

ARIZONA WESTERN COLLEGE



Full-time Employee Guide

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Welcome

Dear AWC Employee,

I am pleased to introduce you to the *Full-time Employee Guide*. It will provide you a concise overview of Arizona Western College, highlighting specific areas of information that might be useful in understanding the nature of the College, its organization and operations, its more significant guidelines and procedures, and the resources and services it makes available to support College employees. While there is more detail that can be secured on every topic, the Guide provides an essential familiarity for all AWC employees. You are encouraged to periodically review the Guide and to keep it readily available as a resource.

In addition, I encourage you to read this year's publication of *2010-2011 Collegewide Objectives*. It is a product of the collective thinking of the AWC campus community. Within the document, you will find statements of our Mission and our Core Values. Read them often, for they define the essence of our institution. Because we all make decisions that impact our students and the communities that we serve, please read the *6-E Decision Making Model*. It is driven by the integration of six powerful words into the decision-making process: *Excellence, Equity, Efficiency, Effort, Effectiveness, and Ethics*.

I welcome you and wish you every success as a member of our campus community, and I look forward to working with you as we shape the future of this exceptional institution. Please don't hesitate to contact me or visit my office. I value personal interaction with members of the campus community, and I welcome invitations to witness the quality of work that has allowed AWC to become one of the nation's finest community colleges.

Sincerely,

A handwritten signature in black ink that reads "Glenn E. Mayle". The signature is written in a cursive, flowing style.

Glenn E. Mayle, Ed.D.
President

2010–2011 Collegewide Objectives

The Arizona Western College *2010-2011 Collegewide Objectives* is the latest installment of a fluid, dynamic, ever-changing statement that can be adapted operationally each year as needs change or opportunities arise. Most important of all, it is a future view of Arizona Western College that can be impacted by the thoughts, ideas, and efforts of our staff. The direction of Arizona Western College is, first and foremost, in the creative, strong hands and minds of the professional educational staff who serve the people in Yuma and La Paz counties. If you do not already have a copy of this year's Collegewide Objectives, it is available on the College website.

AWC Core Values

The President's Perspective—

Institutional Values

- Arizona Western College will provide high quality lifelong learning opportunities for its people.
- Arizona Western College will actively seek diverse faculty, staff, and students interested in building a lifelong learning community college.
- Arizona Western College's focus will be community centered and partnership oriented.
- Arizona Western College will be a facilitator of lifelong learning within our district.
- Arizona Western College will become a significant team member in economic development, cultural enhancement, and societal improvement.

Learning Centered Values

- Arizona Western College graduates will demonstrate competency in communication, critical thinking, quantitative analysis, and technology applications.
- Arizona Western College graduates will demonstrate expertise in their selected fields of learning.
- Arizona Western College graduates will be able to interact, communicate, and work effectively with partners, teams and networks.
- Arizona Western College graduates will be able to participate actively in the political, ethical, and aesthetic aspects of community life.

This Guide & Your Responsibilities

The purpose of the Guide for Full-time Employees is to provide information you need to fulfill your responsibilities in a format that is convenient and easy to use. Other primary documents containing information relating to our College and your responsibilities include the following:

AWC District Governing Board Policies Manual

Arizona Western College Procedures Manual

Behavioral Code of Conduct

Full-time Faculty Guide

If there are contradictions between the Guide for Full-time Employees and other documents, the District Governing Board Policy Manual and Arizona Western College Procedure Manual will prevail.

The provisions in this Guide are not to be regarded as a contract between you and Arizona Western College. The College reserves the right to change any provisions or requirements when such action serves the interest of the College.

Introduction to the College

Mission Statement

Arizona Western College offers educational, career, and lifelong learning opportunities through innovative partnerships which enhance the lives of people in Yuma and La Paz counties.

Statement of Purpose

To fulfill its mission, Arizona Western College provides education for transfer, employment, and individual enrichment to its diverse and widely dispersed population through a broad range of classes, programs, and services.

The College

- awards associate degrees and certificates to students who successfully complete programs of study and prepares students for work, for meeting personal goals, or for transition into other studies;
- enhances the cultural climate through visual and performing arts and offers physical and recreational development to the community;
- assists students to achieve success by providing support services, including academic advising, career counseling, financial direction, learning support, and activities for student enrichment;
- creates an environment for growth through impassioned teaching and learning that encourages higher orders of thinking and performance, advocates the free exchange of ideas, and is responsive to changes in technology, delivery structures, and markets;
- establishes opportunities for lifelong learning through partnerships with public/private schools and colleges, universities, governmental agencies, and economic development organizations; and
- provides access to learning for students, staff, and community through environmentally safe and sound facilities and equipment.

