

To the New Employee:

Welcome to the Houston Community College (HCC)! This booklet is a concise guide to your benefits, opportunities, and responsibilities here at the HCC. It is meant to be a brief overview to help you get acquainted with us and the college's policies and procedures. The HR Policy Manual can be found on-line via the following path: HCC home page > Faculty & Staff > Policies & Procedures (under Employee Support).

We hope you find your employment here as meaningful and enjoyable as we do. No matter what your job, you have the opportunity to make a significant impact on others' lives by helping them with their education and life long learning. As with any endeavor in life, this opportunity is what you make it. Your orientation program will introduce you to the resources, programs, and people who can make this happen.

The staff of Employee Learning and Organizational Development, Houston Community College.

Orientation at a Glance

Orientation should consist of the following components. For your own information, keep track of the dates you completed each part. You and your supervisor should coordinate the orientation process; you should be sure your orientation is complete and that you have the necessary information and resources to perform your job duties. Talk to your supervisor if you have questions about any of the items listed, or contact Employee Learning and Organizational Development.

Component	Time Frame	Department	Date
General New Employee Orientation (2 days) <ul style="list-style-type: none"> • Intro to HCC, Mission, Vision & Values • Webmail and telephone Use • EEO/Sexual Harassment • Insurance and retirement • Intro to employee opportunities and responsibilities • Safety overview 	first two days	Employee Learning and Organizational Development	
Orientation to the department and job <ul style="list-style-type: none"> • department functions, job duties • tour of workplace/ meet co-workers • checklist completed and signed 	first days in department within 2 wks	Supervisor	
Read <u>Orientation Booklet for New Employees</u>	within 1 week	Employee	
Training on job duties and tasks	within 2 months	Supervisor or Learning Buddy	
PeopleSoft training as needed	within 1 month	PeopleSoft 101 and UTRAIN modules	

BENEFITS AND OPPORTUNITIES

Health Insurance Programs

See your Benefits Orientation packet for information about HCC insurance programs. You may make changes during open enrollment each year, generally held in July.

All HCC health insurance is handled through the State Employee Retirement System (ERS). Additional coverage for vision and dental is also available. You may also access State ERS benefit information by accessing the following web address: <http://www.ers.state.tx.us>

Other Insurance

You are eligible for life, disability, and other miscellaneous types of insurance through HCC. The various plans will be explained at the insurance and retirement session of orientation, or you may contact the Benefits Department.

Retirement

All full-time employees must participate in a retirement program, either Teacher Retirement (TRS) or Optional Retirement (ORP). The State contributes to both types of retirement programs.

Teacher Retirement System (TRS)

Membership in Teacher Retirement (TRS) is required of all full-time employees except those who are eligible for ORP (Optional Retirement Programs). Six point four per cent (6.4%) of your semi-monthly salary is deducted from each paycheck; the State contributes 6.0%. The State's contribution becomes vested after five years. Further information is available in the Benefits Orientation, and from the Benefits section of Human Resources.

Optional Retirement Program (ORP)

Administrators, counselors, librarians and faculty are eligible to participate in ORP. ORP is a privately invested retirement product with an outside vendor. Eligible employees have 90 days for a "once-in-a-lifetime" election of the program. The employee contributes 6.65% of his or her salary and the State contributes 6.0%. The vesting period is one year and one day. The employee contracts with companies authorized by HCC. Benefits are based on the contract with the selected company.

Tax Deferred Retirement Programs

Full-time HCC employees are eligible to enroll in 403(b) and 457 plans. Contributions to both plans are deducted from gross income before taxes. Agencies authorized to offer plans to HCC employees are listed with the Benefits Department.

Employee Assistance Program

All full-time employees, dependents, and household members are eligible to use the services of the Employee Assistance Program, provided by the University of Texas Employee Assistance Program. Assistance is provided in areas that affect job performance, such as poor interpersonal relationships, problem drinking, drug abuse, or personal crises in an employee's life. This service is free and completely

confidential. UTEAP telephone number: 713-500-3327 or 1-800-346-3549 or online at <http://www.uteap.org>. For more information, contact the Benefits Department.

Individuals may contact the EAP directly for any assistance without consulting his/her supervisor. An employee may be requested by his/her supervisor to contact the EAP if work performance problems exist that may benefit from EAP intervention.

Smart Financial Credit Union

Smart Financial Credit Union is open for membership to all HCC employees. The major offices of the Smart Financial Credit Union are located at: 4605 SW Freeway at Newcastle; 520 FM 1960 E. at Imperial Valley; and 4365 Kingwood Drive at Lake Houston Parkway. The main number is (713) 850-1600.

COBRA

Under COBRA laws, you are eligible to continue health benefits at your expense after you stop working for HCC. You must contact the Benefits Department to make arrangements.

HCC Child Care Centers

HCC operates a quality childcare facility at the Central College for children (aged 6 weeks to 5 years) of HCC faculty, staff, and students. Summer programs for school age children are also available.

