received and decisions whether to grant tuition assistance and to what funding level will be based on the relevancy of the educational development request to the NWIC strategic plan. Employees who are a member of a federally recognized tribe will be given preference in the approval of tuition assistance requests. The President makes the final decision on tuition assistance requests at his/her discretion, and such decisions are not subject to the grievance procedure in Section 8.5.

The following criteria will apply to the awarding of tuition assistance to any employee where approval has been granted:

1. Tuition assistance will be up to half (50%) of the total student cost of tuition for each quarter/semester attended. Such financial assistance will continue for the full academic degree program subject to the conditions set forth below
2. For every equivalent full academic year of tuition assistance granted, the employee will commit to an additional year of employment with NWIC. An academic year is based on completion of thirty (30) semester hours or forty-five (45) quarter hours. The academic year-for-employment year calculation will commence from the ending date of the last quarter/semester in which the employee receives assistance from NWIC. The academic year will be pro-rated for part-time employees. In the event the employee is terminated for disciplinary reasons (just cause) he or she will be required to repay the amount of tuition assistance received, as determined by the College.
3. In order to remain qualified for each subsequent quarter/semester, the employee must maintain satisfactory academic progress as reflected in a copy of their grade report submitted to their supervisor. Tuition assistance will not be provided for classes that need to be repeated. Employees will be required to provide documentation of having exhausted all other possible avenues of financial assistance/scholarships each academic year. This assessment will be conducted no later than June of each year, as part of the employee's annual performance-based evaluation process.

4. A maximum four (4) year time frame for achieving completion will be granted for the pursuit of each degree to which NWIC provides assistance; requests for assistance toward additional degrees will be considered as a separate request.

11.2.1 Professional Development Plan for Tuition Assistance

Once approved, the employee and their respective supervisor, along with the assistance from Human Resources, will create a Professional Development Plan which will include the following:

1. Degree being pursued that is related to the criteria listed above.
2. Time-frame within which the degree will be obtained.
3. Year (Education) for year (Continued Employment) commitment.
4. Agreement regarding increased compensation for degree attainment.
5. Any other information relevant to execution of the agreement between the College and the employee.

11.2.2 Tuition Assistance for Professional Development Agreement

Human Resources will develop the formal agreement that outlines the terms of the approved request and obtain the signatures of the employee and the President. This formal agreement will be maintained in the employee's personnel file. Human Resources will be responsible for ensuring that the provisions of this policy are followed.

11.3 College Courses Taken During Working Hours

An employee with an approved career development plan, satisfactory academic progress, and satisfactory performance appraisals, may take a maximum of 5 hours per week, per quarter, (including travel time) with the approval of the immediate supervisor and documented with Human Resources. The college will allow a schedule that includes 35 hours per week at work. Lunch hours cannot be substituted for time included in the 35-hour workweek.

11.4 Educational Benefits

Permanent full-time employees and continuing faculty members are eligible for educational benefits. Employees serving the required probationary period are excluded.

11.5 Tuition Waiver for NWIC College Courses

Employees who are not receiving any type of scholarships and have exhausted all scholarship and financial aid funding are eligible for a full tuition waiver per quarter for NWIC courses. The courses are to be linked to personal development, career development, health and wellness or cultural courses.

11.6 Extended Educational Leave

1. An employee who has been employed for five (5) or more years may be eligible for educational leave of up to one (1) academic year to pursue an advanced college degree.

An employee shall use accrued leave for compensation. If annual leave hours are exhausted, the employee may be placed on leave without pay;

2. A formal request for educational leave together with a proposed course of study shall be submitted through the supervisor, appropriate College official and Human Resources no later than three (3) months before the date of leave for approval. Upon approval of the educational leave request, the employee shall sign an Extended Leave Agreement;
3. The Extended Leave Agreement shall stipulate that the employee commit to a specific period of employment with the College which will equal the length of his/her educational leave;
4. At the conclusion of each semester the employee shall submit an official transcript to the Human Resources as documentation that he/she attended school;
5. The College may hire a temporary replacement who will be employed in the vacated position until the employee returns. In the event an employee voluntarily terminates his/her educational leave, the employee shall immediately notify the Human Resources of his/her intention to return to work;
6. For the purpose of calculating seniority and length of service, the personnel record shall show no interruption of employment status by the educational leave if the employee returns to work for the College.

11.7 Sabbatical Leave

1. Sabbatical leave may be granted for study, research, positive work experience or other activities related to professional development. Sabbatical leave is intended to upgrade the educational programs of the College by improving faculty member competence. The number of sabbatical leave grants for any year is limited in accordance with the goals of maintaining the integrity of the academic program and the financial contracts for the College;
2. Sabbatical leave shall be subject to approval by the Board of Trustees and is contingent upon the availability of funds and a suitable replacement. A faculty member is eligible for sabbatical leave of duration equal to one contract year after serving 6 years as a full-time faculty member. The faculty member is responsible for finding a grant and the college will support the employee with 50% combination of grant monies and/or institutional funding.

11.8 Pursuit of Higher Ed and Contract Modifications

If an employee requests modification of the current contract due to acceptance in a Master's Program, or doctoral program the following considerations and conditions are to be given:

A. Considerations:

- 1) the change in work schedule must not affect the needs of the college adversely;

- 2) employee and supervisor have not been able to work on a flexible 35 hour schedule that is feasible.

B. Conditions:

- 1) If a temporary hire is required to fill in, the budget for the program is to be available;
- 2) Approvals required to initiate a new contract – immediate supervisor; appropriate College official; Human Resources; Grant Accountant; and the President.

SECTION 12 - SEPARATION OF EMPLOYMENT

12.1 Resignation or Reassignment - Approved Revision Date: 02/03/10

Classified Staff - Voluntary resignation or change in job status, such as internal movement is to be processed by the immediate supervisor. A minimum of two weeks (10 working days) notice is required. However, if there are unusual circumstances, a supervisor and employee may agree to less than the two weeks. Prior to their departure, classified staff may use any of their remaining leave that they have accrued during their period of employment. Sick leave is not paid out under any circumstances concerning separation / termination.

Administrative resignations are required to be in writing and submitted thirty (30) calendar days prior to the final date of employment.

Exempt employee resignations are required to be in writing and submitted two weeks (10 working days) prior to the last working day.

Contracted employees; i.e.: Administrative and Exempt employees are not eligible to be paid out for the remaining unused non-contract days. Sick leave is not paid out under any circumstances concerning separation/termination.

Faculty resignations will be accepted only at the conclusion of each instructional quarter. It is also expected that such resignation will be submitted with a minimum of one month's notice. The responsibility for completion of the contract and its responsibilities lie with the faculty member.

No checks will be released to a faculty member until the grades have been submitted.

12.2 Probationary Terminations

During the probationary period, an employee, regardless of classification, may be terminated at any time and with, or without, cause. The employee shall not be eligible to appeal this termination.

12.3 Involuntary Discharge/Termination - Approved Revision Date: 02/03/10

If an employee has been through the steps in corrective action and the result is discharge, the appropriate administrators are to prepare the recommendation for discharge with documentation collected during the corrective action. A recommendation for discharge is made to Human Resources. Human Resources reviews all documents and agrees/disagrees with the discharge. Human Resources informs the President of the discharge. The actual termination is performed by the supervising manager after the process is complete. The Board of Trustees will be notified of the discharge at the next month's meeting.

Only classified staff will be eligible to receive pay for any unused annual leave that was accrued up to the date of discharge. The employee is expected to leave the property

immediately after he/she has given the supervisor all items belonging to the college that have been in possession of the employee.

12.4 Supervisor's Responsibility

The supervisor of the employee that has submitted a notice of resignation is responsible for completing a "Separation Notice" (forms in Human Resources). The "Separation Notice" assists the supervisor in insuring that all of the necessary tasks are performed in concluding an employee's active employment (i.e., completing forms, returning keys, turning in equipment, etc.) The signatures of employee and supervisors are required. Exiting employees who do not cooperate with separation requirements may be subject to appropriate remedies as withholding final checks.

12.5 Exit Interview

All permanent, full-time, and regular employees are expected to participate in an "Exit Interview." Human Resources is responsible for arranging a scheduled appointment with the employee during the last week of work. The purpose of the exit interview is to assist the college in collecting important data. The information is used to help evaluate progress in improving retention of employees, provide a quality of work life for the employees, identify trends, and serve as a tool in planning for necessary change.

12.6 Effect on Fringe Benefits

Medical and Dental - Employees covered by Medical Insurance and Dental Insurance will be covered for the full month of the date of termination. If the employee is employed for any day of the month, the coverage remains active until the last day of that month. Continuation of coverage is an option for employees that wish to continue health and dental insurance and is covered in the heading of COBRA 12.7.

Retirement Fund - Employee payments will remain active up to and including the final day of work. On the final day of work the account will become inactive and no funds will be allocated beyond the termination date.

12.7 COBRA (Consolidated Omnibus Budget Reconciliation Act)

Continuation of benefits is a right for any employee that has been covered under a medical plan offered by Northwest Indian College at the time of separation. If an employee wishes to continue coverage for medical care he or she can arrange to make monthly payments to the insurance carrier through the college administrator and the payroll office. The administration of COBRA is the responsibility of Human Resources. The employee will receive notification documents within two weeks of termination. A second mailing is sent following the receipt of the returned response from the employee. This mailing contains the customary election forms for continuing benefits.