Accreditation

Arizona Western College is accredited by the North Central Association of Schools and Colleges (NCA) and is a member of the American Association of Community Colleges (AACCC).

History of Arizona Western College

Arizona Western College was the first community college established under the Arizona Community College Law of 1960, sponsored by the late Senator Harold Giss of Yuma. In 1961 an overwhelming majority of the electorate of Yuma County approved the establishment of a community college district. The College became the first institution of higher education established in Arizona since 1921.

After considering various sites, the College acquired the use of a 640-acre site from the U.S. Bureau of Land Management ten miles east of the city of Yuma for the new College. Construction of the original thirteen buildings was accomplished during 1961–63 and the first class of students enrolled for the Fall Semester 1963.

The College has grown substantially since it opened. The College district encompasses 10,000 square miles, the size of the original Yuma County; however, in 1983 northern Yuma County voted to form its own county, creating La Paz County. Thus, the College district now serves two counties with a population more than 207,000.

Because of the large district, residence halls were built to better serve the students living beyond commuting distance. Additional buildings were built as the need arose and capital funds were available. Today, over 35 buildings are on the main campus with additional buildings owned or leased in numerous off-campus locations including the Entrepreneurial Center, centers in Somerton, San Luis, Parker, and a facility in Quartzsite. Additional learning sites are leased from local schools, mobile home parks, and other community agencies.

In 1988, Northern Arizona University and Arizona Western College entered into a collaborative agreement to bring comprehensive postsecondary education to southwest Arizona. Students throughout the area have benefited from the opportunity to attain associate, baccalaureate and masters degrees at the AWC campus near Yuma. The two schools share classrooms, library resources and faculty members to provide a variety of services to students enrolled in both institutions. In 1996, the University of Arizona, Arizona Western College, and Northern Arizona University began a cooperative baccalaureate degree in Agricultural Systems Management.

AWC enrollment has grown from the original 930 students in the Fall Semester 1963 to more than 13,000 unduplicated headcount a year. The College is open four days a week Monday through Thursday. A growing number of Friday and/or weekend classes are offered to meet changing student and community needs.

District Governing Board

Arizona Western College is governed by a five member elected board who serves six year staggered terms. Two members are elected from La Paz County and three members from Yuma County. Each represents a district within their county.

Community College Financing

Arizona Western College's financial resources are managed by the Vice President for Administrative Services. The budgeting process for the next fiscal year starts in October and becomes final when adopted by the District Governing Board at its June meeting.

The College derives funds from several sources: student tuition and fees, local tax levy, state appropriations, and restricted funds and grants. Arizona statutes limit the amount of funds that can be obtained from the tax levy and state appropriations. The College's budgeting process tries to match the need for funds with the available funds.

College Organization

The College is organized into four units each headed by a vice president: Learning Services, Student Services, Administrative Services, and Information Technology Services.

Committees, Councils, & Advisory Groups

The President of the College establishes committees, councils, and advisory groups for the organization and administration of the College. Members of these groups not assigned by virtue of their position or elected by a specific group are appointed annually by the President of the College. In addition, ad hoc committees are formed as the need arises. All ex-officio members are nonvoting. A complete list of the committees, councils, and advisory groups and their membership is distributed each Fall Semester. You are encouraged to contact any committee member with related questions, concerns, and suggestions.

If you are interested in serving on a committee, contact the Office of the President.

Health & Safety

Health Services

The Health Services Office provides nursing services, health evaluations, information and referrals for the AWC community. The office also coordinates the Wellness Program.

In case of a medical emergency (threat to life or limb) please call 911 (Dial 8 first if you are calling from a campus phone).

Campus Police

The AWC Police Department is responsible for law enforcement, security operations, vehicle registration, traffic enforcement, and lost and found. Call the Police Department to report any emergencies, to open or lock rooms or buildings, and to request a safety escort.

Emergency Procedures

The Office of Facilities Management and Planning provides a user-friendly publication of emergency procedures. Procedures are to be available on bulletin boards in each building. If there is not one in your area, please inform the office of Facilities Management.

