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1 INTRODUCTION

1.01 WELCOME TO THE COLLEGE

On behalf of the Waukesha County Technical College Board of Trustees and your colleagues, we welcome you to the College and wish you every success here. We believe each employee contributes directly to our mission to provide accessible career and technical education to strengthen our community through lifelong learning.

The WCTC Employee Handbook (herein the Handbook) was developed to describe some of the expectations of our employees and to outline the policies, programs and benefits available to eligible employees. You should familiarize yourself with the content of this Handbook as soon as possible, for it will answer many of your questions about your employment with WCTC. Please read it thoroughly and retain it for future reference.

We hope your experience here will be interesting, enjoyable and rewarding. Again, welcome!

Sincerely,

Barbara A. Prindiville, Ph.D.
President, Waukesha County Technical College

1.02 PURPOSE OF HANDBOOK

The College is pleased to provide personnel with this employee Handbook. This Handbook is intended to provide guidance regarding the College’s rules and operating procedures along with information pertaining to benefits offered to eligible employees. The College believes this handbook will serve as a useful resource during employment with WCTC. The Handbook and College policies and procedures apply to all employees of WCTC. It is the responsibility of every employee to be aware of and abide by existing rules and operating procedures.

No employee handbook is able to answer every question or anticipate every situation. For that reason, the College may interpret, reinterpret, change, supplement, or rescind any part of this Handbook or any of its other policies from time to time as it deems appropriate, with or without prior notice. At times there may appear to be a conflict between the Handbook and WCTC policies and procedures. Should you have a question, please contact the Human Resources department (HR department) for clarification.

Nothing in this Handbook or in any of the College’s policies, practices, or representations to or about its employees is an express or implied contract. Additionally, please understand that no supervisor, administrator, manager, individual Board member or representative of the College other than the Board itself has the authority to enter into any agreement with the individual for employment for any specified period or to make any promises or commitments.
contrary to the foregoing. Further, any employment agreement entered into by the College shall not be enforceable unless it is in writing and approved by the Board.

College Policies and Procedures can be found at F:\Data\WCTC Administrative Policies & Procedures.

1.03 ABOUT THE COLLEGE

Mission, Vision, Strategic Goals, and Values of WCTC

Mission
WCTC provides accessible career and technical education to strengthen our community through life-long learning.

Vision
WCTC is the leader in workforce development, preparing learners for success within the regional and global economy.

Strategic Goals

Student Learning - Goal 1
WCTC attracts and retains diverse students with a range of talents and needs by offering services and educational opportunities focused on student learning.

Collaborative Partnerships - Goal 2
WCTC shares expertise among faculty, departments, colleges, K-12 districts, the business community and governmental entities to provide a variety of learning and enrichment opportunities that meet the needs of students, employers and community members.

Competent Graduates - Goal 3
WCTC provides skilled, flexible, conscientious and employable graduates by maintaining high standards and offering a variety of courses within future-focused programs that prepare learners for the changing labor market.

Employees - Goal 4
WCTC develops systems that attract and retain highly skilled, quality staff capable of responding to changing needs of students, staff, businesses and the community.

Technology - Goal 5
WCTC develops technology skills for students and staff through the use of both current and innovative technologies and strategies that are responsive to industry trends.

Facilities - Goal 6
WCTC provides a dynamic learning and work environment that is inviting, safe and flexible.
Community and Business - Goal 7
WCTC fosters and maintains valuable relationships and visibility by informing students, parents, businesses, government and community members about the value of career and technical education.

WCTC’S CIRCLE OF VALUES

<table>
<thead>
<tr>
<th>Commitment</th>
<th>Communication</th>
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<tbody>
<tr>
<td>Dependability / Effectiveness / Responsiveness</td>
<td>Listening / Sharing / Questioning / Thinking</td>
</tr>
<tr>
<td>/Stewardship / Accountability / Purposefulness</td>
<td>We share information and ideas in an open,</td>
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<td></td>
<td>honest, timely manner throughout the College</td>
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<td></td>
<td>as we practice clear thinking and questioning.</td>
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<td>We are committed to creating an environment</td>
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<tr>
<td>that fosters learning, personal growth, and</td>
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<tr>
<td>fulfillment of the critical life skills.</td>
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<table>
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<tr>
<th>Integrity</th>
<th>Learning</th>
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<tbody>
<tr>
<td>Honesty / Truth / Fairness / Trust</td>
<td>Competence / Success / Personal Growth</td>
</tr>
<tr>
<td>We create a work environment together which</td>
<td>We provide opportunities to grow</td>
</tr>
<tr>
<td>upholds honesty, truth, fairness and trust.</td>
<td>professionally and personally to foster</td>
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<td></td>
<td>competent and productive members of our</td>
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<td>community.</td>
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<tr>
<th>Relationships</th>
<th>Excellence</th>
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<tr>
<td>Collaboration / Fun / Teamwork / Respect /</td>
<td>Quality / Innovation / Flexibility</td>
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<tr>
<td>Humor</td>
<td>We provide excellence in education by</td>
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<tr>
<td>We encourage collaboration and diversity</td>
<td>delivering high quality, innovative and flexible</td>
</tr>
<tr>
<td>among staff, students and the community</td>
<td>learning options.</td>
</tr>
<tr>
<td>through teamwork and respect of one another.</td>
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1.04 STUDENT LEARNING-CENTERED COLLEGE
As a student learning-centered college, WCTC places learning first in every policy, program, and practice. WCTC supports an atmosphere of academic freedom within the context of teaching and learning. WCTC’s students will be uniquely suited for tomorrow’s world through a combination of technical skills attainment and critical life skills.
WCTC endeavors to accomplish this vision under the guidance of educational leaders by:
1. Providing programs and services that recognize the differences in individual learners.
2. Engaging the students as full partners in the learning process.
3. Realizing that learning occurs in many ways and in many different places.
4. Recognizing that people learn best when they help each other learn.
5. Enabling all WCTC employees to see their role in supporting learning.
6. Utilizing systems of assessment throughout the College that ensure continuous improvement in student learning.

WCTC will strive to have a strong partnership of employees and students aligned around the principles of learning, dedicated to the processes of collaboration and teamwork, and supported by a committed Board, administration, faculty, professionals, and support staff through actions and resources.

1.05 WCTC ADMINISTRATIVE POLICIES AND PROCEDURES
WCTC has a number of administrative policies and procedures which employees need to be aware of. A number of these policies and procedures are referenced throughout this Handbook. Other policies and procedures may be found on the WCTC Portal. It is each employee’s responsibility to know and understand all policies and procedures that impact him/her, including, but not limited to, those referenced herein.

2 EMPLOYMENT

2.01 EMPLOYEE CATEGORY
It is the intent of the College to clarify the definitions of employment category so that employees understand their employment status and benefit eligibility. These categories do not guarantee employment for any specified period of time nor are they a guarantee of a specific position or job responsibility. Accordingly, the right to terminate the employment relationship at will at any time, for any reason or no reason, is retained by both the employee and the College, except where otherwise provided by a written employment agreement, state statute, or other law applicable to an employee.

Full-Time Employees: Employees hired to work between 30 and 40 hours per week on a regular basis.

Full-Time Instructors: Faculty who are workloaded between 36 and 40 points on a typical basis.

Part-Time Employees: Employees hired to work at least 10 hours and fewer than 30 hours per week on a regular basis.

Part-Time II Instructors: Faculty who are workloaded between 20 and 34 points on a typical basis.
Part-Time I/Adjunct Instructors: Faculty who are workload 20 points or fewer.

Part-Time I/Adjunct + Instructors: Faculty who may have a maximum workload of 32 points, but are not eligible for insurance benefits.

Limited Term Employees: Employees who are hired into positions that are for a planned undertaking which may or may not be a regular and continuing function, and/or partially or fully funded by an outside source, and/or have an established probable date of termination, or are replacing an employee on an interim basis.

1. **Duration of Appointment:** The duration of the appointment must be for one (1) year or less. However, at the discretion of the College, the appointment may be renewed; ordinarily no limited term appointment will exceed three (3) years.

2. **Limited Term Employees:** Hired after January 1, 2012, are not eligible for:
   a. Salary Continuance Insurance (long-term disability)
   b. Life Insurance
   c. Unpaid or Sabbatical Leaves

3. **Appointment to Regular Position:**
   a. In the event that a limited term employee is subsequently hired for a regular position, his/her years of service date shall be his/her original date of employment, including all time worked in the limited term position, provided there has been no break in continuous service which exceeds sixty (60) calendar days.
   b. Such employee shall start in the regular position at his/her current step on the salary schedule.
   c. A limited term employee hired into a regular position shall be on an introductory status for 1 year.
   d. Such employee shall be credited with accumulated sick leave and vacation earned as a limited term employee.