The HCC Child Development Lab School is located at 3214 Austin, a block away from Central Campus. Hours of operation are Monday through Friday 7:00 a.m. to 5:30 p.m. Contact the facility for information on enrollment and space availability @ 713-718-5437.

Fitness Center

The HCC Fitness Center is located on the Central College, 1300 Holman Street. Employee and family memberships are available. The college pays one-half of the fees.

The Fitness Center has a large heated pool, whirlpool, sauna, fully equipped weight room, and gymnasium. Fitness evaluations, personalized workout programs, and exercise classes are also available.

Professional Development

Employees are encouraged to participate in job-related professional development activities. Various programs are offered through the colleges, the Employee Learning and Organizational Development Office, Instructional Media Center, college organizations, and outside agencies. More information can be found online via the following path: HCC web page > Faculty & Staff > Professional Development (under Employee Support).

BUILDING AND EQUIPMENT USE

Keys

To request keys, contact your supervisor or the campus director/coordinator. All keys must be turned in upon termination of employment.

Smoking Policy

All HCC facilities are non-smoking. Smoking is prohibited anywhere within the buildings, including rest rooms, break rooms, and stairways.

Telephones

The HCC telephone directory is on-line, accessed from the HCC home page.

Do not unplug the telephone without prior authorization, because an unplugged phone must be reset by the main office at Information Technology.

To make long distance phone calls, an authorization code is required. This code must be requested from your supervisor. Long distance codes are issued only as needed to conduct HCC business.

Personal Use of Telephones

Except for emergencies, employees should make and receive personal calls only during lunch time. Personal calls must not interfere with the employee's work.

Use of HCC property

HCC resources (facilities, equipment, other property, and personnel) shall not be used for personal gain or for other than official college business. HCC is a public institution supported by tax collections. Personal use of public resources is prohibited by state law.

COLLEGE TUITION & FEE ASSISTANCEHCC Course Fee Waiver

Full-time employees are eligible for a fee waiver for HCC credit courses. Spouses and dependents of full-time employees are also eligible. Before registering, an Employee Waiver Form W007 must be completed and signed by the employee and his/her immediate supervisor. Forms are available from the registrar at each campus. The form is also available on the Finance and Administration web page, under "Forms". Additional information can be found in the HCC Policy Manual (C: 6.5).

Certain continuing education courses offered at HCC may also qualify for a fee waiver. Check with the department offering the course for more information.

Employee Higher Education Program

The Employee Higher Education Program (EHEP) applies to college-level courses and is divided into two tracks:

- 1) Job-essential and
- 2) Degree

After one year of full-time employment you will be eligible to participate in the degree track. After meeting the minimum criteria and with supervisory approval, an employee can enroll in a degree or certification program and receive either: 1) reimbursement of a portion of the cost, or 2) three hours/week time off work to attend classes.

More information and the EHEP application may be found on the HR/Employee Learning and Organizational Development web page.

CONFLICT OF INTEREST

Gifts

Any employee who deals with contracts, purchases, payments, claims, or other monetary transactions shall not solicit or accept any benefit from a person who does business with the college, or may be likely to do business in the future. Employees who are asked about gifts or donations to the college should refer these requests to the HCC Foundation Office.

Curricular Materials

No faculty or staff member shall realize a profit from the sale of curricular materials to students enrolled in the employee's class when those materials have been developed solely for use by students enrolled in the class.

Public Institution

Employees must remember they are employed by a public institution. Their actions, whether professional, financial, or political, shall not conflict with their official HCC duties nor appear to do so.

EMPLOYEE RELATIONSDiversity

HCC prides itself on its diverse student and employee population. Each individual is valued for his/her talents and contribution to the mission of HCC.

EEO

HCC seeks to provide equal opportunities without regard to race, color, religion, national origin, sex, age or disability. This policy extends to employment, admission, and all programs and activities supported by the college.

Should you have questions or concerns in this area, contact your supervisor or the HR Generalist assigned to your area. In addition, the formal complaint process can be used to address complaints of discrimination.

Sexual Harassment

Sexual harassment will not be tolerated at HCC. Questions and/or complaints can be addressed by your supervisor or the HR Generalist assigned to your area, or through the formal complaint process.

American with Disabilities Act

HCC makes every effort to comply with the requirements of the American with Disabilities Act. Many special services are available for HCC students and employees who have a qualified disability.

Appropriate educational accommodations due to a verified disability are available for HCC students through HCC Disability Services staff.

Workplace accommodations due to a verified disability are available for HCC employees through the EEO/Employee Relations Department. To initiate the process for obtaining workplace accommodations, contact your supervisor or your assigned HR Generalist.

Whistleblowers

HCC prohibits retaliation against any employee who reports violations of law, the System Code of Conduct, System Policies, or System Rules and Regulations. See Policy C: 3.2 for more information.

Grievance & Appeals

Good employee morale is essential to the growth and development of any organization. Therefore, when normal administrative procedures have been exhausted in regards to employee/supervisor problems that relate to wages, hours, or conditions of work, each HCC staff member has the right to initiate a formal complaint.