Drug & Alcohol-Free Environment

Arizona Western College maintains a drug and alcohol-free environment. Violations will result in disciplinary action. The College may require drug testing if probable cause exists.

Keys

Keys are issued to you through the Office of Campus Police. You should submit your key request for approval to your immediate supervisor who will forward the request to the designated Vice President for approval. Keys are picked up from Campus Police and must be returned to them if you leave employment with Arizona Western College.

Safety Rules & Disposal of Hazardous Waste

It is important to comply with applicable safety rules and the proper methods for disposal of hazardous waste. If you have questions, contact the Director of Risk Management.

Smoking

All Arizona Western College buildings are designated as nonsmoking areas. Smoking is permitted only outdoors more than 20 feet from entrances, open windows, or ventilation systems.

Traffic Regulations, Vehicle Registration, & Parking

You are expected to comply with all traffic regulations. Parking areas are designated throughout the campus. Some parking places are reserved for visitors, handicapped, faculty and staff. A traffic regulations booklet is available online.

Facilities

College Bookstore

The bookstore is a contracted operation located in the College Community Center. The bookstore serves outlying College centers and other off-campus locations where classes are held by taking needed textbooks to the off-campus centers. The bookstore also serves students of the NAU-Yuma Branch Campus. In addition to textbooks, the bookstore stocks educational supplies and gift items.

Academic Library

You are welcome to use the Academic Library. The Library will issue a borrower's card to you upon request. The Library offers reference and research assistance, along with library orientations and customized instruction sessions. The Library provides access to online catalogs for its collection, the Yuma County Library District and the NAU Cline Library. It offers a circulating book collection and an extensive reference collection, and provides access to a periodical collection (including current issues, back issues on microfilm/microfiche and online full-text articles). It also provides access to the Internet, an electronic book collection, and interlibrary loan document delivery services.

The Library houses a government depository library collection, and maintains a collection of audio-visual materials.

College Community Center

The College Community Center houses the Executive Offices, Office of Human Resources, Business Office, Student Services, Schoening Conference Center, 3C Eatery, Starbucks, AWC Barnes and Noble Bookstore, game room, and other facilities. Contact the Conferences and Events Department by email at events@azwestern.edu or call 344-7716 to schedule the conference facilities for special events.

Food Service

Food is available in the College Community Center from the 3C Eatery and Starbucks. You may purchase discounted meal tickets from the Business Office. Vending machines are located around the campus. The contracted food service provider is the sole caterer for all College events with the exception of club fund-raisers and department gatherings.

Mailroom

The purpose of the Mailroom is to receive, process and distribute College mail in a timely, cost-effective manner. The College requires all faculty and staff to receive their personal mail at home or at a permanent address. For complete mailroom procedures, consult the Mailroom Manual available on the AWC website.

Physical Education, Recreation, & Sports Facilities

In order to use the Fitness Center or other athletic facilities, you must be enrolled in a scheduled class.

AWC Campus Sites

Main Campus
2020 S. Ave. 8E
Yuma, AZ 85365

East Yuma County
9168 S. Ave. 36E
Wellton, AZ 85356

La Paz Technology Center
1120 16th St
Parker, AZ 85344

Construction Trades
Century Plaza
281 W. 24th St.
Yuma, AZ 85364

Somerton Center
1011 N. Somerton Ave.
Somerton, AZ 85350

Quartzsite Learning Center
695 N. Kofa
Quartzsite, AZ 85359

Entrepreneurial Center
1351 S. Redondo Center Dr.
Yuma, AZ 85365

San Luis Learning Center
1340 N 8th Ave.
San Luis, AZ 85349

**Marine Corp Air Station
Education Center**
Bldg. 850
Yuma, AZ 85369

**Martin Luther King Jr.
Neighborhood Center**
300 S. 13th Ave.
Yuma, AZ 85364

La Paz Learning Center
601 W. 11th St.
Parker, AZ 85344

**U.S. Army Yuma Proving Ground
USAG Yuma Education Center**
Bldg. 501
Yuma, AZ 85365

Support Services

Arts & Entertainment Events

The College presents a wide variety of performances and public events including:

- Choral, jazz and orchestral concerts,
- Stage productions and studio theater performances,
- Art shows and art sales,
- Forums and guest speakers, and
- Informal concerts and dinner shows.

Typically, you get a discount on tickets. You can buy advance tickets in the Business Office. You are welcome to audition to participate in performance groups.