4. **Status After Three (3) Years of Limited Term Employment:** In the event that an employee continues in a position that was a limited term appointment after three (3) years, the employee may be awarded regular employee status and in which case, be eligible for all applicable benefits commencing at that time. The position shall maintain limited term status.

5. **Conversion of Position to Regular Status:** If, during the employee’s first three (3) years of employment, the position is converted to a regular status position, the employee will be immediately granted regular full or part-time status, whichever is applicable, and will be eligible for all applicable benefits commencing at the time of conversion.

6. **Regular Employee Appointed to Limited Term Position:** A regular employee with three (3) or more years of service to the College who is awarded a limited term position shall retain his/her status as a regular employee while holding the limited term position.
7. Limited term employees whose appointment will continue in the fall semester will be continued in the WCTC group insurance programs during the summer with the College paying that portion of the premium for each insurance that it paid during the previous semester.

8. Notwithstanding any other provision of this Handbook or law, a limited term employee shall have no right or expectation of continued employment if, for any reason, his/her position is discontinued, except in cases when the limited term position is discontinued because it is converted to a regular position. The only notice, preliminary or otherwise, that shall be required is a two (2)-week notice from the College that his/her position is being discontinued. Except as otherwise required by law, the limited term employee shall have no right to any hearing or conference before the Board regarding the continuation or renewal of his/her employment.

**Temporary Employees:** Employees hired to work ten (10) or more hours per week for a specific period of time. These employees may be used sporadically as needed for projects, to cover for peak periods or for employees on leave, etc.

**Casual Employees:** Employees hired to work fewer than ten (10) hours per week.

**School-Term Employees:** Non-teaching employees who work when school is in session.

**Student Employees:** An individual who is hired into a student position or college work-study position and who meets one or more of the criteria in the following procedure.

Procedure HUM 100-01 – Student Employees

**Eligibility:** Unless expressly noted, temporary, casual, and student employees, and Part-Time I/Adjunct and Part-Time I/Adjunct + Instructors are not eligible for paid time off for holiday, sick, or vacation time nor are they eligible for insurance benefits. Part-time employees may be eligible for a proration of holiday, sick, or vacation time and other benefits.

For additional definitions of employee categories, please see the appropriate Appendix:

1. Appendix A – Support Staff, for technical and paraprofessional positions;
2. Appendix B – Professional, for professional positions not dealing directly with students;
3. Appendix C – Faculty, for instructors, advisors, counselors, and non-teaching professionals dealing directly with students.

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**2.02 EQUAL EMPLOYMENT OPPORTUNITY**

The College will provide equal employment opportunities in all of its employment practices in compliance with all applicable federal, state, and local laws and in accordance with WCTC policies and procedures.

Policy HUM 601 – Equal Opportunity
2.03 AFFIRMATIVE ACTION

WCTC maintains an affirmative action program in accordance with federal and state regulations to ensure equal opportunities for women, racial/ethnic groups and persons with disabilities with respect to its educational programs and services and its employment practices. While the development and monitoring of the affirmative action program is primarily the responsibility of the College’s designated Affirmative Action Officer, the support of every employee, student, and recipient of College services is required to assure an environment conducive to the success of the program.
Policy HUM 601 – Equal Opportunity

2.04 ANTI-HARASSMENT AND NONDISCRIMINATION

The College expressly prohibits any form of harassment or discrimination, prohibited by law, based on race, color, religion, sex, national origin, age, disability, sexual orientation, or any other status protected by law.
Policy HUM 601 – Equal Opportunity

2.05 DISABILITY ACCOMMODATION

The College is committed to complying fully with the Americans with Disabilities Act (ADA) and the ADA Amendments Act of 2008 (ADAAA) and all other applicable federal, state and local laws by ensuring equal opportunity in employment for qualified persons with disabilities. The College is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The College will follow any state or local law that provides individuals with disabilities greater protection than the ADAAA.

The College also provides reasonable accommodations to qualified individuals with disabilities in accordance with these laws. Any qualified individual with a disability may make a request for reasonable accommodation to the employee’s supervisor and to the HR department. Cooperation is expected in the event any employee is asked to assist in the accommodation afforded another employee under this policy.
Policy HUM 601 – Equal Opportunity

2.06 REPORTING RELATIONSHIPS – EMPLOYMENT OF RELATIVES

The College may employ qualified relatives of other employees but will not do so if a supervisory/employee reporting relationship is required.
Policy HUM 102 – Employment of Relatives

2.07 EMPLOYEE-STUDENT RELATIONSHIP

The integrity of the employee-student relationship is at the core of the foundation of the College’s educational mission. This relationship requires considerable trust in the employee, who, by virtue of their position, carries significant authority and accountability as educator, evaluator and mentor. The unequal power dynamic in this relationship requires the employee to maintain professional boundaries to avoid unprofessional or unethical behavior (or even the appearance of unethical behavior) and to limit the possibility for coercion. The relationship
between employee and student must be free from influences or activities that can interfere with learning or the goals and principles of the College. Whenever an employee is responsible for academic or other supervision of a student, a personal relationship between them of a romantic or sexual nature, even if consensual, is entirely inappropriate, and can lead to legal liability for the employee and the College. Even if not of a romantic or sexual nature, other types of relationships (friendships, familial, business) that actually interfere with the objectivity of the employee also threaten the integrity of the educational process.

Policy HUM 105—Employee-Student Relationships

2.08 JOB POSTING

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

Employees are responsible for monitoring job vacancy notices and for completing and submitting an on-line application form during the posting period for a specific opening.

When a position becomes vacant or a new position is created, the College may post the position on the WCTC website and/or Portal, in accordance with the specific recruitment plan. The notice may include the date of the posting, the job requirements, the classification, a description of the position responsibilities, the work hours, the rate of pay for the position, the anticipated start date and the minimum qualifications required for the position. The College retains the right to determine the job descriptions needed for any vacant position and to select the most qualified applicant for any position based upon stated job descriptions. The College may temporarily fill vacant positions at its discretion during the posting and selection period. The term “applicant” refers to both internal and external candidates for the position.

2.09 EMPLOYMENT APPLICATIONS

The College relies upon the accuracy of information contained in the employment application as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the College's exclusion of the individual from further consideration for employment or, if the person has been hired, disciplinary action up to and including termination of employment.

Policy HUM 100 – Recruitment and Hiring of Personnel

2.10 PHYSICAL EXAMINATION

All new hires will require a pre-employment drug-screening, and certain areas will require tuberculosis screening, as well as a health requirement certification of having met required immunizations. Certain positions may require a physical assessment and/or audio screening. Any positive drug-screenings or inability to meet physical or health requirements may result in the applicant not being hired.

Drug-screening after a workplace incident or accident may be required or initiated.
2.11 INTRODUCTORY PERIOD FOR EMPLOYEES

Support staff, Professionals, and Faculty positions have introductory periods of different lengths. Further specifications are located in the appendix for each employee category.

2.12 ORIENTATION PROCESS

The College maintains a series of orientation sessions to provide new employees with the information, resources, and contacts needed to learn about their roles and College programs and processes:

1. **Benefits Orientation**: Provides eligible employees with the opportunity to meet one-on-one with an HR department staff member who will explain the benefits program and any enrollment forms, provide information on general College policies and services, and answer any immediate questions employees may have about their employment.

2. **College Orientation**: Provides employees with the opportunity to learn about WCTC’s mission, vision, values, history, programs, and services to students and customers.

3. **Teacher Bootcamp**: Provides new instructors and instructional managers with the opportunity to learn about WCTC’s teaching and learning processes.

4. **Department Orientation**: Provides new employees and their supervisors the opportunity to develop an orientation/training plan and discuss information about the department, meet co-workers, share job expectations, and review other requirements.

Orientation is an ongoing process and employees are encouraged to take an active part in their orientation by reading College informational materials, meeting with colleagues, and asking questions.

2.13 PROFESSIONAL DEVELOPMENT

The College is committed to providing training and development opportunities to assist in the professional and personal growth of employees.

An employee’s professional development is a shared responsibility of the employee, the supervisor/manager, and the College. Employees have a primary responsibility to create their career development plans, initiate actions that will direct them to their career goals, and document their progress. This process is integrated with the College’s performance improvement systems, which may be tools to help employees identify goals and development opportunities that are specific to their needs.

Employees are encouraged to attend conferences and seminars and participate in professional associations and related professional development activities that will enhance their work at the College. In addition, the College provides financial assistance to eligible employees for successfully completing approved courses taken at WCTC or other accredited post-secondary institutions.