Discipline/Dismissal Policies

The HCC Ombudsman provides a confidential forum for employees who desire to discuss a wide array of employment concerns that affect their ability to contribute effectively to the work environment. To schedule an appointment call 713-718-BUDS (2837).

These policies apply to job performance issues that result in decisions to impose a disciplinary penalty of demotion, suspension without pay or dismissal. They do not apply to dismissal as a result of reorganization, funding sources not being realized, or reduction in staff.

Additional information on this policy can be found in the HCC Policy Manual, C: 9. For more information contact your supervisor or the HR Generalist assigned to your area.

Ombudsman

If you feel you have a formal complaint, first discuss the situation with your supervisor. If the problem is not resolved, a grievance may be filed. Additional information is available from your supervisor or from your assigned HR Generalist.

EMPLOYMENT STATUSGeneral

Employment status affects certain HCC privileges, opportunities, benefits, and policies. Talk to your supervisor if you are unsure of your employment status.

Full-time

Full-time employees are those who work a minimum of forty (40) hours per week. Faculty and certain upper-level administrators (as identified by the Chancellor) are employed by written contract. The term of the written contract shall not exceed one (1) year. A faculty full-time appointment can be for 9 or 12 month period annually.

Temporary Full-time

Employees are considered temporary if they are employed for a period of less than the current fiscal year. Non-faculty employees with a temporary assignment of less than four and one-half (4 ½) months cannot be given an additional assignment within the current fiscal year. Temporary faculty members are eligible for benefits only if the duration of their assignment is four and one-half (4 ½) months or more.

Part-time

HCC considers any employee who works less than twenty hours per week to be part-time. Regular status, part-time employees are those who are hired for an indefinite period of time within a single fiscal year.

Temporary Part-time

HCC may employ individuals on a part-time basis (less than 20 hours per week), for a definite period of time (less than 4.5 months) within a fiscal year. Such non-faculty employees are not eligible for an additional paid assignment within the same current fiscal year.

Transfers & Promotions

All employees shall be subject to assignment and reassignment by the Chancellor at any time. The Chancellor may, from time to time, assign or reassign an employee to other or additional duties for which the employee is professionally certified or otherwise qualified to perform.

HCC utilizes an open-posting system-whereby all open positions are posted. Qualified employees are encouraged to apply for open positions.

ETHICS AND PROFESSIONALISM

Appropriate Dress

Professional attire is expected for all HCC employees. Individuals who are meeting the business community are expected to dress as the clients they would be meeting. Faculty and other staff are expected to dress neatly and appropriately for classroom/ student exposure. See policy C: 4.3

Implications of a Public Institution

HCC is governed by a Board of Trustees elected by district constituents. Funding for HCC comes from the state legislature, the taxpayers, community organizations, student tuition and fees, grants and contracts. We must be always aware that we have been entrusted with the responsibility and privilege of using this money to further the public good.

Fiscal Responsibility

Each HCC employee is responsible for fiscal accountability. For a manager, responsibility means prudent budgeting, spending, and resource allocation. For all staff, it means considering the monetary impact of any action, program, or activity; and insuring that the college's dollars are being wisely spent.

Customer Service

Regardless of your position within the organization, you are a representative and an ambassador of the college. We are all educators. Students, parents, employers, the community, and anyone who uses our services should be treated with respect, dignity, and appreciation.

Ethics, Integrity and prudent use of resources

HCC is a public institution supported by tax collections. Personal use of public resources is prohibited by state law.

Employees are expected to abide by a strict code of ethics and integrity, which includes maintaining confidentiality, upholding state, federal and local laws and regulations, and fostering the values of HCC.

GENERAL INFORMATION

<u>Supplies and Equipment</u>	Ask your supervisor or department secretary for general office supplies, such as pens, paper, stapler, etc. You may not order supplies directly from a store or vendor without first obtaining a purchase order number and following HCC purchasing guidelines.
<u>Petty Cash</u>	Petty cash purchases cannot exceed \$30.00. Complete a “Petty Cash Reimbursement Form” to obtain reimbursement. Be sure to check with your supervisor before purchasing items to be reimbursed by petty cash.
<u>Tax Exempt Status</u>	As an educational institution, HCC is exempt from state sales tax. Therefore, any purchases made require a tax-exempt form so the vendor will not charge the sales tax. Ask your supervisor or the purchasing department for the tax-exempt form. <u>Sales tax is not a reimbursable expense.</u>
<u>Change of Personal Address</u>	If you change permanent mailing address, change your HCC official records on-line in @Your Service.
<u>Change of HCC Address</u>	Use the HR Form-502 “Human Resources Personal (and work) Information Update Form” to change your HCC address. The form is available from the HR office or online via the following path: HCC web page > Faculty & Staff > Human Resources > HR Forms > Miscellaneous.
<u>Faculty-specific Topics</u>	Faculty should also consult the <u>Faculty Handbook</u> , which can be found online via the following path: HCC web page > Faculty & Staff > Instructional Support for additional faculty-specific policies and procedures.
<u>@Your Service</u>	HCC employees can access a variety of self-service tools to view and maintain their personal information contained in the PeopleSoft Human Resources (HR) system via @Your Service. More information and login instructions can be found online via the following path: HCC web page > Faculty & Staff > @ Your Service (under Employee Support).

