

Little Big Horn College



Adopted April 28, 2021

Employee Policies and Procedural Manual

Little Big Horn College
Staff Policy Manual
April 28, 2021

LITTLE BIG HORN COLLEGE

Policies and Procedural Manual

The LBHC Personnel Handbook is compiled for faculty and staff members and outlines the policies, procedures and practices which affect interactions of the college with its staff.

The policies and practices printed in the Employee Manual are applicable to all employees as indicated.

The purpose of written policies and practices is normally to provide a broad and uniform understanding of the manner in which individual employees of Little Big Horn College are to function in a team effort to attain desirable objectives. The Manual is a collection of policy and procedure information that serves as a guideline for the college. These practices also provide the employee with guidance and Board expectations. The Board of Trustees reserves the right to modify, amend, delete, clarify, apply and interprets policies as its sole discretion.

College policies and procedures, as well as benefits and services, are constantly under review. Changes may occur and become effective prior to actual reprint of the Manual.

Introduction: Where to find information about employment with Little Big Horn College.

The purpose of the Manual is:

- To assist a new employee in adjusting to his/her job on campus;
- To serve as an informational guide for employees on matters of employment and operational policies and employee benefits.

Responsibility to the Public: Little Big Horn College exists to serve the people of the Community College's service area through education. Our success depends upon the kind of relations the College, as represented by its employees, has with the public. The public is made up of different groups including students, parents, alumni, visitors to our campus and many others. We all share in building and maintaining good relations with our constituency. The College shall be judged not only by our graduates but also by the public's personal contact with you through correspondence, telephone conversations and visits on our campus. Your politeness and courtesies to the public on an off campus will help the College perform its service in a positive way.

Employees:

- Little Big Horn College is committed to employing and retaining highly qualified individuals who are trained and skilled in the area of their appointed responsibility, who understand and support the basic characteristics of community college concepts, who understand the demographics of its service

Little Big Horn College
Staff Policy Manual
April 28, 2021

area, and who show a willingness to work in harmony and cooperation with others toward accomplishing the institutional mission.

- Little Big Horn College is committed to providing a variety of support services. When feasible through its employees, the College shall cooperate with individuals, groups, organizations, businesses and agencies for the development and enhancement of support services that are available to the community College's service area.
- Any questions on policies or practices contained in the LBHC Manual shall be directed to the Human Resource Office.

Little Big Horn College
Staff Policy Manual
April 28, 2021

Table of Contents

1.	INSTITUTIONAL ORGANIZATION AND GOVERNANCE.....	8
1.1	Little Big Horn College History.....	8
1.2	Role And Mission Statement.....	8
1.3	Description Of Administrative Staff.....	9
1.4	Councils.....	10
1.5	Institutional Reorganization.....	11
1.6	Overall Ethical Statement For LBHC.....	11
1.7	Administration Ethics.....	11
2.	ACADEMIC ORGANIZATION.....	12
2.1	Academic Ethics.....	12
2.2	U.S. Copyright Law 1978.....	13
2.3	Academic Freedom.....	13
2.4	Vehicle Policy.....	14
3.	ADMINISTRATIVE PROCEDURES.....	15
3.1	Personnel Records.....	15
3.2	Office Hours/Holidays.....	19
3.3	Personnel.....	20
	Employee Code of Conduct:.....	20
3.4	Chain Of Command.....	20
3.5	Employee Classifications.....	21
3.6	Leave Categories.....	23
	General Guidelines for Leave Request:.....	23
	Vacation Leave.....	24
	Sick Leave:.....	25
	Personal/Bereavement leave:.....	25
3.7	Telephone Usage.....	27
3.8	Equipment Use And Personnel Responsibility.....	27
3.9	In-House Contractual Compensation.....	28
3.10	Campus Security.....	28
3.11	Children And Family On Campus.....	28
4.	FEDERAL REGULATIONS.....	29
4.1	Equal Opportunity/Affirmative Action.....	30