HUM 400 – Employee Educational Assistance
HUM 400-01 – Time-Sharing and College-Time Courses
HUM 400-02 – Employee Educational Assistance for WCTC Courses
2.14 PERFORMANCE IMPROVEMENT SYSTEMS

The College has developed annual performance improvement systems for all employee groups — educators, support staff, and managers/professional staff — to foster employee development and continuous improvement. Each system was developed by cross-functional, quality improvement teams and was based on the College’s continuous improvement philosophy of self-direction (continuous improvement), trust (personal empowerment), coaching, and customer feedback (customer focus). Some of the key beliefs common to each system are:

1. The majority of employees are doing the best they can and want to continuously improve.
2. Everyone’s work contributes to strengthening student-centered learning.
3. Coaching, when done in a climate of trust and respect, will empower and develop employees.
4. Feedback is most valuable when it is constructive, specific, immediate, frequent and relevant.
5. Feedback comes from a diverse group including supervisors, students, other staff and external customers.

Each system is a collaborative process with the supervisor and employee mutually agreeing upon goals/areas for improvement and development for the year at a formative conference. Throughout the year, there should be continuous, ongoing dialogue between the supervisor and employee concerning performance which includes positive feedback on accomplishments and coaching for improvement. The results of the performance improvement system may be taken into consideration regarding renewal or termination.

2.15 INTRODUCTORY PERIOD—TRANSFER

Employees who accept an internal job opening will have a 90 calendar day introductory period. In the first 10 working days of the period, the employee or the supervisor can request the employee return to the employee’s previous position. The supervisor must develop and implement a training plan to promote the success of the employee. If the employee does not successfully complete the introductory period, the employee may apply for other vacancies that he/she is qualified for before the end of the introductory period or the employee may be released from employment. The College may also assign the employee to another position.

Nothing in this section is intended to be a guarantee of employment during the introductory period or once an employee has completed the introductory period.
2.16 ACCESS TO PERSONNEL FILES AND HEALTH FILES

The College maintains personnel files on each employee. These files contain documentation regarding various aspects of the employee’s employment with the College, such as the employee’s job application, performance reviews, disciplinary warning notices, and other employment records. The College maintains a separate confidential file for health records and related documentation in compliance with applicable privacy laws.

Performance Improvement Reviews: Employees shall be given a copy of any performance improvement review and have the right to attach a written response to any review. No review may be placed in the employee’s personnel file without the employee having an opportunity to review the comments, respond to any noted deficiencies and sign the review. Such signature does not indicate agreement with the contents of the review but is only acknowledgement that the employee is aware of the contents.

Right to Answer Materials in Personnel File: An employee shall have the right to answer any material placed in the file and said answer shall be attached to the related material in the file.

To ensure that personnel files are up-to-date at all times, employees need to promptly notify their supervisor and the HR department of any changes in name, telephone number(s), home address, marital status, number of dependents, beneficiary designations, educational attainment, certifications, or any other similar information. Employees may request to inspect or request a copy of their personnel file as provided under state law.

HUM Procedure 500-01 – Personnel Files

2.17 MANAGEMENT RIGHTS

The Board and the Administration possess the sole right to operate the institution and all management rights reposed in it, subject to College policies, procedures, and applicable law. These rights include, but are not limited to, the following:

1. Directing all operations of the College;
2. Establishing and enforcing work rules and schedules of work;
3. Hiring, promoting, transferring, scheduling, and assigning employees;
4. Suspending, demoting, discharging (terminating), and taking other disciplinary action against employees;
5. Relieving employees from their duties because of lack of work or any other reasons;
6. Maintaining efficiency of operations;
7. Taking whatever action is necessary to comply with federal, state, or local laws, or regulations and ordinances;
8. Introducing new or improved methods or facilities;
9. Changing existing methods or facilities;
10. Determining the kinds and amounts of services to be performed as it pertains to operations and the number and job classifications to perform such services;
11. Contracting out for goods or services;
12. Determining the methods, means and personnel by which operations are to be conducted;
13. Taking whatever action is necessary to carry out the functions in emergency situations.
2.18 REDUCTION IN FORCE

The purpose of this section is to set forth the policies and practices regarding employment, layoff, and the recall of laid-off employees, unless subject to other federal or state law.

In the event of insufficient work, lack of available funding or for other reasons determined by the College, employees may be laid off. The College may also reduce the employee’s workweek in lieu of a layoff.

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

Laid-off employees shall be eligible for continuation of their participation in the group health insurance program per the Consolidated Omnibus Budget Reconciliation Act (COBRA) regulations. Laid-off employees may continue on the payroll beyond the date of layoff until all earned and accrued vacation and floating holiday (if earned) benefits are exhausted or shall be paid all earned and accrued vacation and floating holiday benefits on the normal paycheck following their layoff date.

2.19 TERMINATION OF EMPLOYMENT

The College anticipates that relationships with employees are long-term and mutually rewarding; however, the College reserves the right to terminate the employment relationship at any time, except as specifically provided otherwise through an employment contract or prohibited by applicable law or College policy.

The employment relationship between the College and any employee shall be terminated:

1. If the employee is discharged.
2. If the employee quits his/her employment.
3. If the employee fails to return to work on the first workday following the expiration of an authorized leave of absence unless the employee is unable to notify the supervisor or the HR department because of illness or other reasonable circumstance.
4. If the employee retires.

Exit interviews with the HR department are normally scheduled for outgoing employees after a supervisor receives a notice of resignation or intent to retire and for employees whose termination is initiated by the College. The purposes of these interviews are to review eligibility for benefit continuation and conversion, to ensure that all necessary forms are completed, and to provide employees with an opportunity to discuss their job-related experiences. Supervisors are responsible for collecting all the College property that may be in the employee's possession (e.g., the College credit cards, computers, and keys, etc.).

2.20 NOTICE OF RESIGNATION FROM EMPLOYMENT

Employees should give written notice of resignation from employment at least two (2) weeks prior to the last day of work or as outlined in the employee’s individual contract or letter of
appointment. If an employee has used more sick or vacation time than advanced to him/her, the employee will have an amount equal to the value of that used but not accrued leave withheld from the employee’s last paycheck.

Employees wishing to resign should follow Procedure HUM 100-02 –Resignation Processing.

### 3 COMPENSATION POLICIES

#### 3.01 WAGE AND HOUR CLASSIFICATIONS

Each employee is designated as either non-exempt or exempt under federal and state wage and hour laws.

**Non-Exempt Employees:** Employees who are covered by federal or state wage and hour laws which includes the requirement to be paid overtime at the rate of time and one-half (1 ½) their regular rate of pay for all hours worked beyond 40 (forty) hours in a workweek.

**Exempt Employees:** Employees who are not covered by federal or state wage and hour laws for purposes of overtime. Managerial, professional, and some administrative employees (including teachers, academic advisors, counselors, and other professional employees dealing directly with students and those professional employees not dealing with students on a regular basis) are typically exempt.

Employees will be informed of their employment classification as exempt or non-exempt during the hiring process. Employees who change positions during employment as a result of a promotion, transfer, or otherwise will be informed by the HR department of any change in their exemption status.

#### 3.02 WORK HOURS

The workweek is defined as starting at 12:00 a.m. Sunday and ending at 11:59 p.m. the following Saturday. The normal workweek for full-time employees is 40 hours. Full-time employees are normally scheduled to work 8 hours per day excluding the meal period. The normal schedule of workdays for each full-time employee shall be five (5) days. Department coverage will be 8:00 to 5:00 p.m. Monday through Thursday and 8:00 to 4:30 p.m. on Friday; exceptions will be approved by the College President or designee.

Other daily and weekly work schedules may be established based on service needs. All schedules of work and/or work hours may be changed at the discretion of the College to meet the varying service needs of stakeholders or for other business reasons.

**Travel-Related Schedule Adjustment:** Whenever an employee voluntarily attends a conference, trade show, or other professional development activity, or otherwise voluntarily travels for College-related business outside of the employee’s workday/workweek, his/her supervisor, after
discussion with the employee, will restructure the employee’s workday/workweek as necessary to minimize overtime (non-exempt only) and other related costs to the College.

3.03 RECORDING WORK HOURS

All non-exempt employees are required to record hours worked, overtime, and absences in a timely manner in accordance with the College’s official time and record process form. Altering, falsifying, or tampering with time records or recording time on another employee’s time record is a breach of College policy and grounds for disciplinary action.

All full-time non-exempt employees need to complete a Full-Time Non-Exempt Employees Time Report form which must be signed by the supervisor and retained in the department.

Timesheets are required for employees who work fewer than 40 hours per week or when an employee earns additional wages (non-regular shift differential, overtime, etc.). Employees who fill out timesheets for payment will include on the form the days worked, hours worked, and meal break. Timesheets are to be signed by the employee and the supervisor and sent to the Financial Accounting Services (FAS) Payroll staff by the due dates for processing.

Exempt employees are expected to maintain a core group of hours pursuant to section 3.02 or in accordance with their respective function at the College. Employees utilizing flexible scheduling as provided for in section 3.06 may be required to record or communicate this change in schedule with the respective supervisor.