HEALTH AND SAFETY

Evacuation

Be sure you receive a copy of the evacuation plan for your work area. Pay careful attention to this information.

If you suspect an emergency, contact the HCC Police at 718-8888, and dial 911 immediately. Fire extinguishers are located throughout the building.

Safe Work Habits

Each employee is responsible for practicing safe work habits. If you notice an unsafe situation in your work area, correct the problem or alert your supervisor. More information concerning safety and safety training classes may be viewed on online via the following path: HCC web page > Faculty & Staff > Safety & Loss Control (under Finance & Administration).

On-the-Job Injuries

All HCC employees are covered by Worker's Compensation provisions if they are injured during the course of official business. Any injury must be reported immediately to your supervisor. If your supervisor is not available, report the injury to any other supervisor who is available. The supervisor should also inform the campus security personnel and complete an HCC Accident/Injury Investigation Form within 24 hours. This form should be faxed or mailed to the Risk Management Office. The Risk Management Office may be reached at 713-718-5100 immediately. (See forms section at the end of this booklet)

Communicable Diseases

See the "Notice to Employees" posted in your workplace regarding communicable diseases.

Hazard Communication Standard

The Texas Hazard Communication Act requires the college make available information, training and appropriate personal protective equipment to employees who may be exposed to hazardous chemicals in their workplaces. Your supervisor will provide information pertaining to chemicals, handling instructions, and material safety data sheets (MSDS) found in the workplace.

Crime Prevention and Awareness

HCC has its own internal police department that is responsible for the safety and security of all HCC locations. In addition, the college maintains an agreement with the Houston Police Department for follow-up or extended service. The HCC Police Department provides information, education, and services to insure that HCC is a safe place to work. Visit the HCC Police Department website online via the following path: HCC web page > About HCC > Police.

Safety Escorts

The HCC Police Department will provide a safety escort upon

request to all students, faculty, or staff. Escorts may be scheduled by contacting the security worker assigned to each campus, or by calling (713) 718-8888.

Vehicle Assistance

Vehicle assistance is provided for jump starts, car unlocks and other disabled vehicle assistance on most campuses. If security personnel are unable to provide a service, they will help you in calling for assistance. You may seek assistance from the security worker assigned to each campus, or by calling (713) 718-8888. Disabled vehicles may not remain on college property.

Drug and Alcohol Policy

In accordance with public law 101-226 “Drug Free Schools and Communities Act Amendment of 1989,” the Board of Trustees prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on any HCC property and as a part of any college sponsored or sanctioned activity. For more information, see HCC Policy C: 4.7.

Inclement Weather Policy

In case of inclement weather or other emergency closing of the College System or its Colleges, employees who are absent from work assignments shall receive regular pay, if the following conditions are met:

- a. The employee reports for work and is later sent home during the work day because of emergency closing, or:
- b. The employee does not report to work because the College System announces an emergency closing prior to the beginning of the work day. HCC Policy C: 5.5.

HOURS OF WORK

<u>Starting and Quitting Time</u>	You are expected to report to work and leave work as agreed upon between you and your supervisor.
<u>Work Schedule Changes</u>	You should not make any change in your schedule without prior consultation with, and consent of, your supervisor.
<u>Meal Periods</u>	Meals should be taken at the time agreed upon between you and your supervisor. Lunch may not be worked through to allow an earlier quitting time without prior consultation with, and consent of, your supervisor. The HCC lunch period is a maximum of 60 minutes. Consult with your supervisor about lunch breaks.
<u>Notification of Absence from Work</u>	<p>You must call your supervisor in the first 30 minutes of your work day and tell him or her if you are going to be absent from work for any reason.</p> <p>If your position is one, which requires an immediate replacement (such as security), your supervisor may require that you call him/her as soon as you know you will be absent.</p>
<u>Overtime/Compensatory Time</u>	<p>Overtime provisions apply only to non-exempt employees. A non-exempt employee must have <u>prior</u> approval from his or her supervisor to work in excess of forty hours per week. A copy of this approval must be in writing and should be submitted with the corresponding time sheet submitted for the overtime.</p> <p>Only non-exempt employees are eligible for overtime compensation either pay or time off. Most secretarial/clerical and some technical positions fall into this category. Your supervisor will tell you if you are in the “exempt” or “non-exempt” category. Time off or pay will be granted to any employee who works on authorized holidays, however, this time must be taken during the same fiscal year.</p> <p>Overtime or Comp time is approved at discretion of the supervisor and must be approved in advance.</p> <p>There is no compensatory time provision for exempt employees.</p>

LEAVEVacation

All full-time 12-month employees are eligible for vacation benefits (9- and 10- month employees do not earn vacation) as follows:

0-1 year	6.64 hours (0.83 days/month)
1-4 years	80 hours
5-14 years	120 hours
15+ years	160 hours

For first year employees, vacation begins accruing on the first of the second month of employment. New employees may take vacation leave ninety (90) days after the point at which they begin accruing vacation.