Little Big Horn College
Staff Policy Manual
April 28, 2021

4.2 Crow And Indian Preference.....	30
4.3 Disability.....	30
4.4 Drug-Free Workplace Policy.....	31
4.5 Smoking And Chewing Tobacco.....	32
4.6 Sexual Harassment.....	32
4.7 Family Medical Leave Act.....	33
Title IX.....	34
4.8 Workers' Compensation.....	34
5. FINANCE.....	35
5.1 Grant Administration.....	35
5.2 Inventory Control.....	35
5.3 Procurement Of Supplies And Inventory Schedule.....	36
5.4 Travel Requests.....	36
6. INSTITUTIONAL AND EXTERNAL RELIONSAT.....	37
6.1 Representing College Without Approval.....	37
6.2 E-Mail Usage.....	37
6.3 Internet Usage.....	37
6.4 Computer Usage.....	38
6.5 Computer Assistance.....	38
6.6 Community Service.....	38
7. PERSONNEL ADMINISTRATION.....	39
7.1 Application Requirements.....	39
7.2 Background Checks.....	41
7.3 Search Procedures.....	42
7.4 New Employee Processing.....	43
7.5 Contracts.....	45
7.6 Temporary Appointments.....	45
7.7 Promotions.....	45
7.8 Lateral Transfer.....	45
7.9 Initial Probationary Period.....	46
7.10 Personnel Evaluation.....	46
7.11 Hiring Of Relatives (Nepotism).....	47
7.12 Secondary Employment.....	48

Little Big Horn College
Staff Policy Manual
April 28, 2021

7.13 Arm's Length Dealing Relating To Employment.....	49
8. PAYROLL ADMINISTRATION.....	50
8.1 Pay Periods.....	50
8.2 Emergency Pay.....	50
8.3 Payroll Deductions.....	51
8.4 Fringe Benefits/Employee Benefits.....	51
Employee Benefits:.....	51
Employee Indirect Benefit:.....	54
8.5 Salary Scale.....	54
8.6 Flex Time (Leave).....	55
9. PROFESSIONAL DEVELOPMENT.....	55
10. DISCIPLINARY ACTION.....	56
10.1 Verbal Warning.....	56
10.2 Written Warning/Reprimand.....	57
10.3 Suspension.....	57
10.4 Termination.....	58
11. APPEAL PROCESS.....	58
11.1 Level I.....	58
11.2 Level II.....	59
12. EMPLOYEE RESIGNATION.....	60
Responsibilities of Employee:.....	60
13. CONFLICT OF INTEREST.....	61
14. COMPLAINT RESOLUTION PROCEDURES (GRIEVANCE).....	61
Procedures for Filing a Grievance:.....	62
15. AMENDMENT TO THE STAFF MANUAL.....	63
Process for Amending:.....	64
GLOSSARY.....	65

1. INSTITUTIONAL ORGANIZATION AND GOVERNANCE

1.1 Little Big Horn College History

Little Big Horn College, a 1994 Land Grant Institution was chartered by the Crow Tribe of Indians in January of 1980. After gaining its foundation through extensive adult and higher educational programming by the Crow Central Education Commission, association and affiliation with units of the, Montana University System demonstrated the Crow tribal ability to design and instruct college level course work. The college began providing higher education and vocational training in 1981, with courses of study in business, home nursing production and general studies. The trustees, all Crow Tribal members, published the initial college catalog in 1983 and began accreditation correspondence. The small faculty and staff moved into the current building (previously the tribal gymnasium building) in 1983. In 1984, the college applied for and received candidacy for accreditation with the Northwest Association of Schools and Colleges. Full accreditation at the community college level was established in June of 1990.

Governing Board Duties and Functions

The functions and duties of the Little Big Horn College Board of Trustees are:

1. Clarifying the institution's mission.
2. Promulgating long range plans.
3. Developing the physical plant.
4. Ensuring financial solvency.
5. Establishing an adequate board organization.
6. Appointing, supporting, and monitoring presidential performance.
7. Approve educational programs.
8. Bolstering student relationships.
9. Serving as a court of appeal.

1.2 Role And Mission Statement

Purposes and Powers: Purposes include establishing, maintaining and operating educational institutions at the post-secondary level on and near the Crow Indian Reservation with educational, vocational and technical programs and curricula leading to degrees and certificates that may be granted by the college. (Charter, 1980)

Mission Statement: Little Big Horn College, a 1994 Land Grant Institution is the Crow Higher Education and cultural center that grants Associate of Arts and Associate of Science Degrees and certificates in areas that reflect the developing economic opportunities and social needs of the Crow Indian Reservation and surrounding communities, offering instruction by traditional and distance education methods. The College is dedicated to the professional, vocational and personal development of individual students for their advancement in higher education or in the workplace and inspiring Crow and American Indian Scholarship. The College is committed to the preservation, perpetuation and protection of Crow culture and language, and respects the distinct bilingual and bicultural aspects of the Crow Indian Community. Little Big Horn College is committed to the advancement of the Crow Indian family and community building.