Athletic Events

You may contact the athletic department to receive your faculty/staff pass good for free admission into any regular season home game.

Check Cashing

You may cash a personal check for up to \$25 each week at the Cashier's Office. There is a fee for all returned checks.

College Publications

Professional graphics services are available to the College community through the Office of Public Relations and Marketing. Graphic designers are available to help you produce your printed publications. View their information on the website or call 49590 for more information on the types of projects they can do.

Email Accounts

You will be issued an email account and will have access to the Internet through your work station computer. Remember that your email is not private.

Employee Directory

The Office of Human Resources maintains an online directory that lists telephone numbers, email addresses and office addresses for all full-time employees of Arizona Western College.

Guest Speakers

The purpose of having guest speakers is to provide College students or employees an opportunity to learn from another's point of view or about different work or life experiences. Prior to having a guest speaker, notify your supervisor stating the speaker's name, subject matter, date, time and place of the guest lecture.

Help Desk

Assistance with computers or other technology is a phone call away. If you need any kind of technological support, call 75892.

Identification Card

You can get an identification card in the Campus Life Office located in the College Community Center. These cards are used for free admission or discounts to various College activities.

In-Services

You will have the opportunity to attend at least one in-service each year which is sponsored by the College and your employment group; i.e., faculty, classified, or professional/administrative.

Lost & Found

Lost and found items will be taken to the Campus Police Department.

Public Information

The Office of Public Relations and Marketing communicates the events and activities of the College to current and prospective students and to the general public. All materials intended for mass distribution, broadcasting, or mailing to inform students or the general public about College activities and programs must be prepared or approved by the Office of Public Relations and Marketing. This includes advertisements, catalogs, calendars, brochures, concert and theater programs, recruiting materials, posters, fliers, and news releases.

Personal letters, instructional materials, and materials prepared only for on-campus use are not subject to approval. The Office of Public Relations and Marketing may edit the information it receives and provides a style guidelines booklet.

Please direct all inquiries from the media concerning the College to the Office of Public Relations and Marketing.

If you are interested in making public presentations through the Speakers' Bureau, contact the Office of Public Relations and Marketing.

Purchasing

The purpose of a purchasing system is to identify the goods and services required for District operation as well as to select and procure them as economically as possible within acceptable standards of quality. Only the Purchasing Department is authorized to obligate District funds through the issuance of a purchase order. Individuals placing orders without a purchase order may be personally responsible for the purchase. *The Purchasing Manual is available on the website.*

Radio Station KAWC

The College operates Radio Stations KAWC-AM at 1320 and KAWC-FM at 88.9. The AM station is operated by students and features eclectic programming. The FM station features news and fine arts. Both stations are affiliated with National Public Radio. Contact KAWC to air public service announcements for college services, events, and course offerings.

Service Awards

Awards are given annually by the President to recognize the service of employees for each five years of full-time employment at Arizona Western College.

Telephones

The purpose of College telephones is to conduct the business of the institution. The number of outside lines is limited so these need to be kept open for college use. Personal long distance calls are not permitted. Information on how to use voicemail and other features of the telephone system are available from the Information Center Assistant.

Television Station CAWC

AWC and NAU provide information and educational telecourses on Adelphia Cable channels 74 (CAWC) & 75 (CNAU). This allows students and employees to take classes in the comfort of their own home with limited trips to campus. The TV stations also cablecast bulletin board announcements about the various programs and events.

Travel

Consult the Travel Manual for information concerning travel requests and reimbursement for authorized travel. The Travel Manual can be found on the website.

Benefits

Additional Compensation for Educational Growth

The College encourages and rewards you for continuing your professional growth. Procedures are established for Educational Growth for all full-time employees. Prior approval is required and forms are available in the Office of Human Resources.

Additional Life Insurance

You may purchase additional term life insurance for yourself or family members at a reduced rate from the College's Life Insurance carrier. The additional life insurance is portable, which means you can take the coverage with you when you leave the institution.

Continuing or Converting Group Health Insurance

If you or your dependent loses health coverage due to a change of employment or family status, you may continue coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

If your spouse or dependent loses coverage from another health plan contact the Office of Human Resources within thirty days.

Deferred Compensation Plans

You may save for the future by participating in the College's 403(b) and 457(b) tax sheltered annuity plans. A variety of vendors and options are available.

