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Executive Administrator – vice president level
Associate Executive Administrator – associate vice president level
Chief Academic Officer – highest ranking officer for instruction or learning
Chief Financial Officer – highest ranking financial officer
Chief Student Services Officer – highest ranking student services officer
Board Policy 3.0: EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Eastern Wyoming College is dedicated to providing opportunities and recognizing the talent of all people within this institution. There is a commitment to a policy of equal employment opportunity for all persons on the basis of merit without regard to race, color, national origin, marital status, age, sexual preference, sex, religion, political belief, veteran status or disability.

In accordance with the policy, Eastern Wyoming College affirms its commitment to non-discrimination in its employment practices as they relate to recruitment, hiring, selection, screening, testing, compensation, promotion, employment benefits, educational opportunities, access to programs, work assignments, application of discipline, access to grievance procedures, and any and all other conditions of employment which are provided by Eastern Wyoming College policy, regulation, rule or practice.

Revised and Adopted 8/13/13

Administrative Rule 3.0.1: EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

All administrators, faculty and staff committees and others involved in employment decisions will comply with this policy. The Director of Human Resources is responsible for administering and coordinating the College's Equal Employment Opportunity Program.

Adopted 11/09/03
Revised 11/8/05, Revised and Adopted 8/13/13
Board Policy 3.1: NONDISCRIMINATION ON BASIS OF DISABILITY

Eastern Wyoming College does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The Office of Human Resources has been designated to coordinate compliance with the nondiscrimination requirements contained in section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA coordinator.

Adopted 11/10/92
Revised 11/8/05
Revised and Adopted 8/13/13

Administrative Rule 3.1.1: AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE

Eastern Wyoming College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

Complaints should be addressed to: ADA Coordinator, Office of Human Resources, 3200 West C, 532-8330, who has been designated to coordinate ADA compliance efforts.

1. A complaint should be filed in writing or verbally, containing the name and address of the person filing it, and briefly describe the alleged violation.
2. A complaint should be filed within ten (10) days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow the filing of the complaint. The investigation shall be conducted by the Grievance Review Committee. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any an opportunity to submit evidence relevant to the complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any shall be issued by the investigation individual and a copy forwarded to the complainant no later then forty-five (45) days after its filing.
5. The ADA coordinator shall maintain the files and records concerning all complaints which are filed.
6. The complainant can request a reconsideration of the case in instances where the complainant is dissatisfied with the resolution. The request for reconsideration should be made within seven (7) days to the ADA coordinator.
7. This procedure shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure compliance with the Americans with Disabilities Act.

Adopted 11/10/92, Revised 11/8/05, Revised and Adopted 8/13/13
Board Policy 3.2: APPOINTMENT OF FACULTY AND STAFF

The Board extends to the College President the authority to employ individuals for full-time positions located on the classified salary schedule and for part-time positions. Appointments of full-time members of college faculty, professional, and administrative staff are made by the College Board. Candidates shall be recommended to the Board by the President of the College. All contracts shall be issued in the name of the Board and subject to the policies of the Board.

Revised and Adopted 8/13/13

Administrative Rule 3.2.1: APPOINTMENT OF FACULTY AND STAFF

Candidates for employment must provide the Office of Human Resources with the appropriate credentials according to the position for which they are applying. Results of a physical and mental examination by a physician within the past year may be required following the offer of employment.

All new employees will participate in an orientation session with the Director of Human Resources where all EWC Personnel Policies will be reviewed. New instructional faculty will also participate in a new faculty orientation with the Chief Academic Officer. Employment forms must be filed with the Payroll Office before the employee can be entered on the regular payroll.

Personnel below the level of Executive Administrator shall serve a probationary period according to Administrative Rule 3.2.4.

Adopted 1/25/00, Revised 11/8/05, Revised and Adopted 8/13/13

Administrative Rule 3.2.2: APPOINTMENT AND ADVANCEMENT OF BENEFITTED EMPLOYEES

All staff employees below the Executive Administrator level will be issued letters of appointment after completing a probationary period. The letters of appointment will reflect the position title, salary, and annual service commitment. Appointment letters will be sent on a continuing basis each year that the position is needed and resources are available.

Candidates for employment must provide the Human Resources Office with the appropriate credentials according to the position for which they are applying. Results of a physical and mental examination by a physician within the past year may be required following the offer of employment.

Individuals coming to campus to interview for faculty, professional staff or administrative positions will be reimbursed up to $1,000 in travel expenses, payable upon presentation of receipts. Teaching faculty, administrators, and professional staff are eligible for reimbursement of moving expenses resulting from their initial employment at Eastern Wyoming College. Reimbursement shall not exceed $1,000 and expenses must be verified. For specific procedures, contact the Director of Human Resources.
Administrative Rule 3.2.2: APPOINTMENT AND ADVANCEMENT OF BENEFITTED EMPLOYEES – continued

All new employees will participate in an orientation session with the Director of Human Resources where all EWC Personnel Policies will be reviewed. New instructional faculty will also participate in a new faculty orientation with the chief academic officer. Employment forms must be filed with the Payroll Office before the employee can be entered on the regular payroll.

There are three general methods for benefitted employees to advance on the salary schedule: by institutional compensation adjustments authorized by the Board of Trustees, by earned Professional Development Units, or by moving to a different position at a higher level within the college. Faculty members may also advance on the salary schedule by completing a master’s degree or doctoral degree from a regionally accredited educational institution. Current classified employees transferring to a classified position at a higher level will be placed on the salary schedule at the new position level (up to Step 3) or granted a $1,200 annual salary increase, whichever is greater. Classified staff position upgrades will be placed on the salary schedule at the new position level (up to Step 5) or granted a $1,200 annual salary increase, whichever is greater.

Adopted 3/8/05
Revised 11/8/05, 2/5/08, 3/11/08, 1/12/10, Revised and Adopted 8/13/13

Administrative Rule 3.2.3: INTERIM APPOINTMENTS

In the event of the absence of full-time employees for an extended period of time (a minimum of six weeks), the duties of the position may be temporarily reassigned. The replacement employee must assume all duties and responsibilities of the position to be considered under this rule.

Requests for interim appointments must be submitted to the Human Resources Office, reviewed by the President’s Leadership Team and approved by the College President.

Adopted 1/25/00
Revised 11/8/05, 12/8/09, Revised and Adopted 8/13/13

Administrative Rule 3.2.4: PROBATION PERIOD

Non-faculty employees who are at least half-time and are below the level of Executive Administrator and have been newly hired or have changed positions within the college, shall serve a probationary period of one year. The probationary period is part of the selection process. Its purpose is to give the new employee an opportunity to demonstrate his/her willingness, dependability, team working skills, and ability to learn and perform job duties satisfactorily.

Before the end of the probationary period, the supervisor shall submit a written evaluation to their supervisor concerning continued employment of the probationary employee. This recommendation shall be discussed with the employee and a written copy given to him/her.

If it is determined that the employee’s performance indicates a capability to become a satisfactory performer and merits retention in the position, the employee shall be a regular employee with rights of appeal.

The probation period may be extended for an additional 30 days at the discretion of the Human Resources Officer.
Administrative Rule 3.2.4: PROBATION PERIOD – continued

The fact that an employee is in the probation period for a specific period of time is no indication of continued employment for the entire period. If an employee’s work is not satisfactory, he or she may be dismissed at any time during the probationary period without cause assigned or right of appeal.

Adopted 1/25/00
Revised 11/8/05, 12/8/09, Revised and Adopted 8/13/13
**Board Policy 3.3: CONTINUING CONTRACT/TENURE**

Tenure is a policy of the College Board rather than a legal contract. The Board extends to the College President the authority to grant tenure for instructional employees.

*Revised and Adopted 8/13/13*

**Administrative Rule 3.3.1: CONTINUING CONTRACT/TENURE**

Instructional employees will be hired for a term that will not exceed one year. Each March an additional annual instructional contract may be offered to the instructor at the discretion of the College President. The College President shall consider tenure for instructional employees after five consecutive years of full-time classroom experience at Eastern Wyoming College.

If tenure is not achieved at the end of five years classroom experience, then the instructor will be dismissed. However, due to special or extenuating circumstances, the College President may grant one additional year probationary status.

After tenure is received, a faculty member has the right to hold the position during efficient and competent service and the right not to be removed therefrom except for such causes as incompetency, neglect of duty, physical or mental causes, incapacity, dishonesty, insubordination, immorality, conviction of a felony, or for demonstrably bonafide financial exigencies on the part of the institution.

Should an instructor be promoted to an administrative position, earned faculty tenure rights do not accompany the employee to his or her new position.

*Adopted 8/13/91*
*Revised 11/8/05, 2/2/10, Revised and Adopted 8/13/13*
Board Policy 3.4:  EMERITUS AND HONORED RETIREE STATUS

Upon recommendation of the College President, the Board of Trustees may award Emeritus Status to retired administrators at the Associate Executive Administrator level or higher and instructional faculty or Honored Retiree Status to retired non-instructional employees who have dedicated many years of service to Eastern Wyoming College.