The employee is responsible for full payment of the fee and payment to the provider. NWIC is not responsible for administration of the payments after resignation/termination.

Coverage may be continued for a period of 18 to 36 months, (subject to regulatory change) depending on the nature of the qualifying event. Additional information is available through Human Resources.

12.8 Performance and Retention

Performance evaluations that are consistently less than satisfactory for a period of one year with a minimum of two (2) evaluations being conducted during that time will result in initiation of Corrective Action. Classroom evaluations for faculty members are included in this evaluation. If improvement is not recognized and conditions of a developmental performance plan show no progress during the required period discharge will be the final result. All personnel are expected to exhibit ratings that are a minimum of “satisfactory”; the desired result is “exceeds the minimum“. If the evaluation of faculty and administration is less than satisfactory, no additional contract will be issued. A developmental performance plan is at the discretion of the supervisor.

APPENDIX A

PHILOSOPHY

The educational philosophy of Northwest Indian College is based upon the belief that the opportunity of post-secondary education must be provided within the Native American community.

Northwest Indian College is committed to the belief that self-awareness is the foundation necessary to achieve confidence, esteem, and a true sense of pride; to build a career; to create a “self-sufficient” life-style; and to promote life-long learning. It is also committed to the belief that a self-awareness program must include a study of Native American culture, values, and history.

MISSION STATEMENT

The mission of Northwest Indian College is to provide post-secondary educational opportunities for Northwest Indian people. The college curriculum will include academic, vocational, continuing, cultural, community service and adult basic education. Specific courses of study and activities will be offered in accordance with identified needs and interests of the various participating Indian communities. The college will also provide in-service training, planning, research, and evaluation services to tribal institutions and departments as needed. The college will provide opportunities for individuals to gain self-sufficiency in a rapidly changing technological world, while recognizing and nurturing their cultural identity.

APPENDIX B

FAMILY MEDICAL LEAVE POLICY (FMLA)

Introduction

The Family and Medical Leave Act of 1993 (FMLA) was enacted on February 5, 1993. The new law is effective as of August 5, 1993 for most employers.

Federal Administration

The U. S. Department of Labor's Employment Standards Administration, Wage and Hour Division, administers and enforces FMLA for all private, state, and local government employees, and some federal employees.

Provisions

The law contains provisions on employer coverage; employee eligibility for the law's benefits; entitlement to leave, maintenance of health benefits during leave, and job restoration after leave; notice and certification of the need for FMLA leave; and, protections for employees who request or take FMLA leave. The law also requires employers to keep certain records.

Organizations Requiring FMLA

Public agencies, including state, local and federal employers, local education agencies (schools) and private-sector employers who employed 50 or more employees in 20 or more workweeks in the current or preceding calendar year and who are engaged in commerce or in any industry or activity affecting commerce including joint employers and successors of covered employers.

Definitions

Under the provisions of the FMLA, "family member" is defined as the spouse, parent, or child of the employee. "Child" is defined as the biological, step, foster, legal ward, or other child for whom the employee stood or stands in loco parentis. "Parent" is defined as the biological parent of an employee or an individual who stands or stood in loco parentis to an employee when the employee was a child.

Leave Without Pay

The entitlement is for leave without pay, but it allows for leave with pay to be substituted as FMLA leave, and an employee may request authorization to use FMLA leave periodically or to work a reduced work schedule during a period of FMLA leave.

Employee Eligibility

To be eligible for FMLA benefits, an employee must:

- 1) work for a covered employer
- 2) have worked for the employer for a total of at least 12 months

- 3) have worked at least 1,250 hours over the previous 12 months, or within the fiscal year of July 1st through June 30th.
- 4) work at a location where at least 50 employees are employed by the employer within 75 miles.

Leave Entitlement

The college must grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons.

1. To care for a child when the employee becomes a biological parent or a child is placed in the employee's home pending adoption or for foster care.
2. To care for the employee's family member (spouse, parent, or child with a serious health condition.
3. The serious health condition of the employee that prevents the employee from working at all or performing one or more of the essential functions of his/her position within the meaning of the American with Disabilities Act (ADA).

Spouses employed by the same employer are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent (but not a parent-in-law) who has a serious health condition.

Leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement.

Alcoholism and FMLA

Substance abuse as a serious health condition may only be taken for FMLA leave when the employee is receiving treatment for substance abuse by a health care provider or by a provider of health care services on referral by a health care provider. However, absences because of the employee's use of the substance, rather than treatment do not qualify for FMLA leave. FMLA regulation 29 CFR 825.114(d).

Intermittent Leave

Under some circumstances, employees may take FMLA leave intermittently which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

If FMLA leave is for birth or placement for adoption or foster care, use of intermittent leave is subject to the college's approval. FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work.

Special rules apply to employees of local education agencies. Generally, these rules provide for FMLA leave to be taken in blocks of time when intermittent leave is needed or the leave is required near the end of a school term.

Employees or employers may choose to use accrued paid leave such as sick or annual/vacation leave to cover some or all of the FMLA leave. The college is responsible if an employee's use of paid leave counts as FMLA

leave based on information from the employee. In no case can use of paid leave be credited as FMLA leave after the leave has ended.

Continuation of Benefits

During an employee's use of FMLA leave, the college will continue to pay the employer's share of the employee's health and life insurance premiums, whether or not the employee is in any pay status. It is important for the employee to work closely with Human Resources during this time to ensure that both the employer and employee's shares of insurance premiums are paid promptly during any use of FMLA leave without pay. The employee will have the responsibility of continuing coverage with payment of their portion of the premiums monthly.

In some instances, the college may re-cover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

Benefit Related

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. Residential medical-care facility any period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or
2. Continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days, ad for prenatal care.

"Health care provider" *means*:

- doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctor practices; or
- podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; or,
- nurse practitioners and nurse-midwives authorized to practice, and performing within the scope of their practice, as defined under state law.

Job Restoration

Upon return from FMLA leave, an employee must be restored to his/her original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

An employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave.

Exclusion to Job Restoration

Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, an employer may refuse to reinstate certain highly-paid “key” employees after using FMLA leave during which health coverage was maintained. In order to do so the college must:

--notify the employee of his/her status as a “key” employee in response to the employee’s notice of intent to take FMLA leave;

--notify the employee as soon as the college decides it will deny job restoration and explain the reasons for this decision;

--offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and

--make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

Definition of “key” employee: A “key” employee is a salaried “eligible” employee who is among the highest paid ten percent of employees within 75 miles of the work site.

Notice and Certification

Employees seeking to use FMLA leave may be required to provide as follows:

--30-day advance notice of the need to take FMLA leave when the need is foreseeable;

--the employee must exhaust accrued paid leave before unpaid leave;

--the employee has the right to substitute paid leave for unpaid leave

--medical certifications supporting the need for leave due to a serious health condition affecting the employee or an immediate family member;

--second or third medical opinion and periodic re-certifications (at the college’s expense); and

--periodic reports during FMLA leave regarding the employee’s status and intent to return to work;

—may require the employee present a fitness for duty certificate upon return from leave.

When leave is needed to care for an immediate family member or employee’s own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer’s operation.