Core Themes

- 1) Access to Educational/Training Opportunities
- 2) Commitment to Community Education & Outreach
- 3) Dedicated to the Enhancement of Crow Culture & Language

1.3 Description Of Administrative Staff

President: The President of the College is appointed by the Board of Trustees, and serves as the chief executive officer to oversee all administrators and department heads. A primary responsibility is the role of educational leadership for the college and the LBHC Board of Trustees.

The college President informs the Board of matters related to policy decisions. The President chairs and convenes the President's Council and is a member of the Academic Council. The President administers special initiatives and institutes, delegate's administrative responsibilities to the Dean of Administration, Dean of Academics, Chief of Finance, Chief of Information and Dean of Students. A major responsibility of the President is budget planning for the institution and facilities development.

The President may serve on ad hoc committees and other standing committees may serve as the liaison officer for accreditation, and spearheads fund-raising activities. As head administrator of the College, the President is responsible for public relations, and outreach and involvement in national, state, community, and tribal relations.

Dean of Administration: The Dean of Administration is directly responsible to the President and monitors several various programs while also assuming administrative responsibility over general contractual compliance for various designated federal programs. The maintenance and facilities management is also under this Dean.

Dean of Academics: The Dean of Academics is directly responsible to the President and is the Chief administrator for all academic related affairs of the college.

Dean of Student Services: The Dean of Student Services is directly responsible to the President and is the chief administrator for all programs and activities related to student affairs.

Chief Financial Officer: The Chief Financial Officer (CFO) is directly responsible to the President and is the chief administrator for the financial operations of the college.

Chief Information Officer: The Chief Information Officer (CIO) is directly responsible to the President and is the chief administrator for the technology operations of the college.

1.4 Councils

Presidents Council: This committee is composed of the President of the College, Dean of Academic Affairs, Dean of Administration, Dean of Student Services, the Chief Information Officer and the Chief Financial Officer. Occasionally, other college personnel may participate on this council.

The purpose of the committee is to serve in an advisory capacity for college business operations, personnel matters including contracts, and academic regulations and policy. The Council particularly reviews matters of college business that impact two or more departments.

Academic Council: Council members are the college President, Department Heads, Dean of Academic Affairs, Dean of Administration, Dean of Student Services and Librarian, Registrar, Financial Aid Director, Student Success Center Director. The Council meets every month during the school term. The Academic Dean chairs this council.

The Academic Council reviews and approves major decisions regarding new course proposals, advising program planning, semester schedules, grading system procedures and changes, graduation requirement review, calendar planning and may send policy recommendations to the LBHC Board of Trustees. Catalog revision is a primary responsibility.

The Academic Council minutes are maintained in the Dean of Academic Affairs office.

Faculty Council: The Faculty Council is comprised of all LBHC instructors who teach at least three (3) credit hours. The Faculty Council's purpose is to recognize, promote and maintain the highest standards of instruction in higher education. It also provides an active means of interaction and communication between Administration, the Board of Trustees and the Faculty itself. The Faculty Council will meet once a month.

Staff Council: The Staff Council is comprised of all staff that is not faculty or administrators. The Staff Council's purpose is to recognize, promote and maintain the highest standards of service to Little Big Horn College. It also provides an active means of interaction and communication between Administration, the Board of Trustees and the Staff itself. The Staff Council will meet once a month.

1.5 Institutional Reorganization

Increase or decrease in funding may have a significant impact on College institutional design and management. Accordingly, institutional changes may be needed in response to various constant external factors that affect the College in terms of student, community, and organizational and institutional needs. Such external factors may include possible revisions in Performance Standards as determined by the Northwest Commission on Colleges and Universities as well as requirements mandated by changing tribal, state, and federal laws, rules, and regulations.

Changes in the College institutional design and management must be supported by those organizational needs and requirements deemed appropriate for such change. Personnel actions may also be necessary as a result of employee performance, whether outstanding or below expectations. In all such cases, the President shall be responsible to present any such action to the Board of Trustees for approval.