3.04 OVERTIME PAY

Non-exempt employees will receive compensation at the rate of one and one-half (1 ½) times their regular hourly rate of pay for all hours worked over forty (40) hours in any given workweek. Overtime must always be approved by a supervisor before it is performed. Only hours actually worked will be used to calculate overtime. Paid time off for vacation, holidays, sick days, leaves of absence, or other reasons will not be considered “hours worked.”

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

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

3.05 COMPENSATORY TIME

Non-exempt employees may request compensatory time in lieu of overtime pay with supervisor approval. Compensatory time is earned at the same rate as overtime. Part-time employees are not eligible for compensatory time and will be paid straight time up to and including 40 hours worked in a week.
If requested by a full-time employee to elect compensatory time in lieu of overtime pay, the supervisor may permit the employee to do so.

Compensatory time will be earned at one and one-half (1½) times. The employee may accumulate up to twenty-four (24) hours of compensatory time. Any time exceeding twenty-four (24) hours must be paid as overtime.

An employee’s request to use compensatory time will be permitted provided it does not impose an unreasonable burden on the department to continue its operations at an acceptable level of quality and quantity. In scheduling time off, consideration is to be given to:

1. The normal schedule of work;
2. Anticipated peak workloads;
3. Emergency requirements for staff and in-services; and
4. The availability of qualified staff to fill in.

Compensatory time may be taken in increments of not less than one hour.

The College may pay cash in lieu of accrued compensatory time at any time at its sole discretion by providing the employee with at least thirty (30) days’ notice of the intent to pay out the accumulated compensatory time.

### 3.06 FLEXIBLE SCHEDULE

An employee may request a temporary modification in his/her weekly work schedule. Such modification may consist of working longer on one day(s) and taking off an equivalent amount of time on a subsequent day(s) or may consist of starting and ending a day(s) earlier (or later) than the employee’s normal work schedule. The request for a change within the employee’s workweek should be made to the employee’s immediate supervisor at least one (1) week in advance of the proposed change, unless circumstances require a shorter notice period. The immediate supervisor shall approve or deny the employee’s request. All hours of work under a flexible work schedule agreement for a non-exempt shall be completed within the same week.

### 3.07 SHIFT PREMIUM FOR NON-EXEMPT EMPLOYEES

<table>
<thead>
<tr>
<th>Shift Premium (Record on Timesheet)</th>
<th>Shift Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>All first shift operations starting between 5:00 a.m. and 12:59 p.m.</td>
<td>No shift premium</td>
</tr>
<tr>
<td>All non-exempt employees whose shifts start at 1:00 p.m. or later and end after 6:00 p.m.</td>
<td>Shift premium for all hours worked</td>
</tr>
</tbody>
</table>

### 3.08 CALL-IN PAY FOR NON-EXEMPT EMPLOYEES

Any non-exempt employee called in to work at a time other than his/her regular schedule of hours shall be entitled to at least two (2) hours work at one and one-half (1½) times his/her regular rate of pay. If the employee is called in on the seventh day of work or on a holiday,
he/she shall be entitled to at least two (2) hours work at two (2) times his/her regular rate of pay. Part-time employees will be paid at their regular wage for the first 40 hours worked.

3.09 HOLIDAY PAY FOR NON-EXEMPT EMPLOYEES

Time worked on a holiday, with supervisor’s approval, shall be paid at the rate of one (1) times the employee's regular rate of pay in addition to payment for the holiday. Typically, this will occur in Facilities or Information Technology Services when there is a need. A non-exempt employee who volunteers to work on a holiday or when the College is officially closed may, in lieu of holiday pay, choose a floating holiday for each day/shift worked and receive straight-time pay for the hours worked. An employee could work four (4) days between the Christmas holiday and the New Year’s holiday and have four (4) floating holidays to schedule later in the year. Floating holidays must be used within the current fiscal year or must be paid by June 30.

3.10 CALENDARS

The Academic calendar and the Scheduling calendar can be found on the WCTC Portal under Calendar, Other Calendars.

3.11 PAYDAYS

All employees are paid on the 15th and last day of each month via a method determined by the College which is currently electronic fund transfer or direct deposit. Each pay will include:

1. For hourly employees, the pay will include earnings for all work performed through the end of the previous pay period.
2. For salaried employees, the pay will include earnings for all work performed in the current pay period plus any additional earnings from work performed in a prior period that was submitted on a timesheet.

If a scheduled payday falls on a Saturday, Sunday, or College-observed holiday, employees will be paid on the last working day preceding the weekend or holiday. Employees may access their electronic pay stubs via the WCTC Portal under My Account Banner OIS.

All required deductions, such as federal, state, and local taxes, and all authorized voluntary deductions, such as health/dental insurance contributions, will automatically be withheld from the employee’s pay. Employees should direct questions to the FAS Payroll staff.

In the event there are overpayments to the employee, the employee will reimburse the College. On a case-by-case basis, a repayment plan may be established for reimbursement to the College. Separation from the College prior to complete repayment will require payment in full at time of separation. In the case of underpayments, the error will be corrected on the next payroll.
3.12 SEVERE WEATHER/COLLEGE CLOSINGS

The College is generally open for business, regardless of weather conditions. If the College closes early or does not open for a day, eligible employees scheduled to work will be compensated as if the College was open.

Previously scheduled vacation, sick, and personal leave must be canceled the day prior to the closing of the College for the day to be reinstated. When the main campus in Pewaukee is closed, all other campuses are also closed. This includes center schools, clinical sites, or WCTC classes held at area high schools.

When severe weather conditions exist, it will be the responsibility of each employee to check designated media sources to determine if the College is closed. In addition, school cancellation snow/emergency telephone calling chains will be utilized by department in an attempt to contact employees as soon as possible.

Employees are expected to make every reasonable effort to report to work when the College remains open during inclement weather. Employees who are unable to get to work, or expect to be late, will contact the supervisor as soon as possible.

Time missed due to inclement weather when the College is open must be recorded in the following order (applicable by employee category):

1. Accumulated compensatory time.
2. With supervisor approval, the employee may flex his/her schedule to make up the time within the same week.
3. Personal or vacation time (provided the employee has a balance available).
4. Time without pay.

4 LEAVES OF ABSENCE AND OTHER TIME OFF BENEFITS

4.01 FAMILY AND HEALTH LEAVE

The College provides job protected time away from work for qualified family or health leaves in compliance with the requirements of the federal and Wisconsin Family and Health Leave Acts (FMLA). Federal and Wisconsin FMLA leave will run concurrently with each other and with the College’s paid time off policies and benefits (i.e., paid vacation, sick, or personal time, workers compensation, and long-term disability insurance benefits) to the extent provided by law.

For more information on FMLA leave or to begin the process to request FMLA leave, contact the HR department Privacy Officer.
4.02 BEREAVEMENT LEAVE
Eligible College employees who experience a death in the family will be compensated for time lost from their regular work schedule in order to make necessary arrangements or attend the service.

Requests for bereavement leave should be made to the immediate supervisor. The College may request appropriate documentation before paying for the leave. Additional time off may be requested through use of available vacation or personal time. Specific details on days off per eligible employee category can be found in the respective appendixes.

4.03 JURY DUTY LEAVE
A non-accumulative paid leave for as much time as is required will be provided to eligible employees to serve on a jury for which he/she is summoned by the court when such duty occurs during the employee’s regular work hours. No non-accumulative paid leave will be provided for jury duty that occurs outside of the employee’s regular work hours or workdays.

An employee must notify his/her immediate supervisor as soon as notice of jury duty is received. The employee is expected to contact his/her immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

An employee who is unable to report for work because of jury duty will be paid the regular hours he/she is scheduled to work (up to a maximum of 60 calendar days) provided the employee provides a copy of the check received from serving on the jury to the FAS Department. The employee may turn over the check received from the court or a deduction will be made on the employee’s next paycheck for the amount of the check less any reimbursement for expenses. The employee will not suffer any loss of benefits that would be accrued during this time (i.e. sick leave, health insurance, vacation, etc.) or loss of any salary adjustment. The time required for any employee to serve on jury duty will not be deducted from sick leave or vacation time the employee has earned or will earn in the future.

4.04 VOTING LEAVE
On election days, an employee eligible to vote in elections will be allowed up to 3 hours of voting leave unless applicable state law requires greater leave. The College may specify the hours during which employees may take their time off. Non-exempt employees will not be entitled to pay for time off for voting leave unless required by applicable state law.