APPENDIX C

SALARY SCHEDULES

2011-2012 ADMINISTRATIVE SALARY SCHEDULE

Approved by Board of Trustees - May 19, 2011
Effective July 1, 2011

Step increase calculated at \$630 per step - rounded to nearest dollar

Column	A	B	C	D	E	F	G	H
Step								
0	\$28,685	\$31,772	\$37,950	\$44,126	\$50,304	\$56,451	\$58,144	\$63,366
1	\$29,315	\$32,403	\$38,580	\$44,757	\$50,934	\$57,081	\$58,775	\$63,996
2	\$29,945	\$33,033	\$39,210	\$45,387	\$51,564	\$57,712	\$59,405	\$64,627
3	\$30,576	\$33,663	\$39,841	\$46,017	\$52,195	\$58,342	\$60,035	\$65,257
4	\$31,206	\$34,294	\$40,471	\$46,648	\$52,825	\$58,972	\$60,666	\$65,887
5	\$31,836	\$34,924	\$41,102	\$47,278	\$53,456	\$59,603	\$61,296	\$66,518
6	\$32,467	\$35,554	\$41,732	\$47,908	\$54,086	\$60,233	\$61,927	\$67,148
7	\$33,097	\$36,185	\$42,362	\$48,539	\$54,716	\$60,863	\$62,557	\$67,778
8	\$33,727	\$36,815	\$42,993	\$49,169	\$55,347	\$61,494	\$63,187	\$68,409
9	\$34,358	\$37,445	\$43,623	\$49,799	\$55,977	\$62,124	\$63,818	\$69,039
10	\$34,988	\$38,076	\$44,253	\$50,430	\$56,607	\$62,754	\$64,448	\$69,669
11	\$35,618	\$38,706	\$44,884	\$51,060	\$57,238	\$63,385	\$65,078	\$70,300
12	\$36,249	\$39,337	\$45,514	\$51,691	\$57,868	\$64,015	\$65,709	\$70,930
13	\$36,879	\$39,967	\$46,144	\$52,321	\$58,498	\$64,646	\$66,339	\$71,561
14	\$37,510	\$40,597	\$46,775	\$52,951	\$59,129	\$65,276	\$66,969	\$72,191
15	\$38,140	\$41,228	\$47,405	\$53,582	\$59,759	\$65,906	\$67,600	\$72,821
16	\$38,770	\$41,858	\$48,036	\$54,212	\$60,390	\$66,537	\$68,230	\$73,452
17	\$39,401	\$42,488	\$48,666	\$54,842	\$61,020	\$67,167	\$68,861	\$74,082
18	\$40,031	\$43,119	\$49,296	\$55,473	\$61,650	\$67,797	\$69,491	\$74,712
19	\$40,661	\$43,749	\$49,927	\$56,103	\$62,281	\$68,428	\$70,121	\$75,343
20	\$41,292	\$44,379	\$50,557	\$56,733	\$62,911	\$69,058	\$70,752	\$75,973
21	\$41,922	\$45,010	\$51,187	\$57,364	\$63,541	\$69,688	\$71,382	\$76,603
22	\$42,552	\$45,640	\$51,818	\$57,994	\$64,172	\$70,319	\$72,012	\$77,234
23	\$43,183	\$46,271	\$52,448	\$58,625	\$64,802	\$70,949	\$72,643	\$77,864
24	\$43,813	\$46,901	\$53,078	\$59,255	\$65,432	\$71,579	\$73,273	\$78,495
25	\$44,444	\$47,531	\$53,709	\$59,885	\$66,063	\$72,210	\$73,903	\$79,125

Administrative Daily Rate

Based on 227 days per fiscal year

Column	A	B	C	D	E	F	G	H
Step								
1	\$126.36	\$139.97	\$167.18	\$194.39	\$221.60	\$248.68	\$256.14	\$279.14
2	\$129.14	\$142.74	\$169.96	\$197.17	\$224.38	\$251.46	\$258.92	\$281.92
3	\$131.92	\$145.52	\$172.73	\$199.94	\$227.16	\$254.24	\$261.70	\$284.70
4	\$134.69	\$148.30	\$175.51	\$202.72	\$229.93	\$257.01	\$264.47	\$287.48
5	\$137.47	\$151.07	\$178.29	\$205.50	\$232.71	\$259.79	\$267.25	\$290.25
6	\$140.25	\$153.85	\$181.06	\$208.27	\$235.49	\$262.57	\$270.03	\$293.03
7	\$143.03	\$156.63	\$183.84	\$211.05	\$238.26	\$265.34	\$272.80	\$295.81
8	\$145.80	\$159.40	\$186.62	\$213.83	\$241.04	\$268.12	\$275.58	\$298.58
9	\$148.58	\$162.18	\$189.39	\$216.60	\$243.82	\$270.90	\$278.36	\$301.36
10	\$151.36	\$164.96	\$192.17	\$219.38	\$246.59	\$273.67	\$281.14	\$304.14
11	\$154.13	\$167.74	\$194.95	\$222.16	\$249.37	\$276.45	\$283.91	\$306.91
12	\$156.91	\$170.51	\$197.73	\$224.93	\$252.15	\$279.23	\$286.69	\$309.69
13	\$159.69	\$173.29	\$200.50	\$227.71	\$254.93	\$282.01	\$289.47	\$312.47
14	\$162.46	\$176.07	\$203.28	\$230.49	\$257.70	\$284.78	\$292.24	\$315.24
15	\$165.24	\$178.84	\$206.06	\$233.27	\$260.48	\$287.56	\$295.02	\$318.02
16	\$168.02	\$181.62	\$208.83	\$236.04	\$263.26	\$290.34	\$297.80	\$320.80
17	\$170.79	\$184.40	\$211.61	\$238.82	\$266.03	\$293.11	\$300.57	\$323.58
18	\$173.57	\$187.17	\$214.39	\$241.60	\$268.81	\$295.89	\$303.35	\$326.35
19	\$176.35	\$189.95	\$217.16	\$244.37	\$271.59	\$298.67	\$306.13	\$329.13
20	\$179.12	\$192.73	\$219.94	\$247.15	\$274.36	\$301.44	\$308.90	\$331.91
21	\$181.90	\$195.50	\$222.72	\$249.93	\$277.14	\$304.22	\$311.68	\$334.68
22	\$184.68	\$198.28	\$225.49	\$252.70	\$279.92	\$307.00	\$314.46	\$337.46
23	\$187.46	\$201.06	\$228.27	\$255.48	\$282.69	\$309.77	\$317.23	\$340.24
24	\$190.23	\$203.83	\$231.05	\$258.26	\$285.47	\$312.55	\$320.01	\$343.01
25	\$193.01	\$206.61	\$233.83	\$261.03	\$288.25	\$315.33	\$322.79	\$345.79

Administrative Hourly Rate

Based on 1816 Contract hours

Column	A	B	C	D	E	F	G	H
Step								
1	\$15.80	\$17.50	\$20.90	\$24.30	\$27.70	\$31.09	\$32.02	\$34.89
2	\$16.14	\$17.84	\$21.24	\$24.65	\$28.05	\$31.43	\$32.36	\$35.24
3	\$16.49	\$18.19	\$21.59	\$24.99	\$28.39	\$31.78	\$32.71	\$35.59
4	\$16.84	\$18.54	\$21.94	\$25.34	\$28.74	\$32.13	\$33.06	\$35.93
5	\$17.18	\$18.88	\$22.29	\$25.69	\$29.09	\$32.47	\$33.41	\$36.28
6	\$17.53	\$19.23	\$22.63	\$26.03	\$29.44	\$32.82	\$33.75	\$36.63
7	\$17.88	\$19.58	\$22.98	\$26.38	\$29.78	\$33.17	\$34.10	\$36.98
8	\$18.23	\$19.93	\$23.33	\$26.73	\$30.13	\$33.52	\$34.45	\$37.32
9	\$18.57	\$20.27	\$23.67	\$27.08	\$30.48	\$33.86	\$34.79	\$37.67
10	\$18.92	\$20.62	\$24.02	\$27.42	\$30.82	\$34.21	\$35.14	\$38.02
11	\$19.27	\$20.97	\$24.37	\$27.77	\$31.17	\$34.56	\$35.49	\$38.36
12	\$19.61	\$21.31	\$24.72	\$28.12	\$31.52	\$34.90	\$35.84	\$38.71
13	\$19.96	\$21.66	\$25.06	\$28.46	\$31.87	\$35.25	\$36.18	\$39.06
14	\$20.31	\$22.01	\$25.41	\$28.81	\$32.21	\$35.60	\$36.53	\$39.41
15	\$20.66	\$22.36	\$25.76	\$29.16	\$32.56	\$35.94	\$36.88	\$39.75
16	\$21.00	\$22.70	\$26.10	\$29.51	\$32.91	\$36.29	\$37.22	\$40.10
17	\$21.35	\$23.05	\$26.45	\$29.85	\$33.25	\$36.64	\$37.57	\$40.45
18	\$21.70	\$23.40	\$26.80	\$30.20	\$33.60	\$36.99	\$37.92	\$40.79
19	\$22.04	\$23.74	\$27.15	\$30.55	\$33.95	\$37.33	\$38.27	\$41.14
20	\$22.39	\$24.09	\$27.49	\$30.89	\$34.30	\$37.68	\$38.61	\$41.49
21	\$22.74	\$24.44	\$27.84	\$31.24	\$34.64	\$38.03	\$38.96	\$41.84
22	\$23.08	\$24.79	\$28.19	\$31.59	\$34.99	\$38.37	\$39.31	\$42.18
23	\$23.43	\$25.13	\$28.53	\$31.94	\$35.34	\$38.72	\$39.65	\$42.53
24	\$23.78	\$25.48	\$28.88	\$32.28	\$35.68	\$39.07	\$40.00	\$42.88
25	\$24.13	\$25.83	\$29.23	\$32.63	\$36.03	\$39.42	\$40.35	\$43.22