1.6 Overall Ethical Statement For LBHC

Little Big Horn College is dedicated to upholding its mission statement by adhering to professional standards of conduct in our roles, obligations and behaviors. We are responsible for our behavior to the students, community, faculty, staff, administrators, Board of Trustees, funding agencies, and all other affiliations, as well as the Crow culture.

1.7 Administration Ethics

Administrators will agree to the following:

- Adhere to the highest ethical standards in the fulfillment of the position.
- Honor Board of Trustees decisions, college policies and procedures and the authority delegated to the President.
- Adhere to the mission and promote the goals and objectives of the College as stipulated by the Board of Trustees and administration.
- Exercise responsibility and self-discipline in the matters of college affairs and strive to mold and maintain harmonious relations with fellow co-workers.
- Maintain at all times a code of confidentiality in interactions with students, fellow workers, and college matters and always strive to maintain a professional

Little Big Horn College
Staff Policy Manual
April 28, 2021

relationship between myself and fellow co-workers, and the students at Little Big Horn College.

- Respect the confidentiality, privacy, and ethical use of information systems (e-mail, internet, voice mail, etc.) and the personal office space of others.
- Exhibit fairness and honesty when performing evaluations of fellow staff members.
- Avoid using the position held for personal advantage or gain of relations, friends, or supporters.
- Communicate and consult with those who are or may be directly affected by personal actions and decisions.
- Responsible and accountable for the divisions supervised.
- Exercise care in use of social media with the understanding that in the public eye personal views or language can be related to the position held at the college.

2. ACADEMIC ORGANIZATION

2.1 Academic Ethics

Instructors of LBHC will agree to:

- NOT engage in inappropriate physical or emotional relationships with students. (See sexual harassment policy 4.6).
- Encourage the free pursuit of learning for the students, providing a safe, open, respectful classroom and educational environment.
- Hold for the students the best scholarly standards of the disciplines.
- Demonstrate respect for students as individuals and adhere to the proper role as intellectual guide and counselor.
- Treat all students fairly and equally, regardless of race, sex, religious affiliation, physical ability, sexual orientation, ethnic origin, or other personal reasons.
- Make every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflect their true merits.
- Respect confidentiality and privacy in all matters relating to students, whether of an academic or personal nature.
- Respect confidentiality and ethical use in the use of information systems as well as the personal office space of others.

Little Big Horn College
Staff Policy Manual
April 28, 2021

- Avoid exploitation of students, the Crow community and the Crow culture for private advantage.
- Adhere to high standards while conducting contracted responsibilities.
- Behave professionally and courteously toward other staff, faculty, Board members, and affiliated agency representatives.
- Exhibit fairness and honesty when performing evaluations of other faculty, staff or board members.
- Uphold high standards of conduct when acting as an LBHC representative at professional events and in all discourse with the public relating to LBHC.
- NOT use the position for personal advantage/gain or for the advantage/gain of relatives, friends, or supporters.
- Ensure meeting contact and contract hours.
- Exercise care in use of social media with the understanding that in the public eye personal views or language can be related to the position held at the college.

2.2 U.S. Copyright Law 1978

The provisions of the copyright law pertain to faculty members, staff, and students as well as libraries. Libraries may be in violation as well as individual faculty members who reproduce copies/materials covered by copyright. The librarian has information on copyright limitations.

2.3 Academic Freedom

(A) The instructor is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; however, research for pecuniary return must be based upon an understanding with the authorities of the institution or the institution will retain full copyright privileges.

(B) The instructor is entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to the subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment. Religious freedom limitations do not include discussion of religion or spiritual concepts in appropriate academic coursework

(C) The college or university instructor is a citizen, a member of a learned profession, and an officer of an educational institution. When the faculty member speaks or writes as a citizen they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As a person of learning

and an educational officer, faculty should remember that the public might judge their profession and their institution by their speech and behavior. They should exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not an institutional spokesperson.

2.4 Vehicle Policy

If a college vehicle is used, the college vehicle policy must be followed.