Adopted 7/20/05
Revised 11/8/05, Revised and Adopted 8/13/13

Administrative Rule 3.4.1:  EMERITUS AND HONORED RETIREE STATUS

Upon notification of an employee's termination with Eastern Wyoming College, the Human Resources Office certifies that the employee meets the minimum eligibility requirements for Emeritus Status or Honored Retiree Status.

The names of eligible faculty are submitted to the Curriculum and Learning Council, who will elect them to Emeritus Status by a 2/3 majority vote. This will be done by secret ballot. Names of successful candidates will be recommended to the College President and then to the College Board of Trustees at its regular June meeting.

The names of eligible administrators are submitted to the President's Leadership Team, who will elect them to Emeritus Status by a 2/3 majority vote. This will be done by secret ballot. Names of successful candidates will be recommended to the Board of Trustees by the College President at the regular June Board meeting.

The names of eligible staff are submitted to the President's Leadership Team, who will elect them to Honored Retiree Status by a 2/3 majority vote. This will be done by secret ballot. Names of successful candidates will be recommended to the Board of Trustees by the College President at the regular June Board meeting.

Eligibility requirements for Emeritus Status or Honored Retiree Status are:

- Employee has completed at least 15 years of uninterrupted service.
- Employee occupies a benefitted position.

Emeritus Status or Honored Retiree Status provides the same privileges awarded benefitted personnel in the areas of EWC tuition waivers, fitness center waivers, bookstore discounts, cosmetology discounts, athletic event passes, and admission to EWC fine arts events.

An identification card will be issued to Emeritus and Honored Retirees at the time of resignation.

Adopted 7/20/05
Revised 11/8/05, Revised and Adopted 8/13/13
Board Policy 3.5: EMPLOYMENT AND SERVICE OUTSIDE THE COLLEGE

Outside employment and service of Eastern Wyoming College employees, with or without compensation, shall not interfere with the employee’s specified college duties and effective service to the institution.

Revised and Adopted 8/13/13

Administrative Rule 3.5.1: EMPLOYMENT AND SERVICE OUTSIDE THE COLLEGE

Regulations governing the employment and services of faculty and staff members of Eastern Wyoming College are as follows:

The College does not assume any responsibility for outside services rendered by its employees.

Adopted 8/13/91
Revised 11/8/05, Revised and Adopted 8/13/13
Board Policy 3.6: PUBLIC SERVICE LEAVE

Eastern Wyoming College encourages public service participation by its employees.

Adopted 11/10/92
Revised 11/8/05, Revised and Adopted 8/13/13

Administrative Rule 3.6.1: COMMUNITY SERVICE LEAVE

Community service leave may be granted by immediate supervisor for, but not limited to, duties as a volunteer firefighter, member of a search & rescue team, and emergency medical or disaster team. Time away from college duties for the aforementioned emergency activities may be made up or deducted from appropriate accrued leave, such as personal leave, vacation, or leave of absence without pay.

Community service leave for non-emergency activities must be deducted from appropriate accrued leave, such as community service or personal leave under Health/Wellness Policy 3.18, Paid Leave Policy 3.29, or Leave of Absence Without Pay Policy 3.7.

If community service and resultant absences adversely affect the capability of the employee to fulfill his/her contractual obligation and/or job requirements as determined by the College Board, the employee's contractual status will be re-evaluated.

Adopted 5/14/02
Revised 11/8/05, Revised and Adopted 8/13/13

Administrative Rule 3.6.2: WITNESS/JURY DUTY

Service to the legal court system is one of the duties that employees may, from time to time, be called upon to perform. An employee summoned for jury duty or as a subpoenaed witness shall inform his/her supervisor of the dates and times of the commitment.

Leave is granted with pay during the period of official jury duty or when called as a subpoenaed witness in the capacity of a private citizen less the amount of the jury/witness stipend (not expense reimbursements). Alternatively, the employee may receive full pay by taking vacation or personal leave during the period of jury or witness duty.

If the employee is called as a College witness, the employee cannot accept the witness pay or the expense reimbursements, since the employee receives full pay and expense reimbursement from the College during this period. The employee may elect to keep witness pay only by taking vacation or personal days from the Health/Wellness Leave and paying expenses incurred.

Upon completion of jury duty, a certificate of attendance from the Clerk of the Court must be submitted.

Adopted 2/14/95, Revised 11/8/05, Revised and Adopted 8/13/13
**Administrative Rule 3.6.3: POLITICAL LEAVE**

1. No fulltime employee may also hold a fulltime elected position. Fulltime employment ceases upon assuming such elective office.

2. Political Leave must be in the form of leave of absence without pay or other paid leave as is appropriate to the individual.

3. Persons requesting Political Leave must submit and have approved by the appropriate supervisor, college president, and college board a Political Leave work plan.

4. If political service and resultant absences adversely affect the capability of the faculty and/or the staff member to fulfill his/her contractual obligation and/or job requirements as determined by the College Board, the employee’s contractual status will be re-evaluated.

5. The faculty/staff member may continue benefits with the college during political leave. Personnel meeting the job description qualifications shall be sought as temporary replacements and must be approved by the Supervisor and the College President.

*Adopted 11/10/92  
Revised 11/8/05, Revised and Adopted 8/13/13*

**Administrative Rule 3.6.4: VOLUNTEER SERVICES BY EMPLOYEES**

EWC encourages employees to support College activities.

Permission to help with college activities during regular working hours must be approved by the employee’s immediate supervisor prior to the activity. The Absence must not adversely affect the employee’s contractual obligation or job requirements.

Employees who participate in College activities during the regularly scheduled workday will not be expected to make up the time missed.

Employees may also volunteer their services to EWC, outside of the regular workday without compensation, provided such services are not the same type of services that the individual is employed to perform.

*Adopted 11/13/07, Revised and Adopted 8/13/13*
**Board Policy 3.7: LEAVE OF ABSENCE WITHOUT PAY**

A leave of absence without pay may be granted at the discretion of the College President.

Eastern Wyoming College adheres to the Family Medical Leave Act as it pertains to leave of absence without pay regarding family medical leave.

*Adopted 5/9/95  
Revised 11/8/05, Revised and Adopted 8/13/13*

**Administrative Rule 3.7.1: LEAVE OF ABSENCE WITHOUT PAY**

1. To qualify for a leave of absence without pay a person must be a full-time employee in good standing with five years service to the college. Leave of absence for a person with less than five years of service to the college may be granted under extenuating circumstances by special petition to the College President.

2. Parental leave is an exception to the five year requirement.

3. Leaves of absence without pay may be granted for the following reasons:
   a. Educational/Professional purposes deemed beneficial to the college.
   b. Extended or debilitating illnesses.
   c. Extenuating circumstances if the college does not suffer adverse affects for the leave.
   d. Parental Leave as defined in Administrative Rule Health/Wellness 3.18.1.
   e. Family Medical Leave

4. Length of leave will not exceed one calendar year.

5. Benefits are available as if the employee were on campus fulfilling his/her contract obligation, however, they will be at the recipient's expense. In the case of an involuntary leave of absence, the board may, at its discretion, elect to pay for benefits. Leave benefits do not accrue during leave of absence.

6. Instructional Employees -- If an academic year leave is granted the recipient must inform the supervising official(s) by the following March 1, of intentions of returning to the previously held position. If a one-semester leave is granted, the recipient must inform the supervising official(s) by October 1, or March 1, whichever is appropriate for the semester following, of intentions of returning to the previously held position.

7. Noninstructional Employees -- The recipient must inform the supervising official(s) two months prior to his/her scheduled return to the previously held position.

8. A leave of absence of one academic term or longer does not constitute an equal time of service and cannot be applied toward continuing contract status nor will it be applied toward movement on the salary schedule.

9. Parental leave without pay may be used to supplement benefits as defined in the Health/Wellness Administrative Rule 3.18.1. Parental leave shall not exceed four months in any combination of paid or unpaid leave. Employees may request additional leave under item 3.c of this administrative rule.

*Adopted 5/9/95  
Revised 11/8/05, Revised and Adopted 8/13/13*
Board Policy 3.8: PROFESSIONAL GROWTH AND DEVELOPMENT

The Eastern Wyoming College Board of Trustees encourages professional growth and development of its employees.

Adopted 7/20/05
Revised 8/13/13, Revised and Adopted 8/13/13

Administrative Rule 3.8.1: PROFESSIONAL GROWTH AND DEVELOPMENT

These benefits include but are not limited to: reduced tuition for EWC classes; cost reimbursements for educational activities (e.g. workshops, conferences, credit course, etc.); opportunity to receive pay increases; and short and long term development leave.

EWC employees are eligible for salary schedule moves resulting from approved professional development activities. Salary schedule moves must be requested by March 31st and the related approved activities must be completed and verified by August 31st of the current year in order to be considered in the next fiscal year's budget. Salary schedule moves are subject to the availability of funds and board approval. The Board will normally approve cost of living increases prior to approving salary schedule moves resulting from professional development activities.

Application Process for Recognition of Professional Development and for Professional Development Cost Reimbursement

Eastern Wyoming College encourages the professional growth and development of its employees. Professional growth and development may be recognized formally if approved by the Professional Development Committee. Such recognition shall be placed in said employee’s personnel file.

1. Professional growth and development criteria:

A. Applications for professional development must be submitted to the Professional Development Committee prior to the activity.