2011-2012 EXEMPT SALARY SCHEDULE

Approved by Board of Trustees - May 19, 2011
Effective July 1, 2011

Step increase calculated at \$630 per step - rounded to nearest dollar

Column	A	B	C	D	E	F	G	H	I	J
Step										
1	27,519	29,125	30,731	32,337	33,943	35,550	37,156	38,762	40,368	41,974
2	28,149	29,755	31,362	32,968	34,574	36,180	37,786	39,392	40,998	42,605
3	28,780	30,386	31,992	33,598	35,204	36,810	38,416	40,023	41,629	43,235
4	29,410	31,016	32,622	34,228	35,835	37,441	39,047	40,653	42,259	43,865
5	30,040	31,646	33,253	34,859	36,465	38,071	39,677	41,283	42,890	44,496
6	30,671	32,277	33,883	35,489	37,095	38,701	40,308	41,914	43,520	45,126
7	31,301	32,907	34,513	36,119	37,726	39,332	40,938	42,544	44,150	45,756
8	31,931	33,538	35,144	36,750	38,356	39,962	41,568	43,174	44,781	46,387
9	32,562	34,168	35,774	37,380	38,986	40,592	42,199	43,805	45,411	47,017
10	33,192	34,798	36,404	38,011	39,617	41,223	42,829	44,435	46,041	47,647
11	33,822	35,429	37,035	38,641	40,247	41,853	43,459	45,066	46,672	48,278
12	34,453	36,059	37,665	39,271	40,877	42,484	44,090	45,696	47,302	48,908
13	35,083	36,689	38,295	39,902	41,508	43,114	44,720	46,326	47,932	49,539
14	35,714	37,320	38,926	40,532	42,138	43,744	45,350	46,957	48,563	50,169
15	36,344	37,950	39,556	41,162	42,768	44,375	45,981	47,587	49,193	50,799
16	36,974	38,580	40,187	41,793	43,399	45,005	46,611	48,217	49,823	51,430
17	37,605	39,211	40,817	42,423	44,029	45,635	47,242	48,848	50,454	52,060
18	38,235	39,841	41,447	43,053	44,660	46,266	47,872	49,478	51,084	52,690
19	38,865	40,471	42,078	43,684	45,290	46,896	48,502	50,108	51,715	53,321
20	39,496	41,102	42,708	44,314	45,920	47,526	49,133	50,739	52,345	53,951
21	40,126	41,732	43,338	44,944	46,551	48,157	49,763	51,369	52,975	54,581
22	40,756	42,363	43,969	45,575	47,181	48,787	50,393	51,999	53,606	55,212
23	41,387	42,993	44,599	46,205	47,811	49,418	51,024	52,630	54,236	55,842
24	42,017	43,623	45,229	46,836	48,442	50,048	51,654	53,260	54,866	56,473
25	42,647	44,254	45,860	47,466	49,072	50,678	52,284	53,891	55,497	57,103

Exempt Daily Rate

Based on 260 days per fiscal year - (245 workdays and holidays + 15 non-contract days)

Column	A	B	C	D	E	F	G	H	I	J
Step										
1	106	112	118	124	131	137	143	149	155	161
2	108	114	121	127	133	139	145	152	158	164
3	111	117	123	129	135	142	148	154	160	166
4	113	119	125	132	138	144	150	156	163	169
5	116	122	128	134	140	146	153	159	165	171
6	118	124	130	136	143	149	155	161	167	174
7	120	127	133	139	145	151	157	164	170	176
8	123	129	135	141	148	154	160	166	172	178
9	125	131	138	144	150	156	162	168	175	181
10	128	134	140	146	152	159	165	171	177	183
11	130	136	142	149	155	161	167	173	180	186
12	133	139	145	151	157	163	170	176	182	188
13	135	141	147	153	160	166	172	178	184	191
14	137	144	150	156	162	168	174	181	187	193
15	140	146	152	158	164	171	177	183	189	195
16	142	148	155	161	167	173	179	185	192	198
17	145	151	157	163	169	176	182	188	194	200
18	147	153	159	166	172	178	184	190	196	203
19	149	156	162	168	174	180	187	193	199	205
20	152	158	164	170	177	183	189	195	201	208
21	154	161	167	173	179	185	191	198	204	210
22	157	163	169	175	181	188	194	200	206	212
23	159	165	172	178	184	190	196	202	209	215
24	162	168	174	180	186	192	199	205	211	217
25	164	170	176	183	189	195	201	207	213	220

Exempt Hourly Rate

Based on 2080 Contract hours

Column	A	B	C	D	E	F	G	H	I	J
Step										
1	13.23	14.00	14.77	15.55	16.32	17.09	17.86	18.64	19.41	20.18
2	13.53	14.31	15.08	15.85	16.62	17.39	18.17	18.94	19.71	20.48
3	13.84	14.61	15.38	16.15	16.93	17.70	18.47	19.24	20.01	20.79
4	14.14	14.91	15.68	16.46	17.23	18.00	18.77	19.54	20.32	21.09
5	14.44	15.21	15.99	16.76	17.53	18.30	19.08	19.85	20.62	21.39
6	14.75	15.52	16.29	17.06	17.83	18.61	19.38	20.15	20.92	21.70
7	15.05	15.82	16.59	17.37	18.14	18.91	19.68	20.45	21.23	22.00
8	15.35	16.12	16.90	17.67	18.44	19.21	19.98	20.76	21.53	22.30
9	15.65	16.43	17.20	17.97	18.74	19.52	20.29	21.06	21.83	22.60
10	15.96	16.73	17.50	18.27	19.05	19.82	20.59	21.36	22.14	22.91
11	16.26	17.03	17.81	18.58	19.35	20.12	20.89	21.67	22.44	23.21
12	16.56	17.34	18.11	18.88	19.65	20.42	21.20	21.97	22.74	23.51
13	16.87	17.64	18.41	19.18	19.96	20.73	21.50	22.27	23.04	23.82
14	17.17	17.94	18.71	19.49	20.26	21.03	21.80	22.58	23.35	24.12
15	17.47	18.25	19.02	19.79	20.56	21.33	22.11	22.88	23.65	24.42
16	17.78	18.55	19.32	20.09	20.86	21.64	22.41	23.18	23.95	24.73
17	18.08	18.85	19.62	20.40	21.17	21.94	22.71	23.48	24.26	25.03
18	18.38	19.15	19.93	20.70	21.47	22.24	23.02	23.79	24.56	25.33
19	18.69	19.46	20.23	21.00	21.77	22.55	23.32	24.09	24.86	25.63
20	18.99	19.76	20.53	21.30	22.08	22.85	23.62	24.39	25.17	25.94
21	19.29	20.06	20.84	21.61	22.38	23.15	23.92	24.70	25.47	26.24
22	19.59	20.37	21.14	21.91	22.68	23.46	24.23	25.00	25.77	26.54
23	19.90	20.67	21.44	22.21	22.99	23.76	24.53	25.30	26.08	26.85
24	20.20	20.97	21.74	22.52	23.29	24.06	24.83	25.61	26.38	27.15
25	20.50	21.28	22.05	22.82	23.59	24.36	25.14	25.91	26.68	27.45

2011-2012 FACULTY SALARY SCHEDULE

Approved by Board of Trustees - May 19, 2011
Effective July 1, 2011

Step increase calculated at \$595 per step - rounded to nearest dollar

Column	A	B	C	D	E	F	G	H	I	J
Step	BA	BA+20	MA(eq)	MA+20	MA+40	MA+60	MA+80	MA+100	MA+120	Ph.D.
0	29,109	29,720	30,330	30,940	31,552	32,159	32,768	33,379	33,989	34,599
1	29,704	30,315	30,924	31,534	32,146	32,754	33,363	33,974	34,584	35,194
2	30,298	30,909	31,519	32,129	32,741	33,349	33,957	34,568	35,178	35,788
3	30,893	31,504	32,114	32,724	33,336	33,943	34,552	35,163	35,773	36,383
4	31,488	32,099	32,708	33,318	33,930	34,538	35,147	35,758	36,368	36,978
5	32,082	32,693	33,303	33,913	34,525	35,133	35,741	36,352	36,962	37,572
6	32,677	33,288	33,898	34,508	35,120	35,727	36,336	36,947	37,557	38,167
7	33,272	33,883	34,492	35,102	35,714	36,322	36,931	37,541	38,151	38,761
8	33,866	34,477	35,087	35,697	36,309	36,916	37,525	38,136	38,746	39,356
9	34,461	35,072	35,682	36,292	36,904	37,511	38,120	38,731	39,341	39,951
10	35,056	35,667	36,276	36,886	37,498	38,106	38,715	39,325	39,935	40,545
11	35,650	36,261	36,871	37,481	38,093	38,700	39,309	39,920	40,530	41,140
12	36,245	36,856	37,466	38,075	38,688	39,295	39,904	40,515	41,125	41,735
13	36,840	37,451	38,060	38,670	39,282	39,890	40,498	41,109	41,719	42,329
14	37,434	38,045	38,655	39,265	39,877	40,484	41,093	41,704	42,314	42,924
15	38,029	38,640	39,250	39,859	40,472	41,079	41,688	42,299	42,909	43,519
16	38,624	39,234	39,844	40,454	41,066	41,674	42,282	42,893	43,503	44,113
17	39,218	39,829	40,439	41,049	41,661	42,268	42,877	43,488	44,098	44,708
18	39,813	40,424	41,034	41,643	42,256	42,863	43,472	44,083	44,693	45,303
19	40,408	41,018	41,628	42,238	42,850	43,458	44,066	44,677	45,287	45,897
20	41,002	41,613	42,223	42,833	43,445	44,052	44,661	45,272	45,882	46,492
21	41,597	42,208	42,818	43,427	44,039	44,647	45,256	45,867	46,477	47,087
22	42,192	42,802	43,412	44,022	44,634	45,242	45,850	46,461	47,071	47,681
23	42,786	43,397	44,007	44,617	45,229	45,836	46,445	47,056	47,666	48,276
24	43,381	43,992	44,602	45,211	45,823	46,431	47,040	47,651	48,261	48,871
25	43,975	44,586	45,196	45,806	46,418	47,026	47,634	48,245	48,855	49,465