1. Only Little Big Horn College employees with a valid Montana driver's license, and who are acceptable to the college insurance company, may operate a college vehicle. Under no circumstances will anyone who is not affiliated with LBHC be allowed to drive the college vehicles, or possess the keys to these vehicles. All college vehicles shall be used for college purposes only.
2. No individual under the age of 18 years of age shall be allowed as a passenger in any LBHC college vehicle. All passengers must either be employees, students, or have affiliated status with LBHC, i.e., official visiting individuals.
3. Certain college vehicles shall be limited to student transportation only. All college vehicles shall be generally limited to in-state travel. The exception occurs when the college vehicle is needed to transport employees or students to out-of-state conferences or events such as AIHEC and the utilization of the college vehicle would be more financially feasible.
4. LBHC employees must have consent from their supervisor who shall inform the appropriate Dean in their command, if applicable, that a college vehicle will be used.
5. There shall be an in-house designated Motor Vehicle Pool (MVP) officer who shall maintain all records of college vehicle use. The MVP Officer shall also be responsible for maintaining a log on college vehicle maintenance, including oil changes, tune-ups, new tires, and shall properly initiate such action to ensure the maintenance needs of the vehicle.
6. Before receiving the keys to a vehicle, employees shall obtain from the MVP officer the LBHC Vehicle Check-Out Form to complete which includes destination, dates of request, purpose, and beginning and ending mileage. The employee shall also provide to the Motor Pool Officer a copy of their valid driver's license.
7. The vehicle operator is to observe all tribal, state, and federal regulations. The vehicle operator is responsible financially for citations due to operator negligence or violation of laws (speeding, failure to observe traffic signals, parking violations, etc.). Such citations may also result in disciplinary action depending on the seriousness of the offense.

8. All damage to the interior or exterior of any vehicle, no matter how minor, is to be reported to the college president immediately. Failure to do so may result in disciplinary action.

9. All doors are to be locked and windows rolled up when the vehicles are parked. All vehicles are to park in the LBHC vehicle compound lot of the college when not in use.

10. In the event of an accident involving any college vehicles, the employee shall do the following:

- Arrange for emergency medical care as may be required, and request police assistance to report the accident.
- If possible, relocate the vehicle so as to not block traffic. However, if such an action might endanger the employee or others, the employee should wait for assistance.
- Obtain license plate numbers, name of drivers, vehicle descriptions (note damages), and insurance company for all other vehicles (provide some information as requested by others).
- Obtain names of witnesses.
- Report accident and condition of vehicle of college personnel.
- Fill out a vehicle incident/accident/stolen report and submit it to the college president on the next regular working day of the accident.

11. The employee shall be responsible for ensuring that the college vehicle is clean and free of trash and shall indicate such compliance on the LBHC Vehicle Form when returning keys to the MVP officer. Non-compliance with this policy may result in disciplinary action.

3. ADMINISTRATIVE PROCEDURES

3.1 Personnel Records

Purpose: To identify who has access to employee records and the procedure for disclosing records information.

Definition: "Employee records" refer to name-linked files of potential, current, and former employees assembled in the normal operations of Little Big Horn College.

Introduction: When an individual applies for employment and/or is employed by Little Big Horn College, there is an assumed and justifiable trust placed upon the College to maintain security of personal information for the protection of the rights of the individual. In order to protect employees against potential threats to their individual rights inherent

in the maintenance of records and any disclosures regarding them, the following are adopted for implementation;

General Statement of Philosophy and Procedure:

- Any office of Little Big Horn College should view employee record information in the Little Big Horn College directories as public information. All other information should be available if there is authorization and a reasonable “need to know.”
- Each unit of Little Big Horn College should keep only the minimum material required directly for its official functions.
- Inquiries regarding employee information should be directed to the Human Resources Office where questions may be referred to an appropriate office of Little Big Horn College.

Disclosure of Information: Information in an employee’s records should not be released, in any form, without the consent of the individual. Information in an employee’s record may be released for use in research only if it is of general, overview nature and the employee is not identifiable.

- For employees requesting privacy, Little Big Horn College shall not release information unless the employee explicitly requests such in writing. Only that information requested shall be released. In no case, however, shall information be transmitted or disclosed which might tend to discredit or damage an individual without his/her express knowledge and written consent.

Procedure upon request of information by investigatory Agency:

- Whenever a local, state, federal, or tribal/BIA investigatory agency requests information about an employee, Little Big Horn College shall immediately notify the employee that such request has been made.
- Any requests for information, other than implicit consent data, by an investigatory agency must be in writing.

Request for Reference information:

Generally, reference information will be provided when authorized by the staff member. No information should be given directly from the Little Big Horn College records unless specifically authorized by the staff member.

Access to Employee Records:

- Only staff personnel specifically named by the responsible administrative authority of the various departments shall have direct access to employee records maintained by that department.