4.05 HOLIDAYS
The College provides paid time off to eligible employees on the following holidays:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>Spring Holiday</td>
<td>Day after Thanksgiving Day</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>Labor Day</td>
<td>New Year’s Eve Day</td>
</tr>
</tbody>
</table>
Holidays falling on a Saturday are ordinarily observed on the preceding Friday. Holidays falling on a Sunday are ordinarily observed on the following Monday. In order to be eligible for holiday pay, employees must work their regular scheduled day or be in a paid status on the day before and after the holiday. The two (2) Christmas and two (2) New Year’s holidays will be scheduled on days during the planned Christmas closing. Any remaining normal workdays during the time the facilities are closed shall be granted as additional paid days off.

Part-Time Employees: All provisions of this procedure shall apply to part-time employees except that part-time employees shall receive holiday pay on the following basis: the authorized number of weekly hours for the position divided by 5 multiplied by the employee's hourly rate of pay.

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4.06 VACATIONS

Because the College recognizes the importance of vacation time which provides the opportunity for rest, recreation, and personal activities, the College grants annual paid vacations to eligible employees. The amount of vacation depends on the employee’s status and length of service as of the employee’s anniversary date (date the employee became eligible for vacation). The appendixes of this handbook delineate vacation allotments by employee classification. Usage and current allotment information is available on the WCTC Portal under My Account Banner OIS.

Employment Year: Vacations shall be based upon the employment year, which shall be defined as an individually calculated period of time (365 days) beginning with an employee's initial date of employment or hire into a position that is eligible for vacation benefits.

Part-Time Employees: All provisions of this policy shall apply to part-time employees except that part-time employees shall receive vacation pay on the following basis: The authorized number of hours for the position divided by 5 multiplied by the employee's hourly rate of pay.

Advance Crediting of Vacation: At the beginning of an employment year, each eligible employee shall be credited with his/her full vacation allotment for that year. It is understood and agreed that this is an advance credit and any employee who leaves the service of the College for any reason shall have his/her vacation earnings prorated for that employment year to the nearest hour and that any employee who has used more leave than the prorated amount shall repay the College for all such additional time off. It is further understood that the College is authorized to deduct such payment from the employee's paycheck.

Vacation shall not be earned or used for any month an employee is either not scheduled to work or for any month an employee is on unpaid status for a majority of his/her scheduled workdays during that month.

Vacation Scheduling: Vacation time for eligible full-time employees may be taken in minimum increments of one (1) hour and part-time employees may take quarter (.25) hour increments as long as the times chosen meet departmental approval. Vacations will ordinarily not be cancelled once approved.
Vacation Requests and Preference: Employees must follow department procedures when requesting vacation.

Vacation Carryover: Vacation time must be used within fourteen months of the employee’s anniversary date. For example, vacation time for a January 15, 2011, anniversary date must be used by March 14, 2012.

Pay in Lieu of Vacation: Employees are required to take their earned vacation. No payments will be made in lieu of taking vacation, except for unused earned vacation at the time of termination.

4.07 SICK LEAVE

The College recognizes that inability to work because of illness or injury may cause economic hardship. For this reason, the College provides paid sick leave to eligible employees.

1. Sick leave shall be paid for any absence from work due to the:
   a. Personal illness or injury of the employee.
   b. Illness or injury of an employee's dependent child.
   c. Serious health condition of a spouse, child, or parent.
   d. Health, vision, or dental appointments for the employee and/or child that cannot be scheduled outside of the employee's regularly scheduled work hours.

2. The following definitions apply under this section:
   a. Child: A natural, adopted, foster or treatment foster child, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for himself/herself because of a serious health condition.
   b. Parent: A natural parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee or an employee's spouse.
   c. Spouse: An employee's legal husband or wife.
   d. Serious Health Condition: A disabling physical or mental illness, injury, impairment or condition involving any of the following:
      1. Inpatient care in a hospital, nursing home, or hospice.
      2. Outpatient care that requires continuing treatment or supervision by a health care provider.

Sick leave may be carried over from one employment year to the next to a maximum determined by employee category.

Specific details on sick leave usage per employee categories are listed in the respective appendixes.

Sick leave balances are available for review on the WCTC Portal under My Account Banner OIS.
In the event an employee becomes eligible for benefits under the College's long-term disability insurance program, the employee will no longer receive pay for sick leave usage.

Advance Crediting of Sick Leave: At the beginning of his/her employment year, each employee shall be credited with his/her projected sick leave allotment for the ensuing employment year. This is an advance credit and any employee who leaves the College for any reason shall have his/her sick leave earnings prorated for that employment year to the nearest hour and that any employee who has used more leave than the prorated amount shall repay the College for all such additional time off. It is further understood that the College is authorized to deduct such payment from the employee’s paycheck.

If, during an employment year, there is reasonable expectation that an employee will not earn some portion of the sick leave which had been advanced to him/her, the College may make a corresponding adjustment to the employee's available sick leave balance. Sick leave will not be credited to staff that have an anniversary date but are on an unpaid status. Adjustments will be made upon return.

4.08 PERSONAL LEAVE

The College provides eligible employees paid personal leave annually for extenuating personal or emergency reasons. Personal leave may not be used as or to extend vacations, for political, union, or legislative activity, or while receiving compensation from another source.

Employees must give the immediate supervisor notice of intent to use personal leave at least 48 hours before taking that time off except in emergency situations. Use of personal leave is subject to approval of the immediate supervisor.

Personal leave does not carry over from year to year and the employee will not receive payment for unused personal leave at the end of any employment year or in the event of termination unless otherwise required by applicable state law. Personal leave will be deducted from sick leave. Personal leave may be used in the same increments as sick leave.

4.09 MILITARY LEAVE

WCTC respects the commitment made by uniformed servicemen and women and follows all federal and state laws designed to protect veterans, reservists, members of the National Guard, and those who have been called to or volunteered for military service.

An unpaid leave of absence shall be granted to employees who are drafted, who enlist for a period not to exceed five (5) years, or, who are involuntarily called to active duty in the Armed Forces of the United States or the State of Wisconsin.

An employee granted a full unpaid military leave of absence under this provision shall not be eligible to participate in the College’s group benefit plans except that an employee on such leaves under this paragraph may elect to continue coverage under the College’s group health and dental
insurance plan for up to eighteen (18) months (unless prohibited by Wisconsin Statutes or the 
insurance carrier(s)) provided that he/she pays to the College the full premium costs.

**Reserve Camp or Schools:** Employees who are duly enrolled members of the reserve components 
of the Armed Forces of the United States or the State of Wisconsin shall be reimbursed for any loss 
of normal base wages to attend duly ordered field camps of instruction or schools for a period not to 
exceed two (2) weeks in any calendar year. The amount to be paid will equal the normal base wage 
for the period of training or duty minus the employee's military pay. Normal base wages shall 
include any longevity pay or shift premium which the individual would normally receive. Military 
pay shall include the base pay, pay for length of military service, special qualifications or duties, 
food, room, clothes, or any other miscellaneous item, but shall exclude travel pay. An employee 
requesting such payment will be required to furnish the College with his/her military pay voucher 
covering the period of military training or duty.

**Emergency Duty:** Employees who are called to duty by reason of civil disobedience, disorder, 
insurrection, or natural disaster shall be granted an unpaid leave of absence for the period of active 
duty, or the time absent may be charged against the two (2) week maximum reimbursement 
allowance per calendar year.

### 4.10 UNPAID LEAVE OF ABSENCE

Any employee may request an unpaid leave of absence for personal reasons for a period of up to 
one (1) year. The request must be in writing to the employee’s supervisor and the Associate Vice 
President of Human Resources (Assoc. VP of HR) and must include the reasons for the leave and 
the duration of the leave. Requests must be received at least five (5) business days prior to the 
beginning of the leave period or as soon as reasonably possible in emergency situations. The Assoc. 
VP of HR will either approve or deny the leave and will notify the requesting employee and his/her 
supervisor accordingly. No benefits will accrue during an unpaid leave of absence unless otherwise 
provided for by law.

### 5 GROUP HEALTH (MEDICAL/DENTAL) AND RELATED BENEFITS

#### 5.01 EMPLOYEE BENEFITS PROGRAM

The College has established a variety of employee benefits programs designed to assist eligible 
employees and their qualified dependents in meeting the financial burdens that can result from 
illness, disability, and death, and to help plan for retirement, deal with job-related or personal 
problems, and enhance job-related skills.

**Benefits Program Features:** The College’s group health and life insurance and retirement-related 
programs are described more fully in summary plan description booklets, copies of which 
employees receive once the employee is eligible to participate in these programs. Complete 
descriptions of the College’s group health insurance programs are included in the College's master 
insurance contracts with insurance carriers, which are maintained in the employee benefits section 
of the HR department. Complete descriptions of retirement-related programs are available from the
Wisconsin Department of Employee Trust Funds. If information in this Handbook or summary plan descriptions contradicts information in these master contracts or master plan documents, the master contracts/documents shall govern in all cases.