The HCC fiscal year is from September 1 through August 31. Eligibility for vacation shall be determined at the beginning of the fiscal year of the employee's anniversary year.

After the first year of accrual, all vacation shall be earned beginning on September 1.

Up to 40 hours of unused vacation time may be automatically carried over to the next fiscal year.

Full-time 12 month instructional personnel must use non-instructional days as vacation during the school term.

Vacation time is to be taken with your supervisor's approval and must be requested in advance. Vacation requests should be made in writing and dated. An adequate work force must be maintained at all times. Talk to your supervisor about the department procedure for scheduling vacation time.

Sick Leave

All full-time employees earn twelve (12) hours of sick leave each month, accruing on the first day of the month. This leave is called "Personal/Sick Hours" on your paycheck. Unused hours may be carried forward up to a maximum of 680 hours. When the maximum is reached, the employee will start accruing catastrophic leave hours in a special catastrophic leave bank, up to a maximum of 720 hours.

When possible, sick leave requests should be made in advance and in writing. When not possible, to be eligible for sick leave, you must: 1) phone your supervisor in the first half-hour of your working day; 2) keep your supervisor informed of your condition, and the duration of your absence; 3) permit HCC to request proof of necessity to miss work due to illness. (This may include a requirement of a doctor's statement at your expense.) Sick leave may be used for self, spouse,

children, grandchildren, parents, and in-laws.

Catastrophic Leave

If you accumulate the maximum personal leave (680 hours), you will continue earning personal leave, which will be credited to your catastrophic leave account, up to a maximum of 720 hours. Catastrophic leave of absence, for your own major illness or accident, must be approved in advance by the Associate Vice Chancellor of Human Resources. See Policy C: 5.3 for more information.

Verification of Ability to Return to Work

If you are on sick leave for more than five (5) working days, you must furnish a physician's medical release to return to work.

Personal Business Leave

A full-time employee may use up to 24 hours of his/her personal/sick leave for other-than-illness reasons. Personal business leave is allowed for activities that cannot be accomplished outside of an employee's normal working hours. Personal business leave must be scheduled in advance with the employee's supervisor.

Holiday Pay

As full-time employees, you are eligible for holiday pay for all official HCC holidays apportioned to your appointed hours. Full-time employees receive the following paid holidays:

1. Labor Day
2. Thanksgiving Day (plus Friday after)
3. Winter Break (10 days)
4. Martin Luther King's birthday
5. President's Day
6. Spring Break
7. Easter holidays
8. Memorial Day
9. Independence Day*

**12-month full-time employees only*

Voluntary Uncompensated Leave

The employee, in certain circumstances, may request a voluntary uncompensated leave. This leave may generally not exceed six months in duration. The request is submitted to your supervisor and must be approved by the Chancellor.

Bereavement Leave

You are eligible for leave with pay not to exceed three days in the event of a death of the following relatives: spouse, parents, your spouse's parents, children, your siblings, your spouse's siblings, grandparents, grandchildren and your parents' siblings. Verification of the death is required, such as a funeral program or obituary notice.

Family and Medical Leave Act (FMLA)

Under the Family and Medical Leave Act of 1993 (FMLA), eligible employees may request up to a total of 12 work weeks

of unpaid leave (during one 12 month period) for: 1) the birth or adoptive/foster care placement of a child; 2) to care for an immediate (spouse, child or parent) family member with a serious health condition; or 3) when the employee is unable to work because of a serious health condition. State paid premium sharing will continue to be paid under FMLA

There are other options for unpaid maternity leave; however premium sharing will not be provided; vacation and sick leave do not accrue during unpaid leave. For other options concerning unpaid maternity leave contact the benefits department. To request either FMLA or unpaid leave, contact your supervisor, who must then contact the Benefits Department.

Jury Duty

Full time employees called for jury duty may be absent with no loss of pay or vacation time subject to verification of actual days served. You are entitled to any pay received for this jury service. This also applies if you are a subpoenaed witness.

You must notify your supervisor immediately upon receiving notice of jury duty. Your supervisor should be kept informed as to the expected length of jury duty. You will be required to present your supervisor with a statement issued and signed by the clerk of the court; it must state the time and date you appeared.

Military duty

All full-time employees shall be granted a leave of absence without loss of salary for military duty. You are allowed a maximum of fifteen work days in any federal fiscal year (October 1 through September 30) if you are a member of the National Guard, or a member of the Reserve Components of the Armed Forces. A copy of your orders must be provided.

Absence from Work without Notification

When an employee is absent without proper notification and without permission for three consecutive days, the employee can be terminated effective the close of business of the last day worked.