Little Big Horn College
Staff Policy Manual
April 28, 2021

- Employees have the right to be informed of the nature of the content of their record. Employees will be able to discuss the contents of their records with the responsible administrative authority.
- Employees have the right to reply to or suggest deletion of derogatory evaluation material or statements of an accusatory nature placed in their file. Such requests for deletions or replies to material should be in writing to the supervisor. If, in the case of requested deletions, the matter cannot be resolved between the employee and the supervisor, it may be taken to the appropriate grievance committee for consideration.

Disclosure of Employee Information Chart: The type of employee information retained by Little Big Horn College has been listed. Designation of information to be made available to is to be reviewed periodically by authorized personnel.

- This full disclosure covers items which are customarily published in the Little Big Horn College Directory. The information contained in these general Little Big Horn College publications may be disclosed to anyone upon request. Individuals may withhold home addresses and phone numbers from the publication in Little Big Horn College directories.
- Implicit consent for limited or qualified disclosure of these items may be made to appropriate state agencies, affiliated institutions, and other sources if deemed appropriate for some type of statistical data or laudatory information regarding the employee in question.
- Explicit consent covers that information which shall not be released to anyone without the employee's written approval.

Disclosure of Information Chart A

	A Implicit consent Full Disclosure	B Implicit Consent Limited Disclosure	C Explicit Consent CONFIDENTIAL	Information Released To
Name	X			Anyone
Local Address & Phone #	X			
Office Address & Phone #	X			
Department	X			
College	X			
Faculty classification	X			
Degree Earned	X			
Years of Service at LBHC	X			
Previous Places of Employment	X			

Little Big Horn College
Staff Policy Manual
April 28, 2021

Spouse's Name	X			Authorized Offices Within the College, Affiliated institutions, statistical reports and documents as needed
Number of Dependents	X			
Marital Status		X		
Date of Birth		X		
Previous Employment record		X		
Social Security Number		X		
Salary		X		
Ethnic Background		X		
Application form			X	No one EXCEPT with Employee's written consent
Letter of Recommendation &/or credentials			X	
Transcripts of Academic work			X	
Annual contract copies			X	
Evaluation Data			X	

Personnel records are maintained in the Human Resources Office for all current and former employees. These records shall be reviewed and updated periodically should new degrees and continuing education be acquired by faculty and staff members.

Little Big Horn College will further determine any additional materials that are to be included in employee personnel files, based upon institutional needs as well as federal, state, and local compliance requirements. Employees do not have the right to change or correct materials in their personnel files without consent of the President or Human Resources Officer.

Any health and/or medical information (including tuberculin test results) pertaining to employees (e.g. health exam, physicians statements regarding emotional and physical health, etc.) will be maintained in separate confidential files for each employee and will not be kept in the employee's regular personnel file as required by law.

Employee records are confidential and access to personnel records shall be kept to those individuals who require or need personnel information. Examples include the immediate supervisor, Human Resources Officer, or President. Review of personnel records by authorized individuals shall be limited to those specific documents needed for access. Authorized staffs who view other employee records are expected to protect the confidentiality of all documents viewed. Third parties who may have access to employee records include:

- Representatives of federal review teams designated to review the performance of any federal grant program of which LBHC is the grantee.

Little Big Horn College
Staff Policy Manual
April 28, 2021

- Representatives of other funding agencies in fulfillment of grant requirements.
- Federal, state, and local authorities conducting legally mandated review or audit activities.
- Individuals acting under power or subpoena or other legal process.

Upon request, employees shall be allowed to inspect their own personnel files. Inspection must be during regular business hours, on College premises, and at a time that is both convenient to both the employee and Human Resources Officer. Personnel records must be viewed in the presence of the Human Resources Officer or President and must not be removed from the premises. Employees may not insert materials into their personnel records, remove materials from their personnel records or in any way alter the contents of personnel records during viewing.

Personnel records include all personnel actions from date of hire through end of employment, salary information, employee application required documents, performance evaluations, letters, certifications, professional development records, and other relevant documentation deemed appropriate or required.

3.2 Office Hours/Holidays

Office Hours: The general personnel policies of LBHC require that:

The normal workweek shall be Monday through Friday.

The normal workday shall be eight (8) hours, 8 A.M. to 5 P.M. In the time of resource constraints, workdays may be changed to accommodate the need for change.