Disability Insurance

The College provides short and long-term disability insurance which offers income in the event of a covered accident or illness.

Flexible Benefits Plan

Section 125 of the IRS Code lets you authorize pretax payroll deductions for non-reimbursed health expenses and/or for dependent care. When you participate in the flexible benefits plan, you estimate your expenses for non-reimbursed medical expenses and/or dependent child care and designate the pre-tax dollars to be deducted from each paycheck. As qualified expenses are incurred, you submit evidence of those expenses to a third party administrator to receive reimbursement. Any amount left in your account after the plan year ends will be forfeited, so estimate wisely. You may also pay dependent health premiums with pre-tax dollars.

Grant for College Classes

A grant for payment of in-state tuition and registration and matriculation fees lets you and your dependents enroll in AWC classes at no cost to you. Special class fees are not included.

Insurance

The College pays for your medical, dental and vision insurance. You may provide coverage for your dependents through pre-tax payroll deduction. See the booklet *“Yuma Area Benefits Consortium Summary Plan Description”* for more information. The Summary Plan Description is available online.

Life Insurance

You have free term life insurance coverage of \$20,000 for the first two years of employment. After two years, your term life insurance coverage is equal to two and a half times your annual salary.

Retirement

You are automatically a member of the Arizona State Retirement System. Your tax-sheltered contributions are matched by the College. You are vested in the Arizona State Retirement System after five years of service. You are entitled to full retirement benefits when you reach normal retirement age (62–65) or when your age plus years of service is equal to 80. After you retire, you may take AWC classes at no cost, have free or reduced rates for College events, and enjoy other benefits.

If you have worked for other public institutions, you may be eligible to “buy back” those years of service through the Arizona State Retirement System. Contact the Office of Human Resources for additional information.

Wellness Program

The College’s Wellness Program is available to assist you in achieving your health goals. You receive free annual Wellness screenings at the Health Services Office. Vaccines are available at nominal cost.

Workers’ Compensation

Workers’ Compensation provides you with benefits if you suffer personal injury from an accident arising out of, and in the course of your employment with the College. You are covered for health expenses and loss of income due to the on-the-job injury. Remember to report such injuries immediately to your supervisor and the Director of Risk Management even if you do not require immediate medical attention.

Holidays & Types of Leave

Holidays

Official holidays are determined by the President annually and announced prior to the beginning of each fiscal year. You may be required to work on a holiday. If you are a classified employee and directed to work on an official holiday, you are entitled to overtime compensation for the hours worked in addition to straight time or you may observe the holiday on another day, at your supervisor’s discretion.

Bereavement Leave

Bereavement Leave allows you time off because of a death in your immediate family (spouse, child, parent, sibling, grandparent, and the corresponding in-law relationships). A maximum of one week Bereavement Leave will be granted. An additional one week may be granted for the death of your spouse up to one year after the death occurs. Bereavement Leave is not charged to any accrued leave.

Family & Medical Leave

The College complies with the Family and Medical Leave Act. After you have been employed for 1,250 hours, you may request up to twelve weeks leave for serious family and medical reasons. There are also special provisions that apply to family members of military personnel.

Jury & Witness Leave

You will receive paid leave for jury duty or for appearing as a subpoenaed witness. In either case, give your supervisor a copy of the jury notification letter or subpoena and complete a Request for Leave form. Release time will include one hour before and one hour after actual jury or witness time. If the time frame allows at least 1-1/2 hours of continuous work time, you will report for work. No leave will be charged. Submit the pay received for jury duty or appearance as a witness (exclusive of per diem and travel) to the College cashier, or a deduction of such amount will be made from your salary.

Leave Without Pay

You may take leave without pay for unusual circumstances when sick leave or vacation leave is not available or appropriate. Submit a Request for Leave form as soon as possible to your supervisor.

Military Leave

If you must fulfill military duty, military leave is available. You will not lose time or pay while on duty under orders for a period not to exceed thirty working days in any two consecutive calendar years. Time spent under orders will not be deducted from vacation leave.

Personal Leave

After three months of employment, you can use up to two days of Personal Leave each year. Personal leave is charged to your accrued sick leave and does not carry over from year to year. Submit a Request for Leave form in advance; oral permission may be granted in emergencies.

Professional Leave with Pay

Professional leave with pay is granted to you if the leave is taken solely to benefit the College or at the request of the College. Submit a Request for Leave form and documentation to your associate dean or supervisor.