Faculty Daily Rate

Based on 176 days per fiscal year

Column	A	B	C	D	E	F	G	H	I	J
Step	BA	BA+20	MA(eq)	MA+20	MA+40	MA+60	MA+80	MA+100	MA+120	Ph.D.
0	\$165.39	\$168.86	\$172.33	\$175.79	\$179.27	\$182.72	\$186.18	\$189.65	\$193.12	\$196.58
1	\$168.77	\$172.24	\$175.71	\$179.17	\$182.65	\$186.10	\$189.56	\$193.03	\$196.50	\$199.96
2	\$172.15	\$175.62	\$179.09	\$182.55	\$186.03	\$189.48	\$192.94	\$196.41	\$199.88	\$203.34
3	\$175.53	\$179.00	\$182.46	\$185.93	\$189.41	\$192.86	\$196.32	\$199.79	\$203.25	\$206.72
4	\$178.91	\$182.38	\$185.84	\$189.31	\$192.79	\$196.24	\$199.70	\$203.17	\$206.63	\$210.10
5	\$182.29	\$185.76	\$189.22	\$192.69	\$196.16	\$199.62	\$203.08	\$206.55	\$210.01	\$213.48
6	\$185.66	\$189.14	\$192.60	\$196.07	\$199.54	\$203.00	\$206.45	\$209.93	\$213.39	\$216.86
7	\$189.04	\$192.51	\$195.98	\$199.44	\$202.92	\$206.37	\$209.83	\$213.30	\$216.77	\$220.24
8	\$192.42	\$195.89	\$199.36	\$202.82	\$206.30	\$209.75	\$213.21	\$216.68	\$220.15	\$223.61
9	\$195.80	\$199.27	\$202.74	\$206.20	\$209.68	\$213.13	\$216.59	\$220.06	\$223.53	\$226.99
10	\$199.18	\$202.65	\$206.12	\$209.58	\$213.06	\$216.51	\$219.97	\$223.44	\$226.91	\$230.37
11	\$202.56	\$206.03	\$209.49	\$212.96	\$216.44	\$219.89	\$223.35	\$226.82	\$230.28	\$233.75
12	\$205.94	\$209.41	\$212.87	\$216.34	\$219.82	\$223.27	\$226.73	\$230.20	\$233.66	\$237.13
13	\$209.32	\$212.79	\$216.25	\$219.72	\$223.19	\$226.65	\$230.11	\$233.58	\$237.04	\$240.51
14	\$212.69	\$216.17	\$219.63	\$223.10	\$226.57	\$230.03	\$233.48	\$236.96	\$240.42	\$243.89
15	\$216.07	\$219.54	\$223.01	\$226.47	\$229.95	\$233.40	\$236.86	\$240.33	\$243.80	\$247.27
16	\$219.45	\$222.92	\$226.39	\$229.85	\$233.33	\$236.78	\$240.24	\$243.71	\$247.18	\$250.64
17	\$222.83	\$226.30	\$229.77	\$233.23	\$236.71	\$240.16	\$243.62	\$247.09	\$250.56	\$254.02
18	\$226.21	\$229.68	\$233.15	\$236.61	\$240.09	\$243.54	\$247.00	\$250.47	\$253.94	\$257.40
19	\$229.59	\$233.06	\$236.52	\$239.99	\$243.47	\$246.92	\$250.38	\$253.85	\$257.31	\$260.78
20	\$232.97	\$236.44	\$239.90	\$243.37	\$246.85	\$250.30	\$253.76	\$257.23	\$260.69	\$264.16
21	\$236.35	\$239.82	\$243.28	\$246.75	\$250.22	\$253.68	\$257.14	\$260.61	\$264.07	\$267.54
22	\$239.72	\$243.20	\$246.66	\$250.13	\$253.60	\$257.06	\$260.51	\$263.99	\$267.45	\$270.92
23	\$243.10	\$246.57	\$250.04	\$253.50	\$256.98	\$260.43	\$263.89	\$267.36	\$270.83	\$274.30
24	\$246.48	\$249.95	\$253.42	\$256.88	\$260.36	\$263.81	\$267.27	\$270.74	\$274.21	\$277.67
25	\$249.86	\$253.33	\$256.80	\$260.26	\$263.74	\$267.19	\$270.65	\$274.12	\$277.59	\$281.05

Faculty Hourly Rate

Based on 1408 Contract hours

Column	A	B	C	D	E	F	G	H	I	J
Step	BA	BA+20	MA(eq)	MA+20	MA+40	MA+60	MA+80	MA+100	MA+120	Ph.D.
0	\$20.67	\$21.11	\$21.54	\$21.97	\$22.41	\$22.84	\$23.27	\$23.71	\$24.14	\$24.57
1	\$21.10	\$21.53	\$21.96	\$22.40	\$22.83	\$23.26	\$23.70	\$24.13	\$24.56	\$25.00
2	\$21.52	\$21.95	\$22.39	\$22.82	\$23.25	\$23.69	\$24.12	\$24.55	\$24.98	\$25.42
3	\$21.94	\$22.37	\$22.81	\$23.24	\$23.68	\$24.11	\$24.54	\$24.97	\$25.41	\$25.84
4	\$22.36	\$22.80	\$23.23	\$23.66	\$24.10	\$24.53	\$24.96	\$25.40	\$25.83	\$26.26
5	\$22.79	\$23.22	\$23.65	\$24.09	\$24.52	\$24.95	\$25.38	\$25.82	\$26.25	\$26.68
6	\$23.21	\$23.64	\$24.08	\$24.51	\$24.94	\$25.37	\$25.81	\$26.24	\$26.67	\$27.11
7	\$23.63	\$24.06	\$24.50	\$24.93	\$25.37	\$25.80	\$26.23	\$26.66	\$27.10	\$27.53
8	\$24.05	\$24.49	\$24.92	\$25.35	\$25.79	\$26.22	\$26.65	\$27.09	\$27.52	\$27.95
9	\$24.48	\$24.91	\$25.34	\$25.78	\$26.21	\$26.64	\$27.07	\$27.51	\$27.94	\$28.37
10	\$24.90	\$25.33	\$25.76	\$26.20	\$26.63	\$27.06	\$27.50	\$27.93	\$28.36	\$28.80
11	\$25.32	\$25.75	\$26.19	\$26.62	\$27.05	\$27.49	\$27.92	\$28.35	\$28.79	\$29.22
12	\$25.74	\$26.18	\$26.61	\$27.04	\$27.48	\$27.91	\$28.34	\$28.77	\$29.21	\$29.64
13	\$26.16	\$26.60	\$27.03	\$27.46	\$27.90	\$28.33	\$28.76	\$29.20	\$29.63	\$30.06
14	\$26.59	\$27.02	\$27.45	\$27.89	\$28.32	\$28.75	\$29.19	\$29.62	\$30.05	\$30.49
15	\$27.01	\$27.44	\$27.88	\$28.31	\$28.74	\$29.18	\$29.61	\$30.04	\$30.47	\$30.91
16	\$27.43	\$27.87	\$28.30	\$28.73	\$29.17	\$29.60	\$30.03	\$30.46	\$30.90	\$31.33
17	\$27.85	\$28.29	\$28.72	\$29.15	\$29.59	\$30.02	\$30.45	\$30.89	\$31.32	\$31.75
18	\$28.28	\$28.71	\$29.14	\$29.58	\$30.01	\$30.44	\$30.87	\$31.31	\$31.74	\$32.18
19	\$28.70	\$29.13	\$29.57	\$30.00	\$30.43	\$30.86	\$31.30	\$31.73	\$32.16	\$32.60
20	\$29.12	\$29.55	\$29.99	\$30.42	\$30.86	\$31.29	\$31.72	\$32.15	\$32.59	\$33.02
21	\$29.54	\$29.98	\$30.41	\$30.84	\$31.28	\$31.71	\$32.14	\$32.58	\$33.01	\$33.44
22	\$29.97	\$30.40	\$30.83	\$31.27	\$31.70	\$32.13	\$32.56	\$33.00	\$33.43	\$33.86
23	\$30.39	\$30.82	\$31.25	\$31.69	\$32.12	\$32.55	\$32.99	\$33.42	\$33.85	\$34.29
24	\$30.81	\$31.24	\$31.68	\$32.11	\$32.55	\$32.98	\$33.41	\$33.84	\$34.28	\$34.71
25	\$31.23	\$31.67	\$32.10	\$32.53	\$32.97	\$33.40	\$33.83	\$34.27	\$34.70	\$35.13