Flextime arrangements may exist and must be pre-arranged in writing by supervisors.

Administration and Staff Holidays: The College observes the following paid holidays:

New Year's Eve, New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve and Christmas Day. Holidays will include Crow Fair and an individual's Birthday.

Holidays falling on a weekend will be observed on the following Monday. Birthdays falling on a weekend will be observed on the prior Friday or following Monday. Birthdays falling on Holidays will be observed one day prior or one day after the Holiday. Or with approval from supervisor with prior arrangements. All temporary and full-time employees will be paid for holidays falling on their scheduled work-days or on a basis equivalent to the number of hours worked each day.

3.3 Personnel

Employee Code of Conduct:

Employees of Little Big Horn College will:

- Adhere to the highest ethical standards in the fulfillment of their job.
- Honor Board of Trustees decisions, college policies and procedures and the authority delegated to the President.
- Adhere to the mission and promote the goals and objectives of the College as stipulated by the Board of Trustees and administration.
- Exercise responsibility and self-discipline in the matters of college affairs and strive to mold and maintain harmonious relations with fellow co-workers.
- Maintain at all times a code of confidentiality in interactions with students, fellow workers, and college matters and always strive to maintain a professional relationship with fellow co-workers and the students at Little Big Horn College.
- Respect the confidentiality, privacy, and ethical use of information systems (e-mail, internet, voice mail, etc.) and the personal office space of others.
- Exhibit fairness and honesty when performing evaluations of fellow staff members.
- Avoid using the position held for personal advantage or gain of relations, friends, or supporters.
- Communicate and consult with those who are or may be directly affected by personal actions and decisions.
- Violations will refer to disciplinary actions.
- Exercise care in use of social media with the understanding that in the public eye personal views or language can be related to the position held at the college.

3.4 Chain Of Command

The chain of command shall generally begin in the following order:

- Immediate supervisor
- Appropriate Dean
- President

Any employee who initiates any action that needs an approval, decision, or a review of any issue must precede in accordance to the chain of command or any applicable policy or procedure as outlined in this document i.e. grievance procedure.

The President or the policies and procedures in this document will determine if the action is appropriate for Board of Trustee review.

3.5 Employee Classifications

The Human Resource Office is responsible for development and administration of the classification system and the assignment of classifications to specific grade levels. Human Resources Office has been delegated authority for the administration of the classification system at Little Big Horn College.

Establishing Classified Positions: New Positions; to establish a new classified position, the supervisor completes a Position Description detailing the job duties and responsibilities which will be assigned.

Reclassifying Existing Positions: To request a reclassification review, a new Position Description should be completed by the employee and supervisor, documenting the current duties and responsibilities assigned and forwarded to the appropriate Dean to be reviewed by the President's Council for approval.

Pay Periods: The pay period for all employees is biweekly. Paydays are on the Wednesday following the end of a pay period. Time sheets must be submitted by noon Monday following the two-week period. Checks will be distributed on the Wednesday following the submission of time sheets. If the date of payment falls on a holiday, the date of payment will be determined with consultation between CFO and President. Checks will be issued only to the payee unless otherwise authorized in writing by the payee. Advance checks other than an emergency will no longer be approved. The Finance Office issues checks.

Faculty and staff working less than 20 pay periods may choose to average salary over an extended period (*i.e.* 12 months or 26 pay periods) and/or may request a savings plan. These must be negotiated with the personnel officer, and must be established in writing with an employee's signature.

Time Keeping and Reporting: Pay and benefits administration and legal obligations require that a record of actual hours worked be maintained on a daily basis for all employees eligible for overtime under the Fair Labor Standards Act (FLSA). These records should be maintained within the employing department for period of two years, and maybe subject to audit. **(Currently LBHC does not allow overtime work)**

Little Big Horn College has a legal obligation to pay employees for services performed during the pay period on the established payday. Accurate and timely reporting of an

employee's time and attendance is a direct responsibility of the employee and the employee's immediate supervisor.

Employee Responsibility: The following are within an employee's area of responsibility:

- Being familiar with and adhering to departmental and institutional procedures regarding approval for Flex Time worked, submittal leave requests, and call-in procedures in the event the employee is not able to report for work at the start of their shift.
- Accurately recording all hours actually worked and leave taken on a daily basis.