Sabbatical leave

Full-time employees paid on the faculty scale are eligible to apply for sabbatical leave. Sabbaticals can be used to continue formal education, do research, work on dissertations or manuscripts, gaining work experience in a related field, travel to accomplish these goals, or other professional development. Applications are taken each year and a limited number of sabbatical leaves are granted. The program is administered through the office of the Vice Chancellor for Instruction.

MAIL AND ELECTRONIC COMMUNICATION

Campus/US Mail

HCC has an internal campus mail system that uses four-digit mailing codes. Inter-office mail should be placed in the designated pick-up area for your department.

Campus mail is the property of the HCC and no guarantee of confidentiality can be assumed.

US mail must be processed through the HCC Mail Center, located at the 3100 Main Building. US mail requires a budget code, and specific address format. Further information regarding mail services may be viewed online via the following path: HCC web page > Faculty & Staff > Business Services (under Finance & Administration).

Employees should not receive personal mail, such as bills or magazines, at work.

E-mail

HCC uses Microsoft Office Outlook for e-mail, which is accessed from the Internet. New employees are assigned an email account when they report to work. Employees should not receive personal mail at their HCC email address.

Web/Internet Policy

The System supports a connection to the Internet and the World Wide Web for faculty, students, and staff in support of the mission of the college. The Internet connection should be used in an open, accessible, and academically free manner to support the teaching, research, and outreach missions of the college. The System encourages faculty, staff, and students to make broad use of the Internet as a tool for learning, communication, and scholarship.

The Internet system is a valuable resource that serves a large number and variety of users, and individuals should act responsibly in their use of it, not infringing on the rights, integrity, or privacy of others or their data. The use of the Internet is a privilege, not a right, and users have the responsibility to employ these resources in an ethical and legal manner consistent with federal, state, and local laws and system policy, including policies on discrimination and harassment. Internet violations and complaints are handled in the same way as other complaints in the college—through the procedures and channels outlined in the policy manual. Inappropriate use of the Internet may result in suspension of this privilege, as well as application of other established penalties.

The e-mail system is the property of the HCC and no guarantee of confidentiality can be assumed.

HCC Web Page

The HCC Internet home page contains links to the employee telephone and mail code directory, as well as links to information about the regional colleges, system offices, and other data. The Web page location is: <http://www.hccs.edu>.

OUTSIDE EMPLOYMENT

Outside Employment

HCC allows and recognizes the right to outside employment so long as such employment does not reduce the efficiency of the individual.

Outside employment must not create or result in conflict of interest or even the appearance of conflict of interest. Conflict of interest means outside activity, which intrudes upon the academic functions of teaching, scholarly activities, and service to HCC.

Outside employment must not result in impairment of mental or physical capabilities to perform HCC duties in a satisfactory manner. The department supervisor is responsible for determining whether or not outside employment has an adverse effect on an employee's performance. If it is determined to be so, the employee may be requested to resign the outside employment.

Staff members and administrators work defined hours and days, and other employment must be outside these times. Outside employment for faculty members must not conflict with normal faculty duties, which include teaching, course development, office hours, registration, committee responsibilities, student advisement, department/college meetings, training and in-service sessions and other activities associated with the position.

Employees may not use official stationery in connection with outside business, give as a business address any HCC building or department, or give as a business telephone number any HCC number.

An employee who gives professional opinions must protect HCC against the use of such opinions for advertising purposes. He or she must make clear that the outside work is unofficial and not affiliated with HCC.

Employees may not accept pay from private persons or businesses for any work that involves the use of HCC property without advance permission from the supervisor and arrangement for compensation to HCC.

PAY

<u>Rates and Method of Pay</u>	Employees will be paid semi-monthly at a rate determined by the salary schedule for the job classification. Full-time employees are paid on the 15 th and the last work day of the month. The two pay options are Cash Pay and direct deposit into your bank or credit union account.
<u>CashPay</u>	CashPay is an ATM/pinned point-of-sale card, which allows HCC to offer direct deposit to those employees who do not have a checking account or who do not want their pay deposited into their existing bank account. The employee has access to their pay 24 hours a day, 7 days a week via ATMs and PIN-based point-of-sale (POS) terminals.
<u>Direct Deposit</u>	Sign up for direct deposit during New Employee Orientation, or contact the Payroll Department.
<u>Compensation & Pay Plans</u>	The pay plan includes four compensation schedules: Faculty, Clerical/Secretarial, Professional/Technical and Executive. A market driven compensation system, the pay plan uses market data to establish a midpoint range and set a floor and ceiling for each position. The pay plan is designed to set compensation based on job-required competencies and measured, defined performance outcomes. Each job at HCC is assigned to a pay grade based on these criteria. Faculty and clerical/secretarial employees compensation schedules use a step format; the others a range format. The compensation schedule is reviewed periodically and adjusted to reflect market changes.
<u>Longevity Pay</u>	Full-time employees are eligible for \$75/month longevity pay upon the completion of five years of HCC service; \$100/month longevity pay upon the completion of ten years of service.
<u>Timing of Pay Amounts</u>	<p>Paychecks for full-time employees include salary earned through the pay date.</p> <p>Pay for part-time hourly assignments, however, lags by one pay period. Therefore pay for any work done on a part-time hourly basis will not show up in your check until the payday following the pay period in which it was earned.</p> <p>Part-time semesterly teaching assignments are paid on a semi-monthly basis. These dates vary and are published each semester.</p>
<u>Work Week</u>	The work week begins on Monday at 12:00 a.m. and ends on

Sunday at 11:59 p.m. You are expected to work 40 hours per week, unless leave is requested and approved, or a holiday is granted.