B. The application must be approved and signed by the appropriate supervisor before the activity is attended. If the activity is not approved and signed by the supervisor, the individual may appeal to the College President.

C. Verification of attendance must be submitted within 120 days of the completed activity.

D. Applicants seeking a degree must present a plan of their program to the Professional Development Committee for approval at the point of acceptance to the degree program.
Professional development activities may also be applicable toward salary schedule moves if they meet certain criteria. Eligible professional development activities can be used by faculty to move vertically one level on the salary schedule for each 15 units earned. Degree requirements at levels 3 and 7 must be met. Eligible professional development activities can be used by faculty members with doctorates and non-faculty to move horizontally two steps on the salary schedule for each 15 units earned. Faculty members with doctorates and non-faculty have a maximum lifetime limit of two salary schedule moves per individual. For the purposes of this policy, faculty are defined as all benefitted employees whose primary function is related to direct teaching duties or direct teaching support and who are assigned instructional duties by employment contract. This definition specifically includes Division Chairpersons and other instructional personnel who may have less than full-time teaching responsibilities.

2. Activities applicable toward salary schedule moves:
   A. The activity must meet the criteria listed above, and must also be directly related to the applicant’s current position.
   B. All costs of the activity must be paid by the employee, by employee tuition waivers, or by Cost Reimbursement from the Professional Development Committee.

3. Cost Reimbursement (CR):
   A. CR may be used for tuition, fees, books, and required supplies. CR may not be used for tools, meals, lodging, or transportation.
   B. CR cannot involve sports, games or hobbies, unless they are part of an approved degree program.
   C. CR is limited to $1,000 per individual, per year.
   D. Cost Reimbursement expenses must be verified before payment will be made.
   E. The Professional Development budget will be allocated 60% faculty, 40% non-faculty.
   F. Any unused Professional Development funds remaining at the end of the academic year (First Monday in May) will be available to applicants of either faculty or non-faculty classification, regardless of the funds designation.

Adopted 7/20/05
Revised 11/8/05, Revised 8/7/07, Revised and Adopted 8/13/13

Administrative Rule 3.8.2: LONG TERM PROFESSIONAL DEVELOPMENT LEAVE

Long Term Professional Development Leave is defined as leave for more than ten working days. Short Term Professional Development Leave is defined as leave for ten working days or less. Professional development leave of absence is provided for Eastern Wyoming College personnel in order that they may engage in educational pursuits that will contribute to their professional development and to the needs of the College.
A member of the faculty, college staff, or administration shall become eligible for a long term professional development leave after his/her fifth year of continuous fulltime service to the College. A recipient of a Long Term Professional Development Leave shall not become eligible to apply for a subsequent professional development leave for five years from the date of return to duties at the College.

1. Any eligible employee may apply for up to: (a) one-half of their contracted year with full pay or (b) one contracted year with half pay. An employee could also apply for a third option (one-half release time with full pay for up to one contracted year) as long as the total cost of sabbatical coverage (salary and benefits for the current employee and for replacement employee) does not exceed the cost of options (a) or (b) above. An application, on an approved form, must be submitted to the appropriate department Administrator before January 15, to the Chief Academic Officer before January 31, and to the Professional Development Committee by February 15, if Long Term Professional Development Leave is desired during the following fiscal year.

2. Final approval of a leave proposal is contingent upon availability of necessary replacement personnel and final budget approval. Replacements will be approved, and associated costs will be funded through the normal budget process.

3. Approval for Long Term Professional Development Leave is, therefore, delayed until May 15 for the following academic year. After final approval of a leave proposal, no major changes in the recipient’s leave program may occur without mutual agreement between the recipient, the Professional Development Committee and the department supervisor.

All Eligible Personnel

1. All applications are reviewed by the Professional Development Committee, chaired by the Chief Academic Officer, three Division Chairs, Human Resources Officer, Classified Staff Representative, and Professional Staff Representative. Recommendations of the Committee shall be based on the applicant's professional development leave proposal and the needs of EWC. Recommendation will be submitted to the President of the College, who will recommend action to the College Board.

2. Long Term Professional Development Leaves are granted with the understanding that the recipient will return to the College for at least one year after the leave has been taken. Upon return to service, the staff or faculty member will be reinstated in the position held at the time leave was granted.

Within sixty days after a leave recipient returns to duty, he/she is required to submit a written report to the Chief Academic Officer and present a minimum of a one hour seminar open to the general public covering the period of leave. Accompanying the report should be a transcript or other evidence of completion of the planned program.

3. Normal salary increment and other benefits as follows will continue during the time of leave:
   a) Health/Wellness Leave accumulation
   b) Retirement (based on salary received for time of leave)
Administrative Rule 3.8.2: LONG TERM PROFESSIONAL DEVELOPMENT LEAVE – continued

c) Insurance
d) Tuition Waiver
e) Fitness Center
f) Admission to Athletic Events

4. Long Term Professional Development Leave recipients who receive remuneration from another agency, institution, or organization while on leave will have their college salary reduced an amount equal to any remuneration received. Direct expense reimbursements; personal gifts; or educational grants, scholarships, and/or research, teaching or similar fellowships paid to recipients while on leave will not result in a reduction of college salary. College salary will not be reduced by the amount of remuneration paid to recipients while on leave that normally maintain other employment on an ongoing basis, provided that the recipient was actively employed outside of the college prior to accepting the professional development leave. Should the recipient fail to complete the approved leave program, he/she will be required to repay any costs incurred as a result of his or her absence within the first year after returning to service. The College Board may excuse repayment for emergency or extenuating circumstances.

Adopted 7/20/05
Revised 11/8/05, Revised and Adopted 8/13/13

Administrative Rule 3.8.3: SHORT TERM PROFESSIONAL DEVELOPMENT LEAVE

All Eligible Personnel

1. All EWC benefitted personnel are eligible for short term professional growth and development activities. Applications for short term leave, professional development units, or educational assistance payments, are reviewed by the Professional Development Committee. Recommendations of the Committee shall be based on the professional development proposal. The appropriate individual department supervisors must approve any related absences and their department will fund any needed replacements. Normal salary and benefits will continue during the time of leave.

Adopted 7/20/05
Revised 11/8/05, Revised and Adopted 8/13/13

Administrative Rule 3.8.4: TUITION CHARGES FOR EMPLOYEES

Benefitted employees of the college may enroll in EWC credit courses tuition free. Non-benefitted teaching faculty may take tuition free one course with unlimited credits or multiple classes not to exceed three credit hours per semester during the semester in which they are employed.

Permanent non-benefitted non-teaching employees may take one EWC class with unlimited credits or multiple classes not to exceed three credit hours per semester. Class must be taken outside of scheduled work hours. Activity, Use and Course fees must be paid at the full rate by all employees.

The immediate family of a benefitted employee of the college may enroll in all credit courses at one-half the tuition rate. Activity, Use and Course fees must be paid at the full rate. The
Administrative Rule 3.8.4: TUITION CHARGES FOR EMPLOYEES – continued

immediate family is defined as the employee's spouse or children. Children must be 22 years of age or younger.

Outreach Coordinators shall be regarded as benefitted employees of the college, and their immediate families will receive the same tuition benefits as families of other EWC benefitted employees.

Benefitted employees may enroll in a credit course during regularly scheduled work hours, with day and time of class approved by the supervisor. This course, may be taken without penalty to the employee. Additional courses may be taken but the employee will be expected to make up the time lost. Faculty may not be excused from a normally scheduled teaching hour to enroll in a class.

Any EWC course taken as a requirement of employment at Eastern Wyoming College is exempt from the requirements of this policy, and becomes part of the employee's work day. Employee tuition waivers are subject to availability of space in a class. Employee tuition waivers will not apply if there is a waiting list of students who are paying tuition or have tuition waivers other than employee waivers.

Adopted 7/20/05
Revised 11/8/05, Revised and Adopted 8/13/13
Board Policy 3.9: COMPENSATION

College employees will be paid according to the EWC salary schedule in conjunction with state and federal laws.

Revised and Adopted 8/13/13

Administrative Rule 3.9.1: COMPENSATION

Regular full-time and/or benefitted employees will be paid according to the EWC salary schedule. Overload pay for full-time instructors is allowed when the number of credit hours for one academic year exceeds 30 semester hours. Pay for overload is paid at the same rate as that of an adjunct instructor. Including overload courses, a maximum teaching load for an EWC instructor is 21 credit hours per semester.

Non-benefitted, non-instructional employees will be paid according to the EWC part-time salary schedule.

In accordance with the Fair Labor Standards Act, nonexempt personnel who are required to work over 40 hours per week receive compensatory time off at the rate of 1.5 hours for each hour of overtime worked. If the Budget Manager and/or Department Head decides that compensatory time is not feasible, then the employee will be paid at a rate of time and one-half their hourly rate.

All overtime must receive prior approval. Emergency overtime should be reported to the appropriate Department Head or Budget Manager. Overtime compensation must be taken by June 30 of each year.

Adjunct instructors will be paid by the credit hour at a rate determined by the Board of Trustees. The Chief Academic Officer and Associate Chief Academic Officer have the authority to negotiate salaries for adjunct credit instructors in classes that have low enrollment the rate not to exceed that determined by the Board of Trustees.