2011-2012 CLASSIFIED STAFF SALARY SCHEDULE

Approved by Board of Trustees - May 19, 2011
Effective July 1, 2011

Step increase calculated at an average of 25 cents per step

Column	A	B	C	D	E	F	G	H	I	J
Step										
Prob.	\$9.95	\$10.76	\$11.59	\$12.40	\$13.22	\$14.04	\$14.86	\$15.68	\$16.50	\$17.32
0	\$10.20	\$11.01	\$11.84	\$12.65	\$13.47	\$14.29	\$15.11	\$15.93	\$16.75	\$17.57
1	\$10.45	\$11.26	\$12.09	\$12.90	\$13.72	\$14.54	\$15.36	\$16.18	\$17.00	\$17.82
2	\$10.70	\$11.51	\$12.34	\$13.15	\$13.97	\$14.79	\$15.61	\$16.43	\$17.25	\$18.07
3	\$10.95	\$11.76	\$12.59	\$13.40	\$14.22	\$15.04	\$15.86	\$16.68	\$17.50	\$18.32
4	\$11.20	\$12.01	\$12.84	\$13.65	\$14.47	\$15.29	\$16.11	\$16.93	\$17.75	\$18.57
5	\$11.45	\$12.26	\$13.09	\$13.90	\$14.72	\$15.54	\$16.36	\$17.18	\$18.00	\$18.82
6	\$11.70	\$12.51	\$13.34	\$14.15	\$14.97	\$15.79	\$16.61	\$17.43	\$18.25	\$19.07
7	\$11.95	\$12.76	\$13.59	\$14.40	\$15.22	\$16.04	\$16.86	\$17.68	\$18.50	\$19.32
8	\$12.20	\$13.01	\$13.84	\$14.65	\$15.47	\$16.29	\$17.11	\$17.93	\$18.75	\$19.57
9	\$12.45	\$13.26	\$14.09	\$14.90	\$15.72	\$16.54	\$17.36	\$18.18	\$19.00	\$19.82
10	\$12.70	\$13.51	\$14.34	\$15.15	\$15.97	\$16.79	\$17.61	\$18.43	\$19.25	\$20.07
11	\$12.95	\$13.76	\$14.59	\$15.40	\$16.22	\$17.04	\$17.86	\$18.68	\$19.50	\$20.32
12	\$13.20	\$14.01	\$14.84	\$15.65	\$16.47	\$17.29	\$18.11	\$18.93	\$19.75	\$20.57
13	\$13.45	\$14.26	\$15.09	\$15.90	\$16.72	\$17.54	\$18.36	\$19.18	\$20.00	\$20.82
14	\$13.70	\$14.51	\$15.34	\$16.15	\$16.97	\$17.79	\$18.61	\$19.43	\$20.25	\$21.07
15	\$13.95	\$14.76	\$15.59	\$16.40	\$17.22	\$18.04	\$18.86	\$19.68	\$20.50	\$21.32
16	\$14.20	\$15.01	\$15.84	\$16.65	\$17.47	\$18.29	\$19.11	\$19.93	\$20.75	\$21.57
17	\$14.45	\$15.26	\$16.09	\$16.90	\$17.72	\$18.54	\$19.36	\$20.18	\$21.00	\$21.82
18	\$14.70	\$15.51	\$16.34	\$17.15	\$17.97	\$18.79	\$19.61	\$20.43	\$21.25	\$22.07
19	\$14.95	\$15.76	\$16.59	\$17.40	\$18.22	\$19.04	\$19.86	\$20.68	\$21.50	\$22.32
20	\$15.20	\$16.01	\$16.84	\$17.65	\$18.47	\$19.29	\$20.11	\$20.93	\$21.75	\$22.57
21	\$15.45	\$16.26	\$17.09	\$17.90	\$18.72	\$19.54	\$20.36	\$21.18	\$22.00	\$22.82
22	\$15.70	\$16.51	\$17.34	\$18.15	\$18.97	\$19.79	\$20.61	\$21.43	\$22.25	\$23.07
23	\$15.95	\$16.76	\$17.59	\$18.40	\$19.22	\$20.04	\$20.86	\$21.68	\$22.50	\$23.32
24	\$16.20	\$17.01	\$17.84	\$18.65	\$19.47	\$20.29	\$21.11	\$21.93	\$22.75	\$23.57
25	\$16.45	\$17.26	\$18.09	\$18.90	\$19.72	\$20.54	\$21.36	\$22.18	\$23.00	\$23.82

Classified Staff Daily Rate

Based on a daily average of 8 hours worked

Column	A	B	C	D	E	F	G	H	I	J
Step										
Prob	79.56	86.09	92.70	99.23	105.75	112.28	118.89	125.42	131.98	138.54
0	81.56	88.09	94.70	101.23	107.75	114.28	120.89	127.42	133.98	140.54
1	83.56	90.09	96.70	103.23	109.75	116.28	122.89	129.42	135.98	142.54
2	85.56	92.09	98.70	105.23	111.75	118.28	124.89	131.42	137.98	144.54
3	87.56	94.09	100.70	107.23	113.75	120.28	126.89	133.42	139.98	146.54
4	89.56	96.09	102.70	109.23	115.75	122.28	128.89	135.42	141.98	148.54
5	91.56	98.09	104.70	111.23	117.75	124.28	130.89	137.42	143.98	150.54
6	93.56	100.09	106.70	113.23	119.75	126.28	132.89	139.42	145.98	152.54
7	95.56	102.09	108.70	115.23	121.75	128.28	134.89	141.42	147.98	154.54
8	97.56	104.09	110.70	117.23	123.75	130.28	136.89	143.42	149.98	156.54
9	99.56	106.09	112.70	119.23	125.75	132.28	138.89	145.42	151.98	158.54
10	101.56	108.09	114.70	121.23	127.75	134.28	140.89	147.42	153.98	160.54
11	103.56	110.09	116.70	123.23	129.75	136.28	142.89	149.42	155.98	162.54
12	105.56	112.09	118.70	125.23	131.75	138.28	144.89	151.42	157.98	164.54
13	107.56	114.09	120.70	127.23	133.75	140.28	146.89	153.42	159.98	166.54
14	109.56	116.09	122.70	129.23	135.75	142.28	148.89	155.42	161.98	168.54
15	111.56	118.09	124.70	131.23	137.75	144.28	150.89	157.42	163.98	170.54
16	113.56	120.09	126.70	133.23	139.75	146.28	152.89	159.42	165.98	172.54
17	115.56	122.09	128.70	135.23	141.75	148.28	154.89	161.42	167.98	174.54
18	117.56	124.09	130.70	137.23	143.75	150.28	156.89	163.42	169.98	176.54
19	119.56	126.09	132.70	139.23	145.75	152.28	158.89	165.42	171.98	178.54
20	121.56	128.09	134.70	141.23	147.75	154.28	160.89	167.42	173.98	180.54
21	123.56	130.09	136.70	143.23	149.75	156.28	162.89	169.42	175.98	182.54
22	125.56	132.09	138.70	145.23	151.75	158.28	164.89	171.42	177.98	184.54
23	127.56	134.09	140.70	147.23	153.75	160.28	166.89	173.42	179.98	186.54
24	129.56	136.09	142.70	149.23	155.75	162.28	168.89	175.42	181.98	188.54
25	131.56	138.09	144.70	151.23	157.75	164.28	170.89	177.42	183.98	190.54

Based on average of 260 days or 2080 worked hours per fiscal year - (based on average of 248 workdays and holidays + 12 vacation days)