The College may amend or terminate any of these programs or benefits, including raising co-pays, deductibles or premium share. For more complete information regarding any of the College’s benefits programs, contact the HR department.

### 5.02 HEALTH INSURANCE

The College allows all eligible employees and their dependents to participate in the College's health insurance plan. Coverage for eligible employees is effective on the first day of employment.

Benefits under this plan terminate on the date employment with the College terminates except in the circumstances when the employee is eligible for retirement benefits.

Additional information is on the WCTC Portal, on the Human Resources Department page, on how to continue group health insurance benefits after termination of employment (COBRA).

Further details regarding the health insurance plan can be found in the summary plan description booklet, or the College HR department can be contacted.

### 5.03 DENTAL INSURANCE

The College allows all eligible employees and their dependents to participate in the College’s dental insurance plan. Coverage for eligible employees is effective on the first day of employment.

Benefits under this plan terminate on the date employment with the College terminates except in circumstances when the employee is eligible for certain retiree benefits. Additional information is on the WCTC Portal, on the Human Resources Department page, on how to continue group health insurance benefits after termination of employment (COBRA).

Further details regarding the dental insurance plan can be found in the summary plan description booklet, or the College HR department can be contacted.

### 5.04 WELLNESS

The College offers a variety of programs that concentrate on preventative health measures. Focusing on employee health, not only helps employees improve or maintain their quality of life, but also helps contain rising health care costs. Programs offered include: health assessments, physical activity challenges, on-site fitness classes, blood pressure screenings, flu shot clinics, spring health fair, and a variety of educational programs.

For more information on wellness programs, employees should contact the HR department or visit the WCTC Portal.
5.05 FLEXIBLE SPENDING PLAN
The College provides eligible employees the opportunity to contribute pre-tax income into a flexible spending account for health/dental expenses and/or dependent care expenses to be reimbursed on a pre-tax basis for eligible expenses incurred during a calendar year.

For further details regarding flexible spending accounts, contact the HR department.

5.06 LIFE INSURANCE
The College provides eligible employees term life and accidental death and dismemberment insurance. Coverage under this program is available for employees only; dependent coverage and supplemental accidental death and dismemberment insurance is available at the employee’s own cost. Coverage for eligible employees is effective on the first day of employment.

For further details regarding life insurance benefits, consult the summary plan description booklet or contact the HR department.

Specific details on life insurance coverage per employee category are listed in the respective appendixes.

5.07 LONG-TERM DISABILITY INSURANCE
The College provides eligible employees with long-term disability insurance benefits. Coverage for eligible employees is effective on the 31st day of employment.

Under this program, employees who are disabled for more than 60 calendar days because of injury or sickness (in accordance with the definition of "disability" specified in the summary plan description booklet on long-term disability benefits and in the master insurance contract) are eligible to receive a benefit equivalent to 90 percent of their basic monthly earnings to a maximum benefit as outlined in the summary plan description booklet in the master insurance contract. Benefits continue for as long as the qualifying disability continues in accordance with the maximum benefits periods specified in the summary plan description booklet and in the master insurance contract.

Coverage under this plan normally terminates on the date employment with the College terminates. If, however, employee is receiving long-term disability benefits at the time of termination, these benefits continue for as long as the qualifying disability continues.

For further details regarding long-term disability coverage, consult the summary plan description booklet or contact the HR department.

5.08 WORKER’S COMPENSATION INSURANCE
Worker’s Compensation is a state-mandated benefit for employees suffering work-related injuries and illnesses. The rights and obligations for both the employee and employer regarding these activities are governed by state law.
Worker’s Compensation provides a quick, fair means of handling work-related injuries or illnesses through

1. Continuation of income.
2. Payment of health bills.
3. Rehabilitation of a disabled employee.

This program covers injuries or illnesses sustained in the course of employment that require health, surgical, or hospital treatment. Subject to applicable legal requirements, worker’s compensation insurance generally provides benefits after a short waiting period.

Employees who sustain work-related injuries or illnesses must inform their supervisor or the HR department immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Questions regarding Worker’s Compensation should be directed to the Environmental, Health and Safety Office.

5.09 BENEFITS CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives eligible employees and their qualified beneficiaries the opportunity to continue insurance coverage under the College’s plans when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events include resignation, termination of employment, death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the College's group rates. COBRA benefits are available to the employee or beneficiary for a specified amount of time. The College provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the College’s insurance plan. The notice contains important information about the employee's rights and obligations.

5.10 WISCONSIN RETIREMENT SYSTEM OF DEPARTMENT OF EMPLOYEE TRUST FUNDS (WRS)

The College provides a retirement program administered by the State Department of Employee Trust Funds (ETF), known as the Wisconsin Retirement System (WRS), for employees’ post-employment years. Employees are encouraged to begin planning for retirement early in their careers so that the WRS benefits, benefits from the federal government's Social Security program, and income from personal investments can grow together to provide future financial security.

The College and each employee contribute one-half of the actuarially determined contribution to WRS. The employee’s contribution is made on a pre-tax basis. The amount of benefits an employee
may receive when retiring depends on, among other things, years of credited service in the WRS and income levels. At this time, all qualified individuals must participate in WRS.

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**5.11 OTHER DEFERRED COMPENSATION PLANS**

The College has established a 403(b) Tax Sheltered Annuity (TSA) plan and a 457 Wisconsin Deferred Compensation (WDC) plan that are available to eligible employees. The purposes of both plans are to encourage eligible employees to save on a pre-tax and after-tax basis and to build a financial reserve for retirement.

Eligible employees may participate in each plan at any time, subject to all terms and conditions.

The 403(b) and 457 plans allow employees to elect how much salary to contribute and to direct the investment of the plan account to the identified vendors in order to tailor the retirement package to meet the employee’s individual needs. Contributions to a 403(b) or 457 plan are automatically deducted from the employee’s pay before federal and state tax withholdings are calculated, which can save tax dollars by having the current taxable amount reduced.

Complete details of the 403(b) and 457 plans are described in summary plan documents provided to eligible employees. Contact the HR department for more information about either plan.

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**5.12 EMPLOYEE ASSISTANCE PROGRAM**

The College subscribes to a confidential Employee Assistance Program (EAP) to assist employees with challenges in the workplace or at home.

**These challenges may involve a wide range of issues including:**

1. Family concerns
2. Legal or financial questions
3. Alcohol or drug abuse questions or problems
4. Family and dependent care needs
5. Health and wellness insight
6. Other personal problems

EAP provides consultation services and/or referrals to local community treatment sources or the College’s insurance plans when appropriate. All employees and their dependents are free to use this program and are encouraged to do so. Visits or calls to EAP are held in confidence to the maximum extent possible.

Participation in EAP does not excuse employees from complying with College policies or from meeting job requirements during or after receiving assistance. Participation in EAP will not prevent the College from taking disciplinary action against any employee for performance problems that occur before or after the employee seeks assistance through the program.

Employees interested in learning more about EAP should contact the HR department.
5.13 RETIREE BENEFITS

The College provides retirement benefits such as health and dental insurance, life insurance, and sick leave payment for those eligible employees that meet certain age and length of service requirements. These benefits are reviewed periodically to determine if any changes need to be made. Further information is available on the Human Resources Department web page under Benefits.

5.14 SURVIVOR'S BENEFITS

In the event of an employee's death and at the family's request, the employee's insurance coverage, as defined in this section, shall continue in full force for a period of three (3) months at the College's expense. Thereafter, the family of an employee with a minimum of five (5) years of service may participate in the group health insurance plan at its expense for a period equivalent to the number of years of service. Should the surviving spouse remarry, die, or the surviving children (assuming no surviving spouse) reach legal age prior to the expiration period, this extended coverage would cease immediately. Survivors of employees with fewer than five (5) years of service may participate in the group health insurance plan for the period of time and under the terms and conditions specified in federal and state laws, provided they pay the College the full premium costs.

If an active employee dies prior to application for retirement, but has met the eligibility requirements at the time of his/her death, the employee’s spouse may be eligible for certain spousal retirement benefits. For more information please see the WCTC Portal or contact the HR department.

6 EMPLOYEE CONDUCT

6.01 GUIDELINES FOR APPROPRIATE CONDUCT

As an integral member of the College team, employees are expected to accept certain responsibilities, to adhere to acceptable business principles in matters of personal conduct, and to exhibit a high degree of personal integrity at all times. This not only involves respect for the rights and feelings of others but also necessitates that, both in business and personal life, employees refrain from any behavior that might be harmful to employees, co-workers, and/or the College or that might be viewed unfavorably by current or potential students or by the public at large.