Time Sheets

All employees who work an assignment paid on an hourly basis must complete a time sheet each semi-monthly pay period. All hourly part-time employees must fill out a time sheet. Full-time employees who also work a part-time job or instructors who teach an overload, which is paid hourly, must also complete a time sheet. The pay periods are from the first through the fifteenth, and the sixteenth through the end of the month.

Time Rosters

Full-time employees report time on an “exception” basis. Time off is reported semi-monthly on an Exception Roster for each full-time employee.

Leave Form

Except in emergency situations and sudden illness, all leave must be approved in advance. Use the HCC Application for Leave form, which can be found online via the following path: HCC web page > Faculty & Staff > Human Resources > HR Forms > Leave Benefits. In case of emergency or sudden illness, complete the form as soon as you return to work.

PAY DEDUCTIONS

<u>Federal Withholding Tax</u>	Federal withholding tax is calculated according to a semi-monthly payroll period chart on the total amount of taxable earnings. The withholding will be deducted on the basis of the number of deductions declared on your W-4 form.
<u>Changing your W-4</u>	To change the information on your W-4 form, fill out a revised form and submit it to the Payroll Department, Mailcode 1116-D, 3100 Main, Houston, TX 77002.
<u>Social Security Tax (FICA)</u>	Full-time employees of HCC are not eligible for the social security program, and no FICA tax will be deducted.
<u>Medicare Tax</u>	All employees hired after 3/31/86 must contribute to Medicare.
<u>Retirement</u>	Payroll deductions for TRS retirement is 6.4% of all earnings; deductions for ORP retirement is 6.65% of all earnings.
<u>Insurance</u>	The amount of deduction for health, life, disability, or other insurance will depend on which plans you choose. There is no charge to you for self-only basic health coverage.
<u>Tax-Deferred Retirement Programs</u>	HCC employees are eligible to enroll in a 403(b) or 457 plan and have a predetermined amount deducted from his/her paycheck. Further information is available from the Benefits Department
<u>Fitness Center Membership</u>	You may elect to have your fitness center dues deducted from your paycheck.
<u>Other Deductions</u>	By federal and state law, HCC is required to deduct amounts from employees' pay for wages garnished by the IRS, delinquent child support, and other court-specified amounts. All payroll deduction requests must be in writing.
<u>Over Payments</u>	If you receive incorrect pay amounts, which create an overpayment to you, the overpayment will be deducted in one lump sum in your next paycheck.

PERFORMANCE EVALUATIONS

Performance Evaluations (Performance Excellence Program)

The Performance Excellence Program (PEP) establishes a year-round partnership between employee and supervisor while creating a shared understanding about work that is to be accomplished and how work is to be done. The focus is on communication – communication about performance, focusing on improvement.

Based upon the HCC values of freedom, accountability, community-mindedness, integrity, and excellence, PEP helps supervisors and employees define individual work goals and measures aligned with department, college and HCC-wide goals, thus strengthening mutual accountability for performance at all levels. Key components of the process include:

- Focus on definable and measurable results
- Responsibility for achieving HCC objectives defined at all levels of the college
- Individual performance and pay adjustments linked

Houston Community College values our employees. We are committed to providing an environment that enables all employees to develop and realize their full potential in alignment with the HCC mission, goals, values, and action plans. We strive to provide a support climate conducive to performance excellence and to personal and organizational growth.

In accordance with this commitment, the HCC Performance Excellence Program (PEP) is designed to provide regular, consistent, fair, and honest evaluation, performance feedback, and structured professional growth opportunities. The ultimate goal of performance management is to improve the institution's performance and enhance our ability to provide the highest quality instruction and educational service to our community.

The PEP process is automated using the PeopleSoft software system. The three phases of performance evaluation (planning, observation & feedback, and performance review) are conducted on-line after face-to-face conversations between supervisors and employees.

RESIGNATION

Notification of Resignation

You should notify your supervisor, in writing, at least two weeks prior to your last working day, of your intention to resign.

Return ID, Keys, and Other Items

If you have a staff ID you must return it to your supervisor. Keys checked out in your name should be turned in by your last working day. Any equipment, tools, credit cards, or other HCC property must be returned by your last working day.

Unused Vacation Time

Upon resignation, retirement, death or termination, unused but earned vacation time will be paid to the employee. To be eligible during the first year of employment, the employee must have served as a full-time employee for a minimum of ninety (90) days and must have worked more than one-half of the calendar months of final employment to be eligible for vacation pay that month. After the first year, all other vacation earned but not taken will be paid to the employee.