Sabbatical Leave

If you are a faculty member or professional/administrative employee, you may apply for a sabbatical leave after at least six years of full-time continuous employment. You may request sabbatical leave for one semester, a full academic year, or two summers. Submit your written application to your immediate supervisor and appropriate vice president no later than October 15 for the following fiscal year.

Sick Leave

Sick leave protects you from loss of income during periods of illness or disability. You accrue sick leave from the date of employment, but you cannot use any during your first three months of employment. You may use your sick leave to care for a family member. You accrue sick leave monthly at the following rate:

Faculty	6 hours
Labor/Trade	8 hours
Clerical	7.5 hours
Professional/Administrative	7.5 hours

You must submit a Request for Leave form if you anticipate being absent. If the absence is unexpected, call your supervisor immediately and complete the Request for Leave form when you return.

Disability insurance takes effect after sixty calendar days of disability. You will not receive sick leave pay after you are eligible for disability insurance payments.

Vacation Leave

Twelve-month professional/administrative employees accrue vacation leave at the rate of 13.75 hours per month for a maximum of 330 hours.

Twelve-month classified employees accrue vacation leave monthly according to the following schedule:

Hours Accrued per Month

Years Employed	Clerical		Labor Trade	
	hr./month	maximum accrual	hrs./month	maximum accrual
First-Fourth (1-4)	7.5	180.00	8.0	192.00
Fifth (5)	10.63	255.12	11.33	271.92
Sixth (6)	11.25	270.00	12.0	288.00
Seventh (7)	11.88	285.12	12.67	304.08
Eighth (8)	12.5	300.00	13.33	319.92
Ninth (9)	13.13	315.12	14.0	336.00
Tenth (10)	13.75	330.00	14.67	352.00

You may use paid leave after a minimum of three months of full-time employment.

Voting Leave

You are encouraged to exercise your voting rights. If you do not submit an absentee ballot, you may leave work to vote when there are less than three consecutive hours between the opening of the polls and the beginning of your workday or between the end of your workday and the closing of the polls. Submit a request for Voting Leave to your supervisor before Election Day; your supervisor may specify the hours you may take.

Compensation

Compensation for Teaching Part-time for Classified & Professional/Administrative Employees

You will not be paid for teaching a class during your regular work schedule. Professional/Administrative employees will be paid at the current associate faculty rate for teaching a class outside their regular work schedule. Classified Employees will be paid at their overtime rate and complete timecards for time spent teaching.

Contract & Advice for Hire

Professional/administrative staff, faculty, and counselors are employed by means of a contract. Classified staff are employed by means of an advice for hire.

Overtime Pay & Compensatory Time for Classified Employees

Classified employees who are required to work overtime will be compensated either by additional pay or by compensatory time as agreed to by both parties prior to beginning overtime work.

Definitions:

- Workweek is 12:01 A.M. Sunday through midnight Saturday.
- Duty days are those days scheduled as workdays according to each employee's advice for hire.
- Overtime is time worked at the supervisor's request in excess of the established work day or work week.
- Compensatory time is time taken instead of overtime pay for time worked in excess of the established schedule.
- Holidays are as listed under "Holidays."
- A call out is time worked in excess of the scheduled workday or work week when an employee leaves the campus and returns later at the supervisor's request. A call out is appropriate only when work cannot be done during the regular workday or workweek.

Compensatory time is earned at the rate of one and one-half hours off for each hour worked in excess of the regular workday or workweek. If you cannot use compensatory time by the end of the following pay period, you will be paid for the compensatory time, except in the case of Police Department personnel who accrue compensatory time over the Thanksgiving, Christmas and New Year's holidays. In those instances accrued compensatory time must be taken by March 31. Classified employees are paid overtime or given compensatory time for all paid hours over the regular workday or workweek at the rate of one and one-half times the regular hourly rate of pay.

Holidays are considered to be days worked for the purpose of computing overtime. If you are assigned to work on a College holiday, you will be paid for the day worked, as for a normal day. In addition, your supervisor will determine whether you will be paid at the overtime rate or observe

the holiday on another day. If you are "called out" you will earn a minimum of two hours pay at the overtime rate. In the case of multiple call outs, the overtime is calculated for each separate call out.