Classified Staff Annual Rate

Column	A	B	C	D	E	F	G	H	I	J
Step										
Prob	20,685.60	22,382.88	24,101.38	25,798.66	27,495.94	29,193.22	30,911.71	32,608.99	34,314.59	36,020.19
0	21,205.60	22,902.88	24,621.38	26,318.66	28,015.94	29,713.22	31,431.71	33,128.99	34,834.59	36,540.19
1	21,725.60	23,422.88	25,141.38	26,838.66	28,535.94	30,233.22	31,951.71	33,648.99	35,354.59	37,060.19
2	22,245.60	23,942.88	25,661.38	27,358.66	29,055.94	30,753.22	32,471.71	34,168.99	35,874.59	37,580.19
3	22,765.60	24,462.88	26,181.38	27,878.66	29,575.94	31,273.22	32,991.71	34,688.99	36,394.59	38,100.19
4	23,285.60	24,982.88	26,701.38	28,398.66	30,095.94	31,793.22	33,511.71	35,208.99	36,914.59	38,620.19
5	23,805.60	25,502.88	27,221.38	28,918.66	30,615.94	32,313.22	34,031.71	35,728.99	37,434.59	39,140.19
6	24,325.60	26,022.88	27,741.38	29,438.66	31,135.94	32,833.22	34,551.71	36,248.99	37,954.59	39,660.19
7	24,845.60	26,542.88	28,261.38	29,958.66	31,655.94	33,353.22	35,071.71	36,768.99	38,474.59	40,180.19
8	25,365.60	27,062.88	28,781.38	30,478.66	32,175.94	33,873.22	35,591.71	37,288.99	38,994.59	40,700.19
9	25,885.60	27,582.88	29,301.38	30,998.66	32,695.94	34,393.22	36,111.71	37,808.99	39,514.59	41,220.19
10	26,405.60	28,102.88	29,821.38	31,518.66	33,215.94	34,913.22	36,631.71	38,328.99	40,034.59	41,740.19
11	26,925.60	28,622.88	30,341.38	32,038.66	33,735.94	35,433.22	37,151.71	38,848.99	40,554.59	42,260.19
12	27,445.60	29,142.88	30,861.38	32,558.66	34,255.94	35,953.22	37,671.71	39,368.99	41,074.59	42,780.19
13	27,965.60	29,662.88	31,381.38	33,078.66	34,775.94	36,473.22	38,191.71	39,888.99	41,594.59	43,300.19
14	28,485.60	30,182.88	31,901.38	33,598.66	35,295.94	36,993.22	38,711.71	40,408.99	42,114.59	43,820.19
15	29,005.60	30,702.88	32,421.38	34,118.66	35,815.94	37,513.22	39,231.71	40,928.99	42,634.59	44,340.19
16	29,525.60	31,222.88	32,941.38	34,638.66	36,335.94	38,033.22	39,751.71	41,448.99	43,154.59	44,860.19
17	30,045.60	31,742.88	33,461.38	35,158.66	36,855.94	38,553.22	40,271.71	41,968.99	43,674.59	45,380.19
18	30,565.60	32,262.88	33,981.38	35,678.66	37,375.94	39,073.22	40,791.71	42,488.99	44,194.59	45,900.19
19	31,085.60	32,782.88	34,501.38	36,198.66	37,895.94	39,593.22	41,311.71	43,008.99	44,714.59	46,420.19
20	31,605.60	33,302.88	35,021.38	36,718.66	38,415.94	40,113.22	41,831.71	43,528.99	45,234.59	46,940.19
21	32,125.60	33,822.88	35,541.38	37,238.66	38,935.94	40,633.22	42,351.71	44,048.99	45,754.59	47,460.19
22	32,645.60	34,342.88	36,061.38	37,758.66	39,455.94	41,153.22	42,871.71	44,568.99	46,274.59	47,980.19
23	33,165.60	34,862.88	36,581.38	38,278.66	39,975.94	41,673.22	43,391.71	45,088.99	46,794.59	48,500.19
24	33,685.60	35,382.88	37,101.38	38,798.66	40,495.94	42,193.22	43,911.71	45,608.99	47,314.59	49,020.19
25	34,205.60	35,902.88	37,621.38	39,318.66	41,015.94	42,713.22	44,431.71	46,128.99	47,834.59	49,540.19

APPENDIX D

Travel Expense Policy and Procedures

The IRS Code and Regulations define expense reimbursements that are accountable. Reimbursements that do not fit this definition of accountable must be included on the employee W-2's as income. Then, individuals must substantiate and claim the actual travel expenses on his/her tax return. Fifty (50%) percent of the cost of the meals is then deductible by individuals.

Each and every expense reimbursement should clearly fit under the definition of "accountable" so that the reimbursement is not W-2 income subject to withholding, the expenses do not have to be claimed on the individual's tax return and the 50% limitation on meals (and entertainment) does not apply to the employee. If actual travel expenses are reasonable, but the reimbursement did not cover them, the individual can claim the excess (not reimbursed) as an itemized deduction on the tax return. Meals and lodging are not deductible to the extent they are extravagant.

There must be clear organizational purpose and each individual must meet the definition of "accountable":

- a) Substantiate all the expenses.
- b) Return any reimbursement for days or miles of travel not substantiated.
- c) Return any excess reimbursement, including amounts paid over and above the per diem.
- d) Include in W-2 income any excess not returned or expenses not accounted for in a timely manner.

Definitely submit any airline ticket receipts. Use the prevailing current Government Services Administration (GSA) rate. Mileage excludes the distance to and from the workplace, so deduct this distance from total trip miles figured from home and back. Report the mileage on the Reimbursement Mileage Report.

A person must be away from his/her workstation for more than eleven (11) hours to receive reimbursement for lodging or meals. The College uses GSA maximum per diem for lodging, meals and incidentals specific to localities of travel.

For advances, use the GSA per diem for meals and incidentals along with the per diem or actual cost for lodging. All travel authorization requests, and travel advance forms must be submitted at least 10 days before the date of departure. Upon return, a person has 10 days to submit a full and complete accounting, and to return or payroll deduct any excess advance; otherwise, the entire advance will be deducted from wages or included in W-2 income.

In the final accounting for meals and incidentals, turn in actual receipts or use the per diem; for lodging turn in actual receipts. Individuals who fail to provide a complete accounting in 10 days will have future advances limited to 80%. Should the actual costs exceed the advance, submit a Purchase Requisition with the final accounting to receive reimbursement.

The IRS requires that the per diem be apportioned for the days of departure and return, therefore:

- leaving prior to 8:00 a.m. includes breakfast, lunch and dinner.
- 8:00 a.m. only lunch and dinner are reimbursed for the day of departure.
- 12:00 noon only dinner is reimbursed for the day of departure.
- 6:00 p.m. no meals are reimbursed for the day of departure.

If a person arrives back before,

- 8:00 a.m. no meals are reimbursed for the day of return.
- 12:00 noon only breakfast is reimbursed for the day of return.
- 6:00 p.m. only breakfast and lunch are reimbursed for the day of return.

Conference or meeting agendas must be submitted to be determined if meals were provided. If they were provided, NWIC does not reimburse for them. Agendas document attendance at the conference or meeting as well as substantiating the registration fee.

Other policies necessary for the College to make reimbursements accountable on a non-preferential basis are:

- a. Travel information and budget information should be completed on the Travel Request form.
- b. The Travel Advance must clearly show the intended date of departure and return
- c. Transportation alternatives to a mileage allowance (such as air travel or College van) must have prior approval.
- d. The Department Head and Program Dean must authorize any travel within the State of Washington. The College President also must authorize travel outside of the State of Washington.

13.2 Travel Reports

A written report is required for non-local travel and is available in the accounting office. One copy is to be submitted to the supervisor and the original with attachments to the accounting office.

NORTHWEST INDIAN COLLEGE

APPENDIX E

CODE OF ETHICS FOR EMPLOYEES

Approved by Board of Trustees: December 16, 2003

PREAMBLE

This Northwest Indian College Code of Ethics for Employees has been developed with input from representatives of the constituency groups at NWIC and developed and proposed by the Personnel Policy Committee. It is meant to be educational and inspirational to show all members of the College community the climate that we foster, and expresses the ethical principles and guidelines for the conduct of all Northwest Indian College Employees. It also informs the public of the standards of ethical conduct for which employees are responsible.

Employees of Northwest Indian College have a responsibility to ensure that they are familiar with this Code of Ethics, understand its application to their conduct, and adhere to its principles. Employees should also be familiar with other sources of information that will assist them in making informed decisions. These include the law, policies and agreements that are relevant to their work.

The Northwest Indian College Code of Ethics includes examples of the applications of the ethical principles. While the examples are intended to provide further guidance and assistance, no part of this Code can substitute entirely for the active process of ethical decision-making. In instances of ethical demands or dilemmas where a simple or direct application of this Code is not possible, employees should seek clarification and assistance.

*For the purpose of this document, our definitions are provided in Sub-Appendix A.
Recommendations for addressing ethical concerns are provided in Sub-Appendix B.*

CODE OF ETHICS FOR EMPLOYEES: Principles and Application Examples

The following Principles and attached examples have been developed based on these stated values as follows: integrity, competence, equality and acceptance, honor and trust, and privacy to assist employees in interpreting the Northwest Indian College Code of Ethics for Employees. The applications are not inclusive of every situation; rather, they are intended to provide some examples of the way the Code is applied.

PRINCIPLES

APPLICATION EXAMPLES

A. INTEGRITY

1. Employees must act with integrity in their relationships. They must cooperate and treat others with respect, honesty, and fairness. They must accept the rights of others to hold values and beliefs that differ from their own.

- Visitors to the College must be treated courteously and provided with helpful and accurate information.
- Colleagues should maintain polite, professional relations. Shunning, ostracizing and gossip constitute unprofessional behavior.

2. Employees must maintain NWIC's "Code of Ethics for Employees" when engaged in any college-related activity. *Personal standards and conduct are private matters; however, when employees act as representatives of the College, they must conduct themselves according to the NWIC "Code of Ethics for Employees".

- The NWIC "Code of Ethics for Employees" applies to representatives of the College in College-sponsored activities (e.g. the NWIC Foundation events, sports tournaments, field trips, conferences, during travel)

**NWIC recognizes that many employees act under other codes of conduct or standards of practice and licensure. The College accepts that these professional standards supersede the NWIC Code of Ethics for Employees.*

3. Employees must avoid creating the impression of speaking or acting on behalf of the College or any College group when they speak or act as private persons.

- Employees participating in a political or partisan demonstration must not promote themselves as representatives of the College.
- When promoting a private business, an employee must not use the name of NWIC to enhance credibility.
- Employees must not use NWIC letterhead other than as part of their assigned college duty. Letterhead must be used only for NWIC business.

PRINCIPLES

- 4. Employees must not condone or participate in breaches of NWIC's Code of Ethics For Employees.**

APPLICATION EXAMPLES

See Sub-Appendix B

PRINCIPLES

APPLICATION EXAMPLES

B. COMPETENCE:

5. Employees must provide services within the boundaries of their competence, based on their education, training, experience, ongoing professional development and licensure.