Adjunct instructors are considered to be temporary part-time employees. Only instructors, who are assigned advisees, have active committee assignments, hold regularly scheduled office hours, perform other duties expected of regular full-time instructors and are contracted for 15 or more hours per academic year will be considered benefitted employees.

The Chief Academic Officer has the authority to determine and set salaries for non-credit classes in Goshen County. The appropriate outreach coordinator has the authority to determine and set salaries for non-credit instructors for non-credit classes in their communities.

Adopted 01/25/00
Revised 12/13/05, 05/08/12, Revised and Adopted 8/13/13
Board Policy 3.10: SUPERVISION ETHICS

Supervisors shall maintain a professional relationship with employees assigned to their area of responsibility including nepotism and romantic relationships.

Revised and Adopted 8/13/13

Administrative Rule 3.10.1: SUPERVISION ETHICS

A. Relatives of a supervisor shall not be assigned to that supervisor’s area of direct responsibility. A relative is defined as a spouse, father, mother, brother, sister, son, daughter, stepson, stepdaughter, son-in-law, daughter-in-law, sister-in-law, brother-in-law, nephew, niece, mother-in-law, and father-in-law.

B. An individual who has a romantic relationship or sexual relationship with a supervisor shall not be assigned to that supervisor’s area of responsibility.

Adopted 7/17/02
Revised 11/8/05, Revised and Adopted 8/13/13
Board Policy 3.11: SAFETY

It is the desire of Eastern Wyoming College to make use of all reasonable safeguards and practices to prevent accidents and injuries or unforeseeable circumstances.

Revised and Adopted 8/13/13

Administrative Rule 3.11.1: SAFETY

Safety is a major concern to all employees and students.

A. It is the responsibility of each employee of Eastern Wyoming College to promote and adhere to safety standards at all times and acquaint the same to students.

B. All instructional programs where potential hazards exist shall have well-equipped first-aid kits available

Adopted 7/17/02
Revised 11/8/05, Revised and Adopted 8/13/13
Board Policy 3.12: SEXUAL HARASSMENT

Eastern Wyoming College strives to create a working and learning environment that is desirable for all employees and students and adheres to all state and federal guidelines.

Definition: Eastern Wyoming College endorses the definition of sexual harassment provided under Title VII of the Civil Rights Act of 1964 with reference to Title IX of the Educational Amendments Act of 1972. Accordingly,

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment of employees or students is reprehensible, illegal and will not be tolerated at Eastern Wyoming College. Such activity which influences employment decisions or the academic success of students is contradictory and antithetical to the environment provided by this institution, and prompt and remedial action will be taken by Eastern Wyoming College upon any finding of sexual harassment.

All complaints of sexual harassment will be investigated. Employee complaints should be filed with the complainant's immediate supervisor or the Human Resources Director. Student complaints should be registered with the relevant Division Chair or the Human Resources Director. If the complaint cannot be resolved at this level, the College Grievance Procedure under EWC Grievance Policy No. 1.7 should be followed. Victims of sexual harassment are strongly encouraged to disclose any episode(s) of sexual harassment. Such disclosure will assist EWC in its attempts to prevent future episodes of sexual harassment.

Any Eastern Wyoming College agent or employee who is found to have engaged in sexual harassment of another employee or student will be subject to disciplinary sanctions, which may include, but not limited to, written reprimand, demotion, transfer, required professional counseling, and/or termination of employment. Any student who violates this policy will be subject to prompt and appropriate discipline. Such discipline may result in the student being expelled from Eastern Wyoming College.

No employee or student shall suffer reprisal from Eastern Wyoming College as a consequence of filing a "good faith" complaint.

Adopted 7/20/05
Revised 11/8/05, Revised and Adopted 8/13/13
Board Policy 3.13: TRAVEL

Eastern Wyoming College provides transportation guidelines, including travel and reimbursement provisions for college related business.

Revised and Adopted 8/13/13

Administrative Rule 3.13.1: TRAVEL

All travel funds, whether budgeted for individual offices or for major college divisions, are subject to approval by the appropriate Executive Administrator or President. Faculty and student travel relating to instruction must be approved by the Chief Academic Officer. Faculty and student travel for activities must be approved by the Chief Student Services Officer. Criteria used in determining priority for these funds are:

1. Relevance to field of specialty
2. Relevance to Eastern Wyoming College
3. Class time to be missed
4. Frequency of travel by individual
5. Cost of trip

College vehicles are to be used for transportation unless prior approval to use a personal vehicle is given by the traveler’s supervisor. Reservations for college vehicles should be made with the EWC Information Center receptionist and a determination should be made at that time by the supervisor regarding the availability of college vehicles that are appropriate for the scope of the trip. Keys to the vehicle(s) may be checked out at the time of departure or at the end of office hours if departure time is between 5 p.m. and 8 a.m. or on a weekend or holiday. Generally, college vehicles should not be taken home in anticipation of leaving the following day. However, this may be warranted in circumstances where the location of the traveler’s residence is substantially closer to the travel destination than the education center where the college vehicle is normally housed. A travel report must be completed upon return.

Cash Advances

Cash advances for travel are available through the business office when the following conditions are met:

a. The cash advance is requested five days prior to the trip.
b. The travel is required as a part of the job.
c. The appropriate supervisor has authorized a cash advance.
d. The trip involves a minimum cost of $100 or two days travel plus and overnight stay.
e. Anticipated costs are itemized on the appropriate form.
Reimbursement Procedures

A "Travel Expense Voucher/Reimbursement Form," available in the business office, must be completed before travel expenses can be reimbursed. Receipts showing place and date of expenditure as well as the reason for the expenditure are required for meals (for same day travel), lodging, commercial travel, registration fees, any necessary parking and toll fees, etc. Cash register receipts are not acceptable; receipt books for this purpose may be checked out from the business office. Appropriate receipts and unexpended cash advance money are due in the business office no later than the first working day following the return date. At the employee’s option for overnight trips, meals may be reimbursed on the current per diem basis rather than actual costs.

Adopted 8/13/91
Revised 11/8/05, 12/11/07, Revised and Adopted 8/13/13
Board Policy 3.14: COMPLIANCE WITH FEDERAL AND STATE LAWS AND REGULATIONS

Eastern Wyoming College will at a minimum be compliant with all federal and state laws and regulations.

Revised and Adopted 8/13/13


Eastern Wyoming College conducts employment drug testing pursuant to the Omnibus Transportation Employee Testing Act of 1991 for all employees who are required to have a commercial driver's license.

Pursuant to the Omnibus Transportation Employee Testing Act of 1991, the U.S. Department of Transportation requires testing for five (5) drugs, to-wit: marijuana, cocaine, opiates, amphetamines, and phencyclidines. The drug testing requires a split urine sampling of each CDL employee (two urine samples taken at the same time). The regulations also call for an alcohol test using an evidential breath test (EBT) device similar to the kind used by law enforcement agencies. The regulations also specify five (5) types of drug and alcohol testing for all employees who are required to have a CDL and these include pre-employment testing, random testing, post-accident testing, return to duty/follow-up testing, and reasonable suspicion testing.

Adopted 6/11/96
Revised 11/8/05, Revised and Adopted 8/13/13

Administrative Rule 3.14.2: DRUG-FREE WORK PLACE

Eastern Wyoming College is committed to maintaining a drug-free work place.

Eastern Wyoming College certifies that it will provide a drug-free work place by:

A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the work place and specifying the actions that will be taken against employees for violation of such prohibition.

B. Establishing a drug-free awareness program to inform employees about:
   1. The dangers of drug abuse in the work place;
   2. The college's policy of maintaining a drug-free work place;
   3. Any available drug counseling, rehabilitation and employee assistance program;
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the work place.

C. Making it a requirement that each employee be engaged in the performance of a grant be given a copy of the statement required by paragraph A.

D. Notifying the employees in the statement required by paragraph A that, as a condition of employment, if employed under a grant, the employee will:

1. Abide by the terms of the statement;
2. Notify the college of any criminal drug statute conviction for a violation occurring in the work place no later than five days after each conviction.

E. Notifying the grant agency within ten days after receiving notice under subparagraph D2, from an employee or otherwise receiving actual notice of conviction.

F. Taking one of the following actions, within thirty (30) days of receiving notice under subparagraph D2, with respect to any employee who is so convicted by:

1. Taking appropriate personnel action against such employee, up to and including termination;
2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

G. Making a good faith effort to continue to maintain a drug-free work place through implementation of paragraphs A, B, C, D, E, and F.

**Alcohol and Controlled Substance Sanctions**

The following regulations of Eastern Wyoming College conform to the City of Torrington and Wyoming State Laws and Regulations affecting alcohol and controlled substance abuse.

1. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on the EWC campus, in dormitories, or at any college sanctioned events is prohibited. Such an act is a crime under Wyoming State Laws.

2. Any person who sells, furnishes, or causes to be sold, furnished or given away any alcoholic liquor or malt beverage to any person under the age of 21 years, who is not his legal ward, medical patient, or member of his own immediate family, is guilty of a misdemeanor under Wyoming State law. Possession and/or use of alcoholic beverages is prohibited on the EWC campus, in dormitories, or at any college sanctioned events.