The following defined rules relating to personal conduct are issued by the College as part of its responsibility under law to inform all employees of personal conduct considered unacceptable. These rules are established so the College can attain its objectives in an orderly and efficient manner and are not intended to restrict the rights of employees, but rather to advise employees of prohibited conduct, to protect the rights of all, and to ensure cooperation. Engaging in one or more of the following forms of prohibited conduct by an employee of WCTC may result in disciplinary action. Disciplinary action may range from a reprimand to immediate discharge, depending upon the seriousness and/or frequency of the offense(s). Whenever this Handbook references disciplinary action it includes the whole range of disciplinary action, up to and including termination.
6.02 PERSONAL APPEARANCE AND DEMEANOR

Dress, grooming, and personal cleanliness standards contribute to the morale and safety of all employees and affect the business image the College presents to students and visitors. During hours of operation or during College programs and activities, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees generally will not be compensated for the time away from work.

6.03 ABSENTEEISM AND TARDINESS

To maintain a safe and productive work environment, the College expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on students, other employees, and the College. Employees unable to work because of illness must notify their supervisor and follow department protocol with proper notification occurring at least one half hour before or after the starting time on each day of the absence or tardiness unless granted an authorized health leave, in which case different notification procedures apply. Failure to properly notify the College will result in an unexcused absence or tardy record.

Prior to returning to work due to an employee’s illness extending beyond three (3) consecutive workdays, when there exists a pattern of absences or for other legitimate reasons, the employee may be required, at the discretion of the immediate supervisor or HR department, to furnish the WCTC Privacy Officer with a certificate of illness signed by either a licensed physician or nurse practitioner. Such certificate should include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed.

If the immediate supervisor observes a pattern of absence, he/she will discuss the alleged pattern with the employee. If, as a result of such discussion, the immediate supervisor determines that a doctor’s excuse is necessary, he/she will inform the employee that the employee will be required to furnish the WCTC Privacy Officer or designee a certificate of illness the next time an absence consistent with the pattern occurs. Nothing in this section shall be interpreted as limiting the College's ability to take disciplinary action against employees for excessive absenteeism.

6.04 PROHIBITED CONDUCT

Types of behavior and conduct that the College considers inappropriate include, but are not limited to, the following:

1. Insubordination, including disobedience, or failing or refusing to carry out assignments or instructions. Requests which are unlawful, unethical, or unsafe should be reported to the HR department in accordance with Policy HUM 301–Whistleblowing.
2. Violating or encouraging/assisting another employee to violate any other policy or procedure set forth in this Handbook or other College policies or procedures.
3. Loafing, loitering, sleeping, wasting time, or engaging in unauthorized or excessive personal business.
4. Falsifying records or failing to provide accurate and complete information whenever such information is required by an authorized person.
5. Failing to comply with health, safety, and sanitation requirements, rules and regulations.
6. Leaving or preparing to leave before the scheduled quitting time of a shift without the specific approval of the supervisor; failing to observe the time limits and scheduling of meal or rest periods.
7. Unauthorized or improperly using College property or equipment including but not limited to, vehicles, telephone, credit or purchasing cards, cell phone, electronic devices, or mail service (including electronic mail).
8. Unauthorized possessing or removing College or another person's private property.
9. Unauthorized posting or removing of notices or signs from bulletin boards or unauthorized distributing of political or other material.
10. Unauthorized using, lending, borrowing, or duplicating of College keys or other security devices.
11. Attempting to or causing bodily harm to another person; threatening; intimidating, interfering with, making false or malicious statements, or using abusive/profane language towards others; fighting at any time; acting in rough or boisterous physical altercations; or acting in any way intentional, negligent or careless which endangers the employee’s safety, the safety of others, or which damage property or harm the College.
12. Unauthorized possessing of or using weapons.
13. Using or possessing illegal drugs during working hours; possessing, or drinking, any alcoholic beverage on College property at any time unless authorized through College procedure; reporting for work under the influence of alcohol or in an unsafe condition; illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
14. Unauthorized soliciting for any purpose.
15. Failing to exercise good judgment, or being discourteous, in dealing with fellow employees, students, or the general public.
16. Smoking or using tobacco products on campus.
17. Stealing or misappropriating property of others or the College; abusing, misusing, defacing, or deliberately destroying College property or the property of others.
18. Inappropriately or illegally using a camera or other photographic, video graphic or tape recording equipment on College premises.
19. Gambling at work.
20. Failing to immediately report workplace accidents or injuries.
21. Engaging in, condoning, assisting or supporting any strike, slowdown, or sanction, or withholding in full or in part, any services to the College.
22. Failing to complete all required environmental, health and safety training.
23. Violating any other College rule, policy, procedure or directive.

If the performance, work habits, conduct, or demeanor becomes unsatisfactory in the judgment of the College, based on violations either of the above or of any other College policies, rules, or regulations, the employee may be subject to disciplinary action.
6.05 CONFIDENTIALITY OF INFORMATION

It is the College’s policy to ensure that the information, operations, and affairs of the College, its students, and customers are kept confidential to the greatest possible extent and in accordance with applicable federal and state laws. If, during their employment, employees acquire confidential or proprietary information about the College or its employees, students or customers, such information is to be handled in strict confidence and not to be discussed. Employees are also responsible for the internal security of such information.

Employees found to be violating this guideline are subject to disciplinary action, up to and including termination, and may also be subject to civil and/or criminal penalties for violations of applicable securities laws.

Policy REC 100 – Safety and Security of Information
Procedure REC 100-01 – Identify Theft
Procedure REC 100-02 – PCI Compliance (Payment Card Compliance)
Procedure REC 200-01 – Public Access to Records

6.06 ETHICS AND CONDUCT

The successful operation and reputation of the College is built on the principles of fair dealing and ethical conduct of its employees. The continued success of the College is dependent on the trust of the public and the College is dedicated to preserving that trust. Employees are expected to act in a way that will merit the continued trust and confidence of the public.

The College will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Employees are expected to use good judgment, based on high ethical principles with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the immediate supervisor for advice and consultation.

Compliance with this policy is the responsibility of every College employee. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action.

Policy HUM 300 – Code of Ethics
Policy HUM 301 – Whistleblowing

6.07 CONFLICTS OF INTEREST

The College will establish ethical standards of conduct, prevent conflicts of interest, improve standards of public service, and strengthen the faith and confidence of the public in College employees. Employees will hold their positions as a public trust and any effort to realize personal gain through official conduct is a violation of that trust.

Policy HUM 300 – Code of Ethics
6.08 OUTSIDE EMPLOYMENT
An employee may hold a job with another organization as long as he/she satisfactorily performs his/her job responsibilities with the College.

If the outside employment presents a conflict of interest resulting in an adverse impact on the College, or if the College determines that an employee's outside work interferes with performance or the ability to meet the requirements of the College, the employee may be asked to terminate the outside employment if he/she wishes to remain employed by the College.
Policy HUM 300 – Code of Ethics

6.09 UNION ACTIVITY
As a normal course of business, union or association activities shall be conducted before or after business hours or during designated meal breaks unless requested and authorized by the College.

Use of Facilities: Association(s) may hold meetings in the College’s buildings upon proper standard room reservation procedures and notice to the College. Room charges, when applicable, are the responsibility of the Association(s). The meeting(s) shall be held outside an employee’s scheduled day except during the duty-free meal period. Association(s) shall be provided a bulletin board. The bulletin board shall be placed for the purpose of posting notices and bulletins regarding the business or activities of the Association.

The location of the bulletin board shall be determined by the College, after consultation with the Association President(s).

6.10 WORKPLACE SEARCHES
To safeguard the property of its employees, students, other customers, and the College, and to help prevent the possession of weapons or the possession, sale, and use of illegal drugs on the College’s premises, WCTC reserves the right to search any employee’s office, desk, files, locker, vehicles, or any other area or article on the College’s premises. All offices, desks, paper or electronic files, lockers, equipment, and other materials, are the property of the College and are issued for the use of employees only during their employment with the College. The College also reserves the right to question employees and all other persons entering and leaving College premises and to inspect any packages, parcels, purses, handbags, briefcases, knapsacks, lunchboxes, or any other possessions or articles carried to and from the College’s property. Inspections may be conducted at any time at the discretion of the College, as warranted.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises. Employees working in, entering or leaving the premises who refuse to cooperate in inspections may be considered in violation of the College’s rules of conduct and subject to disciplinary action.
Policy HEA 205 – Drug free Workplace
Policy HEA 203 – Smoking Tobacco Use
Policy FAC 300 – Alcoholic Beverages at College-Sponsored Events
Procedure FAC 300-01 – Alcoholic Beverages at College-Sponsored Events
6.11 WORKPLACE INVESTIGATIONS

From time to time it may be necessary for the College to conduct an internal investigation. Each employee must cooperate fully and be honest if asked to participate in such an investigation.
Policy HUM 301 – Whistleblowing