Pay Procedure

You are paid every two weeks on alternate Thursdays. You may elect to have direct deposit, in which case a form must be on file with the Payroll Office. If direct deposit is elected, the Payroll Office must be notified immediately if there is any change in your bank account. If you are a less-than-twelve-month employee, you may elect to have your pay distributed over 26 pay periods (12 months) by notifying the Payroll Office at the beginning of each fiscal year.

Promotions, Transfers, & Reassignments

Many non-faculty positions are posted internally for at least three days. If you are interested in a vacant position, you are encouraged to apply.

If you move to a position in a pay grade higher than the one you are in currently, you will receive a pay increase. You will also be eligible to receive an increase in pay if the position you hold is reclassified to a higher pay grade. If you choose to move to a position in a lower pay grade, your pay will be reduced in accordance with College procedures.

Contact the Office of Human Resources to find out more about promotional opportunities.

Work Day & Work Week

Arizona Western College operates on a four-day week except for selected areas. Basic work schedules are established for each employee as either four-day or five-day. Your immediate supervisor is responsible for seeing that your work hours remain within the established College guidelines.

- Four-day professional/administrative and classified clerical employees are required to work a minimum of 37 hours per week with a 45-minute lunch period.
- Faculty are required to spend a minimum of 30 hours per week on the campus or its extensions in direct contact with students or be available for such contact.
- Five-day classified labor/trade employees are required to work a minimum of 40 hours per week with a 30-minute lunch period.
- Five-day professional/administrative and classified clerical employees are required to work a minimum of 37.5 hours per week with a 30-minute lunch period.

When a supervisor determines that the College work may best be accomplished by a changed work schedule, the supervisor will request the appropriate vice president's approval in writing before making the change. A copy of the approved work schedule change will be placed on file in the Office of Human Resources. The workday may not be shortened by working through the lunch period.

Employment Practices

Advertising Positions & Selecting Applicants

After a new or vacant position has been reviewed by the Executive Committee and approved by the President, a position announcement is developed by the Office of Human Resources from the approved position description. A representative from the Office of Human Resources, in consultation with the supervisor develops a search committee for consideration and approval by the appropriate Vice President and the President. The Search Committee will typically be comprised of the position's supervisor who serves as the chair, and at least two other individuals, including one individual from another area of the College. The Search Committee may include a student representative and/or a community member.

The appropriate Vice President determines whether to advertise the position internally and/or externally. The Search Committee reviews the applications, conducts interviews of selected candidates, and then forwards the unranked names of the candidates they believe are suitable for the position to the appropriate Vice President. The appropriate Vice President will have the option to make a selection from among the recommended candidates or request that the Search Committee restart the search process. After approval by the Vice President the recommendation will be forwarded to the President for approval.

Employment of Relatives

Your relatives may be employed by the College, through the standard recruitment and selection process, provided this does not create a conflict of interest.

Equal Employment Opportunity

Arizona Western College provides equal employment opportunities to all without regard to race, color, national origin, sex, religion, age, or disability in accordance with applicable local, state, and federal laws. This policy applies

to all terms and conditions of employment, including, but not limited to, hiring, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Arizona Western College expressly prohibits any form of unlawful employee harassment based on race, color, national origin, sex, religion, age, or disability. Improper interference with the ability of a College employee to perform the expected job duties will not be tolerated.

Compulsory Leave of Absence

An employee may be placed on compulsory leave of absence when charged with conduct in a civil or criminal complaint that would be cause for termination if the employee were held responsible or proven guilty. Procedure 477.2 explains compulsory leave.

Discipline

When necessary, disciplinary action to correct undesirable behavior will be implemented. In cases involving serious misconduct, the disciplinary action may include dismissal. Procedure 477.1 explains the disciplinary procedure.

Due Process

Continuing full-time contractual employees can challenge decisions that may result in separation from employment through the Due Process Procedure (450.1).

Grievance

If you have a complaint or dispute (excluding separation from employment), you are encouraged to resolve it in the most informal way possible. A grievance process (Procedure 455.1) is in place if you are unable to resolve it satisfactorily.

Grievance Procedure for Alleged Discrimination in Employment

You have access to a formal Civil Rights Grievance procedure which provides for prompt and equitable resolution of complaints of discrimination in employment on the basis of race, color, national origin, sex, religion, age, or disability in compliance with the laws of the United States.

Performance Appraisal

Your performance is appraised regularly following established guidelines. Your supervisor will review the written appraisal with you. Refer to guidelines accompanying each appraisal document.