3. Any person under the age of 21 years who has any alcoholic or malt beverage in his possession or who is drunk or under the influence of alcoholic liquor, malt beverages, or a controlled substance on any street or in any public place is guilty of a misdemeanor under Wyoming State law.
Administrative Rule 3.14.2: DRUG-FREE WORK PLACE - continued

Procedures for Enforcement

Any member of the College community who observes a violation of this policy or becomes aware of an individual with an alcohol or substance abuse-related problem on campus is encouraged to seek assistance from the appropriate resources:

- Counselors
- Office of Student Services
- Office of Human Resources

Procedures Regarding Violations of Alcohol and Controlled Substance Abuse Policy

Employees whose unacceptable behavior is a result of substance abuse must undergo an evaluation in accordance with EWC policy 3.21. Following an evaluation, determination of consequences shall be decided by an immediate supervisor, appropriate Executive Administrator, and/or the College President. The consequences for choosing to engage in behavior violating the rules for chemical alcohol and controlled substance abuse are as follows:

1. It has been determined that the employee has chosen unwisely and is in control of his/her behavior. He/She can choose to effect a change in the behavior. A warning, in writing, will be issued.

2. It has been determined that the employee has demonstrated a lack of control over behavior choices. College policy mandates identifying the cause so that he/she may regain control. Any one of the conditions may be imposed:
   a. Referral for drug education.
   c. Verbal and written commitment of 90 days of abstinence from all mood-altering chemicals, and individual and/or group counseling.
   d. Suspension from work without pay until such time an evaluation proves worthiness to return.

3. It has been determined that the employee’s behavior is not appropriate for continued employment at this time and employment will be terminated.

Adopted 8/14/01
Revised 11/8/05, Revised and Adopted 8/13/13

Administrative Rule 3.14.3: MILITARY LEAVE

Eastern Wyoming College supports and values the military service of our employees in accordance with The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, 38 U.S.C. §§ 4301 - 4335).

Any member of the Wyoming national guard or United States military forces reserve who is an employee of Eastern Wyoming College shall be given a leave of absence with pay not to exceed fifteen (15) calendar days in any one (1) calendar year to attend duly authorized encampments, training cruises and similar training programs in addition to any other leave or vacation time to which the person is otherwise entitled.

Subject to the conditions hereinafter prescribed, any Eastern Wyoming College employee who has been employed for one (1) year and who is a member of the national guard or any other
Administrative Rule 3.14.3: MILITARY LEAVE - continued

component of the military forces of the state, a member of the reserve forces of the United States, or who is inducted into the military service of the United States, is entitled to leave of absence from his/her employment without pay but without loss of seniority, status, vacation, health/wellness leave, or other benefits required by law while he/she is engaged in active military training or service ordered or authorized by proper authority pursuant to law exceeding fifteen (15) days in any calendar year. Such leave is in addition to any other military leave or vacation time to which the officer or employee may be entitled by law if the required military service is satisfactorily performed, which is presumed unless the contrary is established. During the absence Eastern Wyoming College shall discontinue its share of payments for social security, insurance of any type and retirement unless the employee elects to contribute to the college retirement plan during his/her absence, in which case Eastern Wyoming College will likewise contribute its share.

Adopted 7/17/02
Revised 11/8/05, Revised and Adopted 8/13/13

Administrative Rule 3.14.4: UNEMPLOYMENT COMPENSATION

The College provides unemployment insurance coverage for employees in accordance with the laws of the State of Wyoming.

Revised and Adopted 8/13/13

Administrative Rule 3.14.5: WORKER’S COMPENSATION

The College provides worker's compensation coverage for eligible employees in accordance with the laws of the State of Wyoming.

Employees are required to report any job related illness or injuries to their supervisor immediately and fill out the accident/injury report as soon as feasible after an accident or injury occurs.

Revised and Adopted 8/13/13

Administrative Rule 3.14.6: SOCIAL SECURITY

All employees except part-time student help are required to participate in the Social Security program.

Revised and Adopted 8/13/13
Board Policy 3.15: HEALTH/WELLNESS LEAVE

Eastern Wyoming College shall provide some form of Health/Wellness leave benefits to all benefitted employees.

Adopted 6/30/92
Revised 11/8/05, Revised and Adopted 8/13/13

Administrative Rule 3.15.1: HEALTH/WELLNESS LEAVE

Health/Wellness Leave is earned at the rate of 1.5 days per month based on the number of months and percent of full time as defined in the employee's contract. Leave will be calculated to the next highest .25 of a contract day per month.

Health/Wellness Leave may accumulate to 120 days per year, which includes those days donated by another employee as specified in this rule. Days in excess of 120 will be forfeited. Requests for leave in excess of one week must be approved by the administrator in charge of the appropriate administrative unit of the college. Requests for leave in excess of one month must be approved by the President. The minimum time charged as Health/Wellness leave will be .25 of a contract day per month.

Health/Wellness leave may be used for a variety of reasons including the following:

Medical Leave -- accumulated health/wellness leave may be used for illness, sickness, emergency medical care, preventive and diagnostic medical and dental appointments. This leave may also be used by the employee because of illness or medical/dental appointments in the employee's immediate family.

Personal Leave -- Two (2) health/wellness leave days may be used by employees for personal leave each fiscal year. These days are not cumulative from year to year. The personal days are intended to allow the employee to tend to personal matters where other leave provisions do not apply. Personal leave must be pre-approved by the employee's immediate supervisor.

Emergency Leave -- accumulated health/wellness leave may be used for personal emergencies which affect the health and/or welfare of the employee or his or her immediate family. This leave includes but is not limited to bereavement leave upon the death of a spouse, child, parent or parent-in-law, brother, sister, grandparent, or grandchild. Personal emergency leave must be pre-approved by the employee's immediate supervisor.

Parental Leave -- accumulated health/wellness leave may be used for parental leave upon the birth or adoption of a child. Parental leave must be approved by the President a minimum of one month prior to the commencement of the leave and will be granted only in the four months immediately following the birth or adoption.
Community Service Leave – Two health/wellness leave days may be used by employees for community service/political leave each year. These days are not cumulative from year to year. Professional leave days are intended to allow employees to attend professional conferences, seminars, and meetings which are unrelated to their position at Eastern Wyoming College. Professional leave must be pre-approved by immediate supervisor.

Donated Health/Wellness Days

Health/Wellness leave may be donated by an employee. An employee who has accrued a minimum of eighteen (18) days of sick leave may donate up to two (2) days of sick leave per calendar year to any one recipient who has an immediate and reasonable need for such assistance. Donations between immediate family members who are employees are not subject to the two day maximum. Donors shall submit a written statement to the personnel office specifying the number of hours donated and the name of the employee to whom the donation is being made. All other accrued leave must be taken prior to requesting donated days.

Adopted 5/14/02
Revised 11/8/05, Revised and Adopted 8/13/13
Board Policy 3.16: INSURANCE/RETIREMENT BENEFITS PACKAGE

Eastern Wyoming College shall provide if financially feasible some form of health insurance benefits and either the Wyoming State retirement or TIAA/CREF retirement programs.

Revised and Adopted 8/13/13

Administrative Rule 3.16.1: INSURANCE/RETIREMENT BENEFITS PACKAGE

The benefit provides life insurance, health insurance, and dental insurance for the employee. Dependent life insurance may not be purchased with this benefit. Eastern Wyoming College also contributes 14.62% of our employee's salary towards a retirement package.

Adopted 11/12/96
Revised 11/8/05, Revised and Adopted 8/13/13

Administrative Rule 3.16.2: HEALTH INSURANCE

Eastern Wyoming College offers health insurance with coverage through the Wyoming State Employees Health Insurance Program. The employee may choose single or family coverage. Two plans are available with the difference being the amount of the individual and family deductibles. Both plans include a preventative and diagnostic dental plan and have a maximum amount payable for any one person of $2,000,000 in a lifetime. The employee may change from one plan to another during a plan transfer period which takes effect each year on January 1.

All permanent employees who regularly work 80 hours or more per month are eligible for this plan on the first day of the month following their date of employment.

Medical insurance through the State of Wyoming Group Insurance Plan is available to all full-time employees and any part-time employees working 80 hours or more per month. Coverage is effective the first day of the month following the date the service starts. The anniversary date for changing the status of medical insurance for either employee or dependents shall be January 1 any given year thereafter. Exceptions will be if the employee has a change of status or chooses a change in coverage allowable only if he/she is not participating in the Flexible Benefit Plan.

If an employee terminates employment at Eastern Wyoming College, health care coverage may be continued under the plan at group rates under COBRA. The employee will be notified by the Payroll Office of rights at the time of termination. Coverage may also be continued under the Wyoming Retirement System if the employee retires. If the employee becomes ineligible for continuation of coverage due to termination of employment or reduction in work hours, he/she may continue coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA coverage may continue for up to 18 months for employees and up to 36 months for dependents.
Administrative Rule 3.16.2: HEALTH INSURANCE – continued

Enrollment cards are available in the Payroll Office along with the copies of the health insurance handbook and the dental pamphlet.