6.12 EMAIL, INTERNET, AND OTHER TELEPHONIC COMMUNICATIONS

Electronic mail (email) and Internet access is provided to staff for educational and operational purposes consistent with the mission of the College. Personal use is allowed as long as it follows the guidelines, is not excessive, does not interfere with job responsibilities, does not disrupt the use of the network, and does not hamper or conflict with the transaction of College business. Personal use is limited to non-work times (breaks, meal period, before and after work).
Policy INF 210 – Internet/Email Acceptable Usage – Employees
Policy INF 205 – Electronic Communication

WCTC will provide phones to employees as necessary to use in their offices and may provide cellular devices when required for their job. Employees are required to reimburse the College for personal use resulting in cellular charges. Phone records for College phones used by employees are subject to review and inspection.
Policy INF 300 – Phone Use

6.13 SOLICITATIONS AND DISTRIBUTIONS OF LITERATURE

The College reserves the right to limit the solicitation or distribution of material of any kind at any time on College property as governed by applicable policies.
Policy GOV 310 – Public Access Assembly Area
Policy FAC 500 – Distribution of Materials
Procedure FAC 500-01 – Distribution of Materials

6.14 BULLETIN BOARDS

The College maintains bulletin boards to communicate official government information on equal employment opportunity, wage and hour, health and safety, and other issues. The bulletin boards are also used to communicate information about the College’s policies and its business announcements, such as job postings, safety rules, benefit programs, and notices regarding special College events.

Employees may not post anything, including but not limited to printed or written materials, photographs, or notices of any kind, on the College’s bulletin boards or related glass coverings, on the walls, or anywhere else on the College property.

The College’s bulletin boards may not be used by employees or outside parties for the posting of commercial notes or advertisements, announcements, sales of personal property, or any other matters. Employees and outside parties are also prohibited from distributing literature and soliciting other employees except as stated in the College’s solicitation and distribution of literature policy.
Policy FAC 500 – Distribution of Materials
Procedure FAC 500-01 – Distribution of Materials
6.15 DRUG AND ALCOHOL USE

It is the College's desire to provide a healthy and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. While on the College premises and while conducting business-related activities off the College premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The College may conduct drug or alcohol testing for employees where required or warranted unless otherwise prohibited by federal or state law.

Responsible consumption of alcoholic beverages at authorized events on College premises is permitted. The legal use of currently prescribed drugs for the employee is permitted on the job as long as it does not impair the employee's ability to perform the essential functions of the position safely and effectively.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may be required to participate in a treatment program offered through the Employee Assistance Program or the College's health insurance plan.

Employees should direct questions or concerns regarding this policy or issues related to drug or alcohol use in the workplace to their supervisor or the HR department.

Policy FAC 300 – Alcoholic Beverages at College-Sponsored Events
Procedure FAC 301-01 – Alcoholic Beverages at College-Sponsored Events

6.16 ENVIRONMENTAL HEALTH AND SAFETY

WCTC is committed to the provisions of a safe and healthy environment for the protection and well-being of students, staff and visitors and will uphold and enforce all applicable federal, state, local, and College safety laws, rules, and regulations.

The College's policy is aimed at minimizing the exposure of WCTC’s students, employees, customers, and visitors to health or safety risks. To accomplish this objective, all College employees are expected to work diligently to maintain safe and healthy working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses. Any employee wishing to discuss a safety concern should contact the Environmental, Health, and Safety office.

Incident/Accident Reporting: All College-related incidents (i.e. behavioral, academic, injuries, illnesses, motor vehicle accidents, property damage, theft, etc.) should be reported within 24 hours of the incident. Incident reports can be completed on the WCTC Portal under the Incident/Accident Reporting section.

WCTC Text Alerts: WCTC Text Alerts is the College’s emergency text messaging system. In the event of an emergency or severe weather condition, a text message will be sent out to mobile numbers and email addresses registered in the system.
This is a free service provided by the College; however, normal message fees may apply. An employee’s cell phone must have text messaging capabilities in order to receive a College text message. Since WCTC uses an external provider for this emergency text messaging system, the College cannot guarantee notifications will be received by the intended recipient.

To sign up for WCTC Text Alerts, go to the WCTC Portal and click on the WCTC Text Alerts link and follow the directions provided.

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### 6.17 VISITORS IN COLLEGE FACILITIES AND ON COLLEGE PROPERTY

College employees are responsible for the conduct and safety of their visitors. If an individual is observed in unauthorized areas on the College's premises, employees must direct the individual to the reception area and then promptly notify their supervisor or the HR department. Individuals who are restricted from being on the College’s premises should be reported to the police.

Policy GOV 311 – Campus Visitors

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### 6.18 WORKPLACE VIOLENCE

The College expressly prohibits any acts or threats of violence by any person in or about the College's facilities (or elsewhere) at any time. The College also will not condone any acts or threats of violence against its students, employees, customers, or visitors on the College's premises at any time or while they are working, either on or off the College's premises.

The College will:

1. Take prompt remedial action, up to and including termination against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.

2. Take appropriate action when dealing with any individual who engages in any above behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.

3. Prohibit the use, concealment or possession of weapons, firearms, and/or potentially dangerous devices, whether functional or not, in College buildings and facilities (owned or leased), or at College sponsored activities held on public or private property. Certified sworn police officers (on or off-duty) and individuals required to carry a weapon as part of their employment or education program are excluded, provided that such possession, transport or use is in accordance with all applicable laws, regulations, employment and educational requirements.

4. Ensure that the College's premises and facilities are safe and secure to the maximum extent possible and to properly handle access to College facilities by the public, off-duty employees, and former employees.

Employees are expected to notify their supervisors, police, or the HR department staff of any suspicious workplace activity, situations or incidents they observe or are aware of, whether they
involves other employees, students, former employees, vendors, or visitors. This includes, but is not limited to, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks.

Policy HEA 100 – Safety Violence Prevention
Procedure HEA 100-01 – Violence Prevention

6.19 EMPLOYEE DISCIPLINE

The intent of discipline is to correct the inappropriate behavior of an employee. The College will follow a system of progressive discipline in all matters of disciplinary action where corrective discipline is warranted. If the infraction by the employee should warrant it, discipline may begin at an advanced stage of discipline, or steps omitted, and may include dismissal. Progressive discipline shall include counseling with the employee, oral reprimands, written reprimands, minor suspensions, major suspensions, reduction of pay and/or rank and dismissal.

Step 1—Documented verbal reprimand
Step 2—Written reprimand
Step 3—Short-term suspension; duration 1 day to 2 weeks
Step 4—Long-term suspension; duration 2 weeks to 30 days
Step 5—Discharge/Termination

Representation: In the event any employee is called to a meeting with any representative(s) of the College for the purpose of investigating circumstances which could lead to discipline, the employee shall be given adequate notice. The employee shall be advised in writing of the reason for the meeting and of his/her right to representation.

7 COMPLAINT RESOLUTION PROCEDURE

7.01 OVERVIEW

The College has established a complaint procedure for matters concerning discipline, termination, or workplace safety covered under this procedure. This procedure provides an employee with the opportunity to address concerns regarding discipline, termination, or workplace safety matters; to have those matters reviewed by an Impartial Hearing Officer (IHO); and to appeal to the WCTC Board of Trustees. This internal complaint resolution procedure is consistent with the requirements of state law, statute § 66.0509 and Board policy on Executive Limitations, Policy 3.2, Human Relationships. This complaint procedure does not create a legally binding contract of employment. This procedure may be revised, updated, or repealed at any time.

Procedure HUM 601-02 – Complaint Resolution Procedure
HANDBOOK RECEIPT AND ACKNOWLEDGMENT

I have received a copy of the WCTC Employee Handbook dated ________________.

I understand that the information in this Handbook represents guidelines only and that the College reserves the right to modify this Handbook or to amend or to terminate any policies, procedures, or employee benefit programs whether or not described in this Handbook at any time, or to require and/or to increase contributions toward any employee benefit programs. I understand that I am responsible for reading the Handbook, familiarizing myself with its contents, and adhering to all of the policies and procedures of the College, whether set forth in this Handbook or elsewhere.

I specifically acknowledge that I understand that the College prohibits all forms of harassment and discrimination based on race, sex, age, religion, disability, marital status, sexual orientation, national origin and any other basis prohibited by law. I also understand that if I feel I am being harassed or discriminated against, I have the right and responsibility to report this immediately as set forth in the College’s Anti-Harassment and Nondiscrimination Policy.

I further understand that no manager, supervisor, individual Board member, or other representative of the College, other than the Board itself, has any authority to enter into any agreement guaranteeing employment for any specified period of time. I also understand that any such agreement, if made, shall not be enforceable unless it is in a formal written agreement approved by the Board and signed by both the Board and myself.

________________________________________
Name of Employee
(Please print)

________________________________________   _____________________
Signature of Employee       Date