Supervisory Responsibility:

- Being familiar with Little Big Horn College policies which govern hours worked, meal periods, flex time worked, and time reporting.
- Applying relevant policies and procedures requirements uniformly and consistently.
- Informing employees of departmental rules and practices relating to time and attendance, leave requests, requests to work additional hours, and call-in procedures.
- Reviewing employees individual bi-weekly timesheets and verifying that any hours worked outside of the normal work hours, were in fact approved and closely match the employee's original request, and that all hours reported reflect actual time that an employee worked or used leave. Discrepancies will be discussed with the employee, and corrected if necessary, prior to the supervisor signing off on the employee's individual time and attendance report.

Classifications:

A. Regular Full-Time: These employees are generally those who hold positions that have been budgeted under the TCU or General Fund budgets. These employees work a full 40 hour week and whose positions are generally viewed as permanent to the institution i.e. President, Accounts Payable, etc.

B. Regular Full-Time/Grant: These employees include those who are hired under state, federal, or private grants and whose duration of employment is limited to the length of the grant which can include a yearly and multi-yearly duration but has a projected end.

C. Regular Part-Time: These employees are generally those who hold positions that have been budgeted under the TCU or General Fund budgets who work less than 40 hours per week and whose positions are generally viewed as permanent.

D. Regular/Part-Time Grant: These employees include those who are hired under state, federal, or private grants and whose duration of employment is limited to the length of the grant which can include a yearly and multi-yearly duration but has a projected end and who work less than forty (40) hours per week.

The above listed employees qualify for the mandated federal and Institutional fringe benefits (401K, health insurance, life insurance or the 8% option). These benefits are allocated on a proportionate basis to the number of hours worked. However, any benefit is contingent upon whether or not the fringe benefits are included in a grant funded position and where the employee meets the time-in-service requirement for employee benefits.

These employees qualify for benefits which include Social Security, workmen's compensation, unemployment compensation (as regulated by law), paid holidays, and accrual of annual and sick leave proportionate to the hours worked.

E. Temporary Full-Time: These are employees who work a 40 hour work week but whose duration of employment is limited to a specified time period. This may include short term appointments by the President.

F. Temporary part-time: These are employees who work less than a 40 hour week on a regularly scheduled basis but whose conditions are the same as above.

These employees qualify for social security benefits and workmen's compensation and paid holidays. Leave does not accrue for appointed temporary short term contracts.

G. Full time employees: whose employment is comprised of two or more part time positions which equal forty (40) hours per week should have the right to both mandatory and institutional fringe benefits provided fringe availability and time-in-services requirements are met.

3.6 Leave Categories

General Guidelines for Leave Request:

When employees request leave, arrangements must be made with the immediate supervisor with two days prior approval for the appropriate leave category, specifying the type of leave. Forms are available for leave requests. The Finance Office's only responsibility is to record the leave. The Finance Office does not approve or determine type of leave.

Vacation Leave

Vacation Leave is defined as days that the employee is not obligated to work when the college is open. Purpose of Vacation Leave is for the employee to be away from the work place to rest, relax and be rejuvenated over a number of consecutive days (5-10 days).

The dates when an employee takes vacation leave is to be determined by agreement between employees and their supervisors, considering the best interests of the department as well as the best interests of the employee. However, the requirements of LBHC and the department take precedence. Employees absenting themselves without approval of the supervisor will be considered in a leave without pay status and may be subject to disciplinary action.

Vacation Leave will be accrued at the following rate:

Years of Service	Days of leave
0 – 10	13
10 – 15	16
15 – 20	19
20+	22

Employees may carry over into the next fiscal year, a maximum of three (3) days of vacation leave.

Employees taking vacation leave over legal holidays will not be charged vacation leave for those days.

Regular Part Time, Regular/Part-Time Grant, and eligible Temporary Part Time may accrue leave proportionate to the hours worked.

The payroll officer is responsible for maintaining all leave records for all eligible employees. Leave must be approved in advance, except in cases of personal emergency. Leave requests are submitted in writing to the employee's immediate supervisor at least one week prior to the leave. Requests for leave of 40 hours or more must be approved two weeks in advance by the immediate supervisor, Dean and by the President.

Special Conditions for Grant Funded Positions: Personnel who are paid from grant funded monies and who have earned leave must plan and work with supervisors to

Little Big Horn College
Staff Policy Manual
April 28, 2021

expend leave time before the end of the project budget period as compensation cannot be paid beyond the project end date due to lack of funds