Adopted 2/16/99
Revised 11/8/05, Revised and Adopted 8/13/13

Administrative Rule 3.16.3: DENTAL INSURANCE

An optional dental insurance is available to any employee eligible for the State Health Insurance Program. This insurance is in addition to the mandatory preventive dental insurance included in the health plan. Enrollment must be consistent with the health insurance enrollment, i.e. single coverage in the health insurance must have single coverage in the dental insurance.

Enrollment cards are available in the Payroll Office along with the dental pamphlet.

Adopted 11/12/96
Revised 11/8/05, Revised and Adopted 8/13/13

Administrative Rule 3.16.4: LIFE INSURANCE

Eastern Wyoming College provides the option, for eligible full-time employees, to participate in the State of Wyoming Life Insurance program. Dependent coverage is an additional amount per month.

Life insurance and dependent life insurance are also available to disabled and/or retired employees. However, retired employees are not eligible for Accidental Death and Dismemberment benefit.

If an employee becomes terminally ill with a life expectancy of 12 months or less, he/she may apply to receive a portion of his/her life insurance as an "Accelerated Benefit." He/she may request an Accelerated Benefit of up to 50% of his/her life insurance. If one of his/her dependents has a "qualifying medical condition" Accelerated Benefits are available for dependent life coverage. The amount of the Accelerated Benefit available to his/her dependent will be based on the amount of dependent life insurance coverage provided at the time of the request.

If all or part of the employees group term life insurance ends, he/she may apply for an individual life insurance policy. Likewise, his/her dependents may also convert to an individual policy if all or part of their life insurance ends. Conversion coverage is not available for accidental death, dismemberment and loss of sight benefits.

Enrollment cards are available in the Payroll Office along with information relating to life insurance.

Adopted 2/16/99
Revised 11/8/05, Revised and Adopted 8/13/13

Administrative Rule 3.16.5: RETIREMENT

Participation in either the Wyoming Retirement System or TIAA/CREF is required for full-time or regular part-time employees at the time of employment. Any employee whose term of employment is on a temporary basis for less than four (4) months or any person receiving not
more that $5,500 per year for part-time teaching who elects in writing not to participate is excluded.

At the time of initial employment an employee must make a choice between one hundred percent participation in the Wyoming Retirement System (WRS) or one hundred percent participation in the Teachers Insurance & Annuity Association and College Retirement Equities Fund (TIAA/CREF).

Also, at the time of initial employment employees must choose, though not irrevocably, between having the college pay 100 percent of the retirement contributions at the rate of 14.62%.

**WYOMING RETIREMENT SYSTEM**

The contribution rate for employees and employers is based on gross salary. After a minimum of 48 months of participation in the Wyoming Retirement System the employee is "vested", which means that the employee's rights to benefits at retirement age cannot be taken away. If employment is terminated, contributions may be left on deposit and if vested, the employee may apply for a monthly retirement allowance after reaching age 50.

The account on deposit in the WRS cannot be borrowed against, attached or garnished. No additional funds may be contributed in excess of the contribution rate.

The employee receives an annual statement of account during the first quarter of each year. This statement is prepared after all contributions for the preceding year have been posted to all accounts under the program. If any information on the statement appears to be incorrect, the employee should contact the Wyoming Retirement System Office in Cheyenne at once.

When employment is terminated the employee may request a refund of the contributions he/she has made to the program. The contribution rate for employer and employees is the same for Wyoming Retirement and TIAA/CREF. To obtain a refund, the employee must sign and submit the appropriate form, available from the Business Office.

**TIAA/CREF**

Teachers Insurance and Annuity Association/College Retirement Equities Fund is available to employees, pursuant to rules set forth in EWC TIAA plan. The contribution rate to TIAA/CREF is the same as Wyoming Retirement System. Under TIAA/CREF you may transfer your annuity contract to other institutions participating in the plan.

Adopted 11/12/96
Revised 11/8/05, Revised and Adopted 8/13/13
Board Policy 3.17: ANNUAL EARLY RETIREMENT PROGRAM

PURPOSE

Allow long-term employees to voluntarily sever employment from the College prior to normal retirement age.

BENEFITS

1. Benefit Amount – 55% of annual salary, plus 5% of annual salary for each year of service over 15 years, plus $12,000. Overtime, supplemental or overload contracts, or any earnings in addition to the primary annual employment contract shall not be added to the annual salary for the purposes of computing the Benefit Amount.
2. Benefit Amount to be paid monthly over a 5-year period.
3. The early retirement program will be offered annually for all employees hired before December 14, 2004.

ELIGIBILITY

1. Must be currently benefitted with at least ten years of uninterrupted service;
2. Must have a combination of years of service and age equaling at least 70;
3. Must not yet be eligible for full Medicare benefits.

PROCESS

1. A letter notifying intent to participate in the early retirement program shall be sent to the College President by the first Tuesday in January of the academic year in which retirement is to commence.
2. Early retirement becomes effective one month following the end of the employment contract for the fiscal year.

NOTICE: Please be advised that EWC does not provide financial consultation services. Professional financial and tax consultants should be contacted concerning any questions or issues as to the consequences of applying for early retirement.

Adopted 12/14/04
Revised 11/8/05, Revised and Adopted 8/13/13
Board Policy 3.18: PAYROLL DEDUCTIONS

The College Payroll Office shall provide, if feasible, some form of benefit and payroll deductions.

Adopted 8/13/13, Revised and Adopted 8/13/13

Administrative Rule 3.18.1: PAYROLL DEDUCTIONS

The College Payroll Office is authorized to make deductions from the employees' salaries for the following purposes:

1. Purchase of Tax Sheltered Annuities including Wyoming Deferred Comp annuities (403(b) tax shelters are allowed only one change during any taxable year)
2. Life Insurance
3. Health Insurance
4. Dental Insurance
5. Wyoming Employees Credit Union
6. Savings Accounts
7. Disability Insurance (policy through the college)
8. Flexible Benefit Plan
9. Wyoming Education Association Dues
10. Court Ordered Payments

Adopted 11/12/96
Revised 11/8/05, Revised and Adopted 8/13/13

Administrative Rule 3.18.2: DISABILITY INSURANCE

Eastern Wyoming College provides a Disability Insurance Plan for which payroll deductions are made at a rate determined by the carrier each year after reviewing the salaries and ages of the covered employees. It is a total disability plan which assures a monthly income including Social Security, Wyoming Retirement System, TIAA/CREF, Workmen's Compensation, equal to 60% of your covered monthly salary as of the date the disability began, not to exceed $5,000.00 monthly. In no event will the Monthly Income Benefit be less than $100.00.

All full-time employees are eligible for this plan as of the first day of the month coinciding with or next following the completion of one (1) month of service.

An enrollment application form is available in the Payroll Office as is a copy of the policy.

Adopted 11/12/96
Revised 11/8/05, Revised and Adopted 8/13/13
Administrative Rule 3.18.3: FLEXIBLE BENEFIT PLAN

Eastern Wyoming College through the State of Wyoming's agreement with the Internal Revenue Service (Code 125) offers its employees a Flexible Benefit Plan. The Plan Year begins January 1 and ends December 31 each year. The employee has an opportunity to change elections under the Flexible Benefit Plan each year.

Three different options are available for tax savings. The Flexible Spending Account allows a reduction to an employee's annual earnings by the amount of insurance premiums he/she pays out-of-pocket. The Medical Care Reimbursement Account allows a reduction to an employee's annual earnings by a specified amount set aside for unreimbursed medical expenses. This annual deduction cannot exceed $3,000. The Dependent Care Reimbursement Account allows a reduction to an employee's annual earnings by a specified amount set aside for daycare, babysitting expenses. This annual deduction cannot exceed $5,000.

An employee may choose any or all of the options or may also choose not to participate in any of the options.

Adopted 5/14/02
Revised 11/8/05, Revised and Adopted 8/13/13
Board Policy 3.19: PERSONNEL FILE POLICY

The Director of Human Resources maintains a file for all full-time and benefitted employees and part-time faculty members.

Revised and Adopted 8/13/13

Administrative Rule 3.19.1: PERSONNEL FILE

It is the responsibility of the faculty member to ensure that transcripts and other evidence of professional growth and development are submitted to the Director of Human Resources for inclusion in the personnel file.

The file may be examined only according to the Family Educational Rights and Privacy Act of 1974.

Adopted 7/17/02
Revised 11/8/05, Revised and Adopted 8/13/13
Board Policy 3.20: REDUCTION IN FORCE

A decision to reduce the number of instructional personnel, non-instructional personnel, or administrative personnel will, in all cases, remain within the sole discretion and judgment of the Board of Trustees. It will implement a reduction in force (RIF) pursuant to the established guidelines and administrative rules.

Revised and Adopted 8/13/13

Administrative Rule 3.20.1: REDUCTION IN FORCE

I. The Board of Trustees of Eastern Wyoming College, after closely studying and evaluating current and projected future funding, historic, current and projected future demand for courses, programs, or services and their related cost effectiveness, and future curriculum plans and needs, and after having made the determination that the best interests of Eastern Wyoming College would be served only by a reduction in force, will implement a reduction in force (RIF).