Personnel Files

Important events in your history with the College are kept in your personnel file. Notify the Office of Human Resources of changes in address, telephone number, marital status, beneficiary designations, scholastic achievements, whom to notify in case of an emergency, dependents, and other pertinent information. You are free to review the contents of your personnel file. If you want to remove any items from your file, consult the Director of Human Resources.

Probation

Contractual Employees

You are considered temporary and on probation until you have been offered and have accepted a full-time contract for a fourth consecutive year.

Classified Employees

You are considered an at-will employee.

Rights of an Employee who makes a Disclosure of Concern (Whistleblower)

No adverse personnel action will be taken against an employee in retaliation or reprisal for the written disclosure by the employee of information that involves a matter of public concern to a public body. Refer to Procedure 480.1.

Separation from Employment

Voluntary Separation from Employment

If you are a contractual employee you are expected to honor your contract(s). Under extraordinary circumstances, you may request a release from your contract. Classified employees are requested to give notice before the resignation becomes effective. See Procedure 475.1 for details.

Intent Not To Renew Contract

If you are a full-time contractual employee and do not intend to renew your contract, please notify the College in writing as early as possible. If the College does not intend to renew your contract, you will be notified no later than March 1. If you are a continuing full-time contractual employee, you may appeal the nonrenewal within thirty calendar days by following the steps outlined in Procedure 450.1.

Termination

Termination is when the College ends the employee's employment status. No employee will be dismissed for a legally impermissible reason. Employees other than

continuing contractual employees are "at will" employees. Outside of the above restrictions, an "at will" employee may be dismissed with or without cause for any reason or no reason.

Termination for Continuing Contractual Employees

If you are a continuing contractual employee, a written notice of the decision to terminate prior to the contract's expiration date will be sent or given to you. You may appeal the decision within seven (7) calendar days after receiving the written notice by following the Due Process Procedure (450.1).

Termination for Classified Employees

If you are a classified employee, a written notice of the decision to terminate will be sent or given to you.

Exit Interview

You will have the opportunity to learn about insurance continuation, Arizona State Retirement System refunds, and other benefits when you go through an exit interview before your last day of work.

Sexual Harassment

Sexual harassment of Arizona Western College employees and students is expressly prohibited and will subject the offender to disciplinary action. Procedure 460.1 defines various physical and verbal conduct constituting sexual harassment. It is your responsibility to inform the Office of Human Resources or a College officer, through the most confidential and direct means possible, of alleged acts and/or complaints of sexual harassment. It is every employee's responsibility to ensure a working and educational environment free of sexual harassment and intimidation. Any allegation of sexual harassment will be investigated promptly and thoroughly.

Student Record of Confidentiality

The confidentiality of student records and information will be maintained. The College will comply with the Family Educational Rights and Privacy Act. You may obtain information about this act and student rights from the Office of the Director of Admissions and Registrar.

Employment Conduct

Children in the Workplace

It is inappropriate to use the College workplace (office, classroom, etc.) for childcare. If an emergency occurs, the child's presence in the workplace must be approved by your immediate supervisor. Do not assign childcare to any other employee.

Computer Utilization

Computer hardware and software must be used in an ethical and legal manner. Only legitimately purchased and licensed software may be used on College equipment. Software purchased by the College may not be copied or distributed for personal use.

Copyright

You must comply with federal copyright law. Contact a Reference Librarian for information about copyright law.

Eating & Drinking

Eating and drinking are generally permitted in classrooms and work areas at the discretion of the instructor or supervisor. Food and drink, however, are not allowed near electronic equipment that would be damaged by spillage.

Employee's Dress & Personal Appearance

You are expected to dress and groom yourself in a manner which reflects your professional status and the image of the College.

Ethical & Appropriate Conduct

You are expected to comply with the standards of conduct as outlined in the College's Code of Ethics (Procedure 403.1) and Behavioral Code of Conduct. In performing your duties, conduct yourself in a manner which reflects your professional status and the image of the College (Procedure 462.1).

Outside Employment & Activities

No restrictions are placed on your outside activities (professional, political, religious, charitable, etc.) unless they interfere with your employment obligations to the College.

Use of College Equipment

Using College equipment for personal gain is prohibited. You may not remove equipment from the College premises without proper authorization. Don't use a College telephone to make personal long distance calls.