- . An employee must only provide counseling (personal or academic) to students when such counseling is within their expertise.
- . Employees must refer students to appropriate College resources (e.g. Counseling Services, Financial Aid, Instructional Services, Security, Administrative Services)
- . Employees must maintain currency in their field through continuing education and professional development opportunities or participation in college sponsored training opportunities.

6. Employees must accurately represent their qualifications, educational backgrounds, experience and professional credentials.

- . An employee's job application and resume must be accurate and not contain misleading information.
- . If instructors were guest lecturers at a university on a one-time basis, they must not give the impression that they were employed at that institution.

PRINCIPLES

APPLICATION EXAMPLES

C. EQUALITY AND ACCEPTANCE:

7. Employees must allow others to hold fundamental beliefs and differing opinions and protect fundamental human rights prescribed by law.

- Employees must respect that the opinions and ideas of students and other employees may differ from their own.

8. Employees must act to prevent intimidation, exclusion harassment, favoritism, and discrimination.

- Employees must not ignore discrimination in situations where a reasonable person would believe there is an inequity.
- An employee may engage in social activities with a class but must not restrict social activities to an individual or a select group of students.
- Employees must not collude or conspire against other employees or students.
- Employees must make a reasonable effort to create an inclusive environment for all colleagues and students.
- Employees must not persecute, verbally assault or demean another employee, thereby creating a hostile work environment.

PRINCIPLES

APPLICATION EXAMPLES

D. HONOR AND TRUST:

9. **Employees must take into consideration the potential harm that social or other non-professional contacts and relationships with students, clients, and other employees could have on their objective judgment and professional performance.**

- . An employee who has a personal relationship with a student must inform his/her supervisor and discuss any potential conflict of interest that may arise. (For example, an instructor's neighbor, relative, friend, or significant other in the class)
- . Instructors* must not date students who are currently enrolled in their courses.

**Instructors hold a fiduciary relationship with their students. This means that instructors, by the nature of their profession, are given powers to instruct students and pass professional judgment on student performance. These powers are given to the instructor in the trust that instructors interact with students only within the boundaries of professional duty. It is considered a breach of trust for an instructor to interact with students outside the boundaries of professional duty.*

- . Counselors and advisors must not date students whom they counsel or advise.

-
10. **Employees sometimes are in inherently unequal relationships with students or colleagues, creating the potential for abuse of power.**

- a. **Employees must not commence intimate relationships or engage in sexual activities with students, if it would lead a reasonable person to conclude an abuse of power exists or might exist.**
- b. **Employees and their colleagues must not engage in sexual activities if it would lead a reasonable person to conclude an abuse of power exists or might exist.**

- . An employee must not date or form an intimate relationship with a student with whom they have a professional contact in the course of their duties.
- . Should an intimate relationship develop between employees in a reporting relationship, the employee must inform the next level of supervisor(s) and discuss any potential conflict of interest.

PRINCIPLES

11. Employees must not allow their private interests, whether personal, financial or of any other sort, to conflict or appear to conflict with their professional duties and responsibilities. Employees must avoid any conduct that would lead a reasonable person to conclude that the individual might be biased or motivated by personal gain or private interest in the performance of duties. All known or potential conflicts of interest must be disclosed, in accordance with College policy.

12. Employees may not take credit for others' ideas or work, even in cases where the work has not been explicitly protected by copyright or patent.

13. Employees are expected to conduct themselves respectfully when handling the sensitive cultural information being shared by the tribal hosts of NWIC.

APPLICATION EXAMPLES

- . Employees must not financially contract or recruit business for services outside the College with individuals who would normally be able to receive the same service free with NWIC.
 - . Employees must not rent accommodations, rent equipment or charge any sort of fee to or from their current students, without prior notification and approval from college officials.
 - . An instructor must not provide shelter for a student from the College, if that student will be attending classes taught by the instructor.
 - . Employees must not use sick time to free themselves for employment elsewhere.
 - . Employees should consider the impact on the College of selling to NWIC's competitors any curriculum and teaching material, for which the employee holds the copyright.
-
- . When an employee uses or reports an innovation or idea from a fellow employee, they must give credit to the originator.
-
- . Employees are to be considerate of the spiritual and cultural information being used or shared in the classroom or in research. This would mean confidentiality, spreading of information, profiting from the historical information or any unauthorized infringement on the employee, family, or community.

PRINCIPLES

APPLICATION EXAMPLES

E. PRIVACY:

14. Employees must respect the privacy and confidentiality rights of others with whom they work. Confidential information must be used only for the purposes for which it was originally provided and shared only with authorized parties, on a need to know basis, unless consent is given or required by law.

- . Instructors must not discuss confidential student information with another student.
- . An instructor must only share a student's work with the class when the student has given permission.
- . Employees must only discuss the health or conduct of a student or colleague with their permission, or on a need to know basis.

15. Employees must obtain authorization or permission before using or accessing another person's work area.

- . An employee must not access another employee's space, desk, or materials or other work-related matters, without asking permission of the individual or in their absence, the appropriate College official.
- . An employee must not access a colleague's personal e-mail or computer files without their permission and knowledge and then only if the reasons for access can be reasonably justified.

SUB-APPENDIX A

Definitions for Code of Ethics for Employees

Acceptance – Favorable reception (of persons, things or ideas); approval; assent, belief.

Aspiration – Desire for high achievement or the realization of an ideal.

College Officials – President, Vice President, or Dean level.

Collude – Have a secret agreement. Conspire, plot, connive; act together in secret.

Competence – Power, ability, capacity (to do, for a task, etc.); legal authority, qualification or admissibility.

Condone – forgive or overlook.

Equality – The condition of having the same rights, rank, power, etc. with others.

Ethic – A set of moral principles

--the moral principles by which any particular person is guided; the rules of conduct recognized in a particular profession or area of human life.

Fairness – Honesty, impartiality, justice.

Fiduciary – relating to or involving something held in trust.

Honesty – with upright conduct; without fraud, by honest means; sincerely, fairly openly.

Honor – High respect, reverence, reputation, good name.

Integrity – Soundness of moral principle; the character of uncorrupted virtue; uprightness, honesty, sincerity.

Intimacy – Close personal friendship or acquaintance; close familiarity.

Intimate – United by friendship or other personal relationship; familiar, close.

Law – A rule of conduct imposed by a secular or higher authority.

Licensure – the granting of licenses especially to practice a profession.

Persecute – To harass in a way that causes suffering; oppression.

Personal – of, pertaining to, concerning, or affecting a person as an individual (rather than as a member of a group or of the public).

Policy – A course of action or principle adopted or proposed by a government, party, individual etc.; any course of action adopted as
advantageous or expedient.

Principle – A fundamental truth or proposition on which others depend; a general statement forming the basis of a system of belief, etc.; chain of reasoning.

Privacy – Freedom from unauthorized intrusion.

Prescribe – 1. Lay down as a rule or guide; order; direct 2. Order as a remedy or treatment

Profession – A vocation, a calling, one requiring advanced knowledge or training in some branch of learning or science.

Professional Contact – an employee who has power over student outcomes.

Proscribe – prohibit, as wrong or dangerous; condemn

Professionalism – the body of qualities or features, as competence, skill, etc. characteristic of a profession or professional.

Reasonable person standard – whether or not a reasonable person in roughly the same position would come to the same conclusion.

Respect – Deferential esteem felt or shown towards a person, thing, or quality; a feeling of deferential esteem; the state of being esteemed
or honored.

Trust – Faith or confident in the loyalty, strength, veracity etc., of a person or thing; reliance on the truth of a statement, etc., without examination.

SUB-APPENDIX B

Principle #4: Employee must not condone or participate in breaches of NWIC’s “Code of Ethics for Employees”

If a person has reason to believe that an employee of NWIC is not acting in accordance with the NWIC “Code of Ethics for Employees”, the person should:

1. Raise the concern directly with the employee, or
2. Ask a third party to raise the concern directly with the employee, or
3. Raise the concern with the employee’s supervisor(s), or appropriate college official.

Any serious concerns about the employee’s ethical behavior must be addressed through relevant college policies, such as the employee contract, or Personnel Policies.

Relevant college policies to consider but are not limited to:

1. Human Rights Policies – Indian Preference, Equal Opportunity
2. Employee Rights and Responsibilities
3. Policy on Discrimination
4. Sexual Harassment Policy
5. Conflict of Interest Policy
6. Nepotism
7. Use of Drugs or other Medication and Alcohol Policy
8. Appropriate and Responsible Use of Educational Information Technology Policy
9. Separation From Employment Policy
10. Outside Employment
11. Grievance Policy
12. College Catalog
13. Faculty Handbook

APPENDIX F

NORTHWEST INDIAN COLLEGE DRUG-FREE WORK PLACE POLICY AGREEMENT

As a condition of employment I understand that I must abide by the requirements of the Drug Free Workplace Policy adopted by the Board of Trustees of Northwest Indian College.

Northwest Indian College has a strong commitment to the community, students and employees to provide a safe, learning and working environment.

By signing this statement, I am attesting that I have been provided a copy of the policy in its entirety, that I have read it, and that I agree to abide by this policy while employed by Northwest Indian College.

Employee Signature