A decision to reduce the number of instructional personnel, non-instructional personnel, or administrative personnel will, in all cases, remain within the sole discretion and judgment of the Board of Trustees.

II. The reduction in force procedure, when necessary, shall be implemented in the following manner:

The Board of Trustees of Eastern Wyoming College, after assessing the available funds and/or staffing needs for the forthcoming school year, or biennium, shall determine which areas of instruction, support or administration are to be reduced and the number and type of positions within those areas which will be reduced.

At the next regularly scheduled Board meeting following the Board meeting at which the determination to implement the reduction in force was made, the Board will accept input from an Advisory Committee, consisting of representatives of faculty, student services personnel, administration and support staff, appointed by the President, regarding the method of implementing the reduction in force. This input shall be of an advisory nature only, and carries no legally binding force or effect.

III. The reduction in force policies and procedures refer only to full-time, regular employees of Eastern Wyoming College. Part-time, temporary and/or probationary employees have no employment rights granted or implied by this policy.

IV. No employees including instructors shall be granted a leave of absence in order to avoid the RIF procedure.
Administrative Rule 3.20.1: REDUCTION IN FORCE – continued

V. Eastern Wyoming College shall not be required to create full-time positions, either by initial creation or combination of part-time positions in situations where part-time positions have been staffed, following a reduction in force, unless the Board of Trustee's in it's sole discretion determines to do so.

VI. Reduction in force will apply to the three areas of personnel according to the following procedures.

A. INSTRUCTIONAL PERSONNEL

Instructional personnel for the purposes of this policy are defined as all full-time employees whose primary function is related to direct teaching duties or direct teaching support and who are assigned instructional duties by employment contract.

This definition specifically includes Division Chairpersons and other instructional personnel who may have less than full-time teaching responsibilities.

When the Board of Trustees of Eastern Wyoming College determines that a reduction in force plan is necessary, concerning instructional personnel and the Board further designates which units or areas within the College shall be subject to personnel reductions, the Board of Trustees shall direct such plan to be implemented in the following manner:

1. The elimination of the identified positions shall begin with non-tenured instructors unless they possess recognized teaching experience and/or educational background which tenured instructors do not possess thereby increasing or enhancing the course or program offerings in the unit affected by the reduction in force. Further to terminate a tenured instructor and keep non-tenured instructor, the Board of Trustees, with input and advice from the President, shall examine the employment records of non-tenured instructors in order to implement the reduction in force. The Board of Trustees must determine that the non-tenured instructor's teaching experience and/or educational background is beneficial to the current or future program needs of Eastern Wyoming College.

2. If there are no non-tenured instructors available for RIF in an area identified for reduction in force, or if there exists a further need for reduction in force after considering or terminating non-tenured instructors, the Board of Trustees, with input and advice from the President, shall examine the employment records of tenured instructors in order to implement the reduction in force. To select those tenured instructors recommended for termination, all instructors will be considered based upon the following criteria and qualifications:

   a. Longevity, educational background, teaching experience in the major teaching assignment at Eastern Wyoming College, competency, and other similar relevant considerations.

   b. Longevity is but one of the several identified factors to be considered by the Board of Trustees in reaching its determination but all other factors being equal, those with least longevity will be terminated first.
3. Rehiring procedures shall be as follows:
   
a. Rehiring of terminated instructors in their area of qualification shall be in reverse order of termination, provided they meet the qualifications for the open position. Rehiring for Eastern Wyoming College instructor vacancies shall be from the list of instructors terminated by this procedure.

b. Rehiring rights of instructors shall be limited to two years from the end of their last contract year. Terminated instructors must maintain a current mailing address with the Eastern Wyoming College Personnel Office and must respond to the rehiring offer within a 14 day period commencing with the deposit of the vacancy notice in the U.S. mail. The rehiring position offer shall be sent by certified mail. Failure of the instructor to maintain a current mailing address will constitute a waiver of rehire rights.

c. Terminated instructors must accept positions within their area of qualification or lose rehire rights. Rehired instructors shall retain previous seniority rights upon being rehired.

B. NON-INSTRUCTIONAL PERSONNEL
Non-instructional personnel for purposes of this policy statement are defined as those persons hired into full-time positions not identified as instructional or administrative personnel even though they may teach one or more classes.

When the Board of Trustees of Eastern Wyoming College determines that a reduction in force plan is necessary, concerning non-instructional personnel and the Board further designates which units or areas within the College shall be subject to personnel reductions, the Board of Trustees shall direct such plan to be implemented in the following manner:

1. The Board of Trustees shall determine the number and type of positions to be reduced within the designated unit or area of the College.

2. Employees shall be ranked within the designated unit or area based upon:
   1. appropriate assignment-specific qualifications, and; 2. the employees' years of employment experience in their respective employment assignment. Tenured non-instructional personnel and personnel with five (5) or more years of full time employment history with EWC will be given preference provided they have appropriate assignment-specific qualifications. Employees possessing appropriate assignment specific-qualifications will be given preference. Qualifications include but are not limited to:

a. Longevity, educational background, experience in the major work assignment at Eastern Wyoming College, competency, and other similar relevant considerations.

b. Longevity is but one of the several identified factors to be considered by the Board of Trustees in reaching its determination but all other factors being equal, those with least longevity will be terminated first.
3. Those employees subject to termination due to the application of this reduction in force policy will be considered in the order set forth in paragraph B. above.

4. During the reduction in force process, non-RIFed employees may be administratively reassigned according to the following procedure:
   a. Employees may be reassigned in areas in which they have assignment-specific qualifications within or between assignment locations as necessary to meet the staffing needs of Eastern Wyoming College.
   b. Employees reassigned during the reduction in force process shall be paid according to the rate of pay for their new assignment.
   c. Employees reassigned will retain previous seniority rights.
   d. Employees reassigned during a reduction in force will be eligible for and will have preference in consideration for reinstatement into their original positions if the position becomes available within a two year period following the RIF action.

5. Rehiring of RIFed employees will be according to the following procedure:
   a. Rehiring in their particular area shall occur in reverse order of termination, provided they meet the employment-specific qualification requirements of the open position. However, RIFed employees with temporary status shall not have rehire rights.
   b. Rehiring rights of RIFed employees shall be limited to two years from the date of the layoff. RIFed employees must maintain a current mailing address and phone number with the Eastern Wyoming College Personnel Office and must respond to the rehiring position within a 14 day period commencing with the deposit of the vacancy notice in the U.S. mail. The rehiring position notice shall be sent by certified mail. Failure of employee to maintain current mailing address and phone number will constitute a waiver of rehire rights.
   c. RIFed employees must accept positions of comparable status or lose rehire rights. Comparable status shall mean equal pay (unless a pay reduction for employees of similar positions has been implemented), hours (within a five-hour variance) and similar assignment and contract year. Qualified RIFed employees may apply for vacancies in positions provided all RIFed employees of the unit in which the vacancy exists have been rehired or have forfeited their rehire rights. Rehired employees shall retain previous seniority rights.

C. ADMINISTRATIVE EMPLOYEES
Administrative personnel covered by this policy are defined as Associate Executive Administrator or higher, and are noninstructional even though they may teach one or more classes.
Administrative Rule 3.20.1: REDUCTION IN FORCE – continued

When the Board of Trustees of Eastern Wyoming College determines that a reduction in force plan is necessary, concerning administrative personnel and the Board further designates which units or areas are required to maintain an administrative structure essential to the operations of the college the Board of Trustees shall direct such plan to be implemented in the following manner:

1. The Board of Trustees shall determine the number and type of positions to be reduced within the designated units or areas of the College.

2. The Board shall determine which individuals are to be RIFed.

3. Continued employment of administrative employees is the sole discretion of the Board of Trustees. Administrative employees have no employment rights based upon longevity of service as an administrative employee.

4. Administrative employees who have previously been granted tenure rights as instructional personnel will retain those rights for the major area or unit in which the tenure right was granted, and shall be considered for retention in accordance with the instructional personnel provision of this policy.

Adopted 3/3/92
Revised 11/8/05, Revised and Adopted 8/13/13
Board Policy 3.21:  PAID LEAVE

Eastern Wyoming College provides benefits to all eligible benefitted employees.

Adopted 6/30/92
Revised 11/8/05, Revised and Adopted 8/13/13

Administrative Rule 3.21.1: PAID LEAVE

**Vacation:** Vacation days are provided to all regular benefitted non-instructional employees. Vacation is accrued from July 1 through June 30th each year. Employees may carry over from one year to the next one half of the total annual vacation days for which they are eligible. Any additional carry over vacation that is not taken by August 31st will be forfeited unless special permission is granted from the President. Vacation days are to be taken during a time that is convenient for the college and must have prior permission from supervisor. Vacation is pro-rated according to the number of months and percent of full-time defined in the employee’s contract, and his/her level on the salary schedule based on the following:

- **Professional and Administration**
  - Earn 1.75 days per month

- **Classified Staff**
  - **Level B23 - B31**
    - Earn 1.5 days per month for the first five (5) years of service; 1.75 days per month worked after five (5) years of service.
  - **Level A12 - B22**
    - Earn one (1) day per month worked for first five (5) years of service; 1.5 days per month for five (5) to ten (10) years of service; and 1.75 days per month after ten (10) years of service.