TRS Refund

If you wish to withdraw your Teacher Retirement contributions, complete a refund request form. These are available from the Benefits Department. It takes approximately 60 days for processing of TRS checks.

Exit Interview with Human Resources

Your supervisor should notify HR as soon as he/she receives your resignation notice. An exit interview should be scheduled with HR to discuss insurance and retirement issues.

TRAINING & PROFESSIONAL DEVELOPMENT

New Employee Orientation NEO

The primary goal of new employee orientation is to welcome the employee, provide needed information and access to resources, and create a positive first impression that will foster pride in the institution and in the employee's daily work.

New Supervisory Personnel CLP

The College Leadership Program (CLP) is a certificate program designed to enhance the success of managers, supervisors and department chairs at HCC.

CLP is required for all new supervisors, (either new to the supervisory arena or new to HCC as a supervisor), including department chairs and program managers who have individuals reporting directly to them. New supervisors should enroll in the program as soon as selected/hired.

CLP is optional for new assistant chairs and current supervisors, administrators and department chairs. In addition, those aspiring to supervisory or chair positions are eligible through a selection process.

More information regarding this program and a CLP application may be viewed online via the following path: HCC web page > Faculty & Staff > Employee Support.

New Administrative Support Staff COPP

The goal of the College Office Professional Program is to provide the new secretarial/clerical staff the knowledge and skills needed to quickly integrate into the workforce. New clerical support staff should enroll in the program as soon as selected/hired.

There are two components to this program.

The first component is an on-the-job training segment that is provided in a desktop reference manual. It provides the new secretarial/clerical staff with the necessary procedural tasks to complete their daily duties. The component modules are mandatory and will be conducted by a mentor that will be assigned from their department or college. The desktop reference also provides the names of contact persons and basic procedures.

More information regarding this program and a COPP application may be viewed online via the following path: HCC web page > Faculty & Staff > Employee Support.

Safety and Compliance Training

Office Safety Training (approximately two hours long)

(Safety Office)

covers a variety of health and safety issues that may occur in our environment: Ergonomics in office settings, workplace safety issues, such as slip & fall accidents (the leading cause of injuries at HCC), introduction to HCC safety program and emergency procedures. More information can be found online via the following path: HCC web page > Faculty & Staff > Safety & Loss Control (under Finance & Administration).

Computer & Technical Training

The Instructional Media Center (IMC) assists instructors in the use of technology in the teaching and learning process and offers a wide range of computer software training programs. On-line technical training is available free of charge to HCC employees through the ULTRA on-line program. The three libraries of training courses are:

1. Computer Professional (networking and operating systems, programming and web development, design and media)
2. Office Productivity (Microsoft Office products, presentation and publishing applications, project management tools)
3. Microsoft Office Suite (Word, Excel, Outlook, Access, Publisher, PowerPoint)

Faculty Technology Training

IMC serves as a faculty and staff training resource for all five colleges and the system. Free computer training classes for all full-time and part-time faculty and full-time staff are provided at several college and system locations.

More information regarding faculty and staff training may be viewed online via the following path: HCC web page > Faculty & Staff > Professional Development (under Employee Support).

Professional Development

Lifelong learning, professional continuing education, and job training are considered with professional development.

HCC encourages job-related professional development activities for all employees including, technology training. See Policy C: 6 for more information.

TRAVEL, MILEAGE REIMBURSEMENT & PARKING

Travel Policy

See the HCC Travel Policy. Your supervisor will explain how it applies to you. Once approval for travel has been given, a Request for Travel Authorization must be completed. The form can be found online via the following path: HCC web page > Faculty & Staff > Finance & Administration > Financial Control > Forms.

Mileage Reimbursement

You may be reimbursed for automobile mileage for official HCC business @ 32 cents per mile. There is an official HCC chart listing approved distances between HCC campuses. Check with your supervisor before incurring any mileage expenses. Reimbursement is requested on an HCC Request for Mileage Reimbursement Form on monthly basis. The form can be found online via the following path: HCC web page > Faculty & Staff > Finance & Administration > Financial Control > Forms.

Parking

Parking policies vary from campus to campus. You should obtain a parking sticker from your site administrator.

Registration of Vehicles - All students, tenants, and employees of HCC who park on college property must register their vehicles, including motorcycles, with the Police/Security Department. The Police Department will be the custodian of record for all parking permits.

Parking Violations

HCC Police Officers may cite and/or tow for the following violations:

1. No valid HCC parking permit (if applicable)
2. Illegally parked in a handicap space
3. Parking in a no parking zone
4. Illegally parked in a reserved space
5. Blocking a legally parked vehicle
6. Parking on the sidewalk
7. Occupying two parking spaces
8. Removing, damaging or altering any traffic or parking sign or barrier
9. Blocking or parking in any access drive or driveway
10. Other violations as stated

Appendix

Forms