**Recess:** Recess days are provided to all benefitted college instructional faculty who are assigned instructional duties by full-time employment contract. Recess days are determined by the academic calendar, and must be taken during those days identified as recess days on the academic calendar.

**Holidays:** Holidays for the fiscal year are New Year’s Day, Martin Luther King Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving Day and the day following, and Christmas Day.

If the holiday falls on a Saturday, the preceding Friday will be substituted. If the holiday falls on a Sunday, the following Monday will be substituted.
College Closure

Days: At the President's discretion, there are certain days during the year when the college will be closed other than the designated holidays. These days will be determined annually. Ordinarily for a fiscal year college closure days are Fair Day and December 24 through January 1 or January 2 if New Year's Day falls on Sunday.

Adopted 11/9/99
Revised 11/8/05, 10/9/07, 10/3/12, Revised and Adopted 8/13/13

Administrative Rule 3.21.2: COLLEGE CLOSURE OR DELAYED OPENING

In the event of unusual circumstances resulting from extremely adverse weather, natural disaster, fire, or other natural emergency beyond management control, it may be necessary for management to delay opening and/or close some or all college operations in accordance with procedures established in this Administrative Rule 3.21.2.

Announcements for closure or delayed opening of the college shall be made over local media.

Non-contracted Employees

Delayed opening of college facilities: all employees will report to work, unless notified in person or notice via public media. Employees will receive regular pay for all closures in duration of three days or less. If after three days a non-contracted employee is unable to report to work, such absences will be handled in one of the following ways:

a. Chargeable to accrued vacation leave or recess days.
b. Chargeable to compensatory time, with approval of supervisor.
c. Chargeable to leave without pay.
d. EWC Board of Trustees may choose to extend paid leave benefits by special board action in extenuating circumstances.

Such decisions will be made by the employee with supervisory approval.

Contracted Employees

For contracted college employees, modifications of employee contracts due to extended college closure will require board action.

Such modifications will be made with input from the employee and the supervisor.

Adopted 12/8/92
Revised 11/8/05, Revised and Adopted 8/13/13
Board Policy 3.22: CONTRACT POLICY

Eastern Wyoming College will issue employment contracts to the President, all instructional employees, and staff at the Executive Administrator level, who are at least half-time. Non-faculty staff below the Executive Administrator level, who are at least half-time, will be issued letters of appointment.

Revised and Adopted 8/13/13

Administrative Rule 3.22.1: CONTRACT POLICY

The length of the contract and the number of working days during the year will be based on 12 months. A contract for a period less than 12 months is calculated as a fraction of a twelve-month contract. Length of contract, work assignment, benefits and hours worked are as described in Administrative Rule 3.22.2.

According to Administrative Rule 3.2.3, non-faculty employees who are at least half-time and are below the level of Executive Administrator shall serve a probationary period not to exceed one year. If an employee’s work is not satisfactory, he or she may be dismissed at any time during the probationary period without cause assigned or right of appeal.

Adopted 01/25/00
Revised 11/8/05, 2/2/10, Revised and Adopted 8/13/13

Administrative Rule 3.22.2: CONTRACT RULE

The number of working days during the contract year for all employees of Eastern Wyoming College, exempt or nonexempt, employed at least half-time shall be based on the number of work months:

- 12 month employee -- 260 working days
- 11 month employee -- 238 working days
- 10 month employee -- 217 working days
- 9 month employee -- 195 working days

A contract or work assignment for a period of time different from those shown above is calculated as a fraction of a twelve-month assignment.

An employee’s exempt/non-exempt status is determined in accordance with criteria established by the Department of Labor through the Fair Labor Standards Act. All permanent employees employed at least half-time are eligible for paid vacation/recess, holiday, college closure, and health/wellness leave as defined in Administrative Rule 3.15.1 and 3.21.1.

Full-time employees are contracted for a minimum of 35 hours per working week in the place(s) to which they are assigned. For all planned absences, approval of supervisor must be obtained.
prior to leave. If it is necessary for instructional faculty to be absent from the assigned place during hours scheduled, the college receptionist shall be notified. For all other employees, the supervisor shall be notified.

For teaching faculty, working days include:

- **Faculty duty days** – every instructional day, in-service, commencement and other days scheduled by the Chief Academic Officer. Normally scheduled faculty duty days may not be used for recess or "instructional preparation" time.

- **Instructional preparation days** – days for which faculty are not normally required to be on campus, these days are considered to be in excess of faculty duty days and paid leave days.

*Adopted 01/25/00  
Revised 10/11/05, 12/8/09, Revised and Adopted 8/13/13*
Board Policy 3.23: EVALUATION

The Board directs and delegates to the President the responsibility of developing, organizing and implementing a system-wide program for a written evaluation of employee performance.

Adopted 3/9/93
Revised 11/8/05, Revised and Adopted 8/13/13

Administrative Rule 3.23.1: PURPOSE OF EVALUATION

The purposes of evaluation shall be:
• To promote excellence, to improve employee skills, and to provide a basis for personnel decisions.

• To upgrade the effectiveness of employees by increasing accountability of each individual, and to improve the working together of all employees of the college.

• To create the means to encourage continuous self assessment, improvement and growth by each member of the college.

• To promote professional excellence, provide a basis for the review of performance, and improve the skills of members of the institution.

• To promote the effectiveness of all individuals involved in the teaching, service and administrative processes by examining individual accountability for program, performance and institutional goals.

• To improve communication and understanding between an individual and his/her supervisor regarding the individual's responsibilities, general work assignments, and the standards for good performance.

• To develop or review on a yearly basis specific, realistic, and mutually agreeable goals, plans, and information that will assist the individuals in making the most effective use of their skill, effort, and time in the performance of their work.

• To provide data useful in improving instruction and instructional support through self-improvement and college-assisted staff development.

• To provide data useful in the identification of deficiencies and the development of activities of assistance to eliminate deficiencies.

• To encourage quality education to ascertain and strengthen weakness in the education process and to ascertain whether the professional performance of employees is "satisfactory" or "unsatisfactory" in view of the institutional goals and expectations.

• To formally acknowledge acceptable performance and commend excellent performance.
Administrative Rule 3.23.1: PURPOSE OF EVALUATION – continued

• To provide a fair and effective means of removing from the staff those employees who have deficiencies and who, after receiving help and assistance, either refuse or fail to improve sufficiently.

Adopted 3/9/93
Revised 11/8/05, Revised and Adopted 8/13/13

Administrative Rule 3.23.2: PHILOSOPHY OF EVALUATION

The evaluation process shall be guided by the following philosophy:

In every field of endeavor, there is the need for judgment and decision on the quality of performance and achievement of personnel. In the field of higher education, the belief is that the evaluation will be cooperative and constructive. This is most likely to occur when the individual being evaluated and the person responsible for the evaluation believe in a joint responsibility to focus on the performance areas of strength as well as those in need of improvement.

Evaluation embodies principles and values held to be important for effective completion of duties so all employees can feel that the basis of evaluation is meaningful. Further, the values embodied in the evaluation should influence the directions in which people develop and the particular skills and proficiencies for which they strive.

Therefore, it is vital that the evaluation system reflect the institutional values and be significant to the operation of the college. It is only in this context that a meaningful evaluation system is established. The purpose of evaluation, is to be directed toward the identification and the commendation of effective performance as well as to define areas requiring attention, and to formulate recommendations which assist the individual in improving and developing his or her potential.

The Evaluation of faculty, staff and administrator performance must be a cooperative, continuing process designed to improve the quality of instruction and services provided by Eastern Wyoming College. All employees shall be involved in the evaluation process, and share the responsibility for developing and maintaining professional standards and attitudes regarding the evaluation process.

Adopted 3/9/93, Revised 11/8/05, Revised and Adopted 8/13/13

Administrative Rule 3.23.3: PERFORMANCE EVALUATION OF NONTEACHING PERSONNEL

The formal evaluation of EWC nonteaching personnel will take place at least on an annual basis. Evaluations for probationary employees will take place after being employed three months and again at the end of the probationary period of six months.

Informal performance reviews should be conducted at least quarterly. Supervisors must coach employees to perform at their best and communicate with them regularly. The formal evaluation should merely be a summary of performance that has been discussed openly throughout the year.

Evaluation of Administrators will take place each December.
Evaluation of All Other Nonteaching Personnel will take place each January.

1. Each employee will evaluate herself/himself by completing the EWC Performance Evaluation form, and submitting it to his or her supervisor.

2. The written performance evaluation of the employee will begin with the supervisor completing the EWC Performance Evaluation. The evaluation will be based on Job Description, accomplishment of established goals, and professional activities.

3. Upon completion of the EWC Performance Evaluation, the supervisor will arrange a Performance Evaluation Interview with the employee. During the interview, the employee and the supervisor will establish employee goals and objectives to be accomplished in the ensuing evaluation cycle.

4. At the conclusion of the Performance Evaluation Interview, the employee and supervisor must both sign the completed Performance Evaluation form. It will then be forwarded to the appropriate Executive Administrator or President for his or her review and signature, and finally submitted to the Human Resources Office for placement in the employee's personnel file.

Revised and Adopted 8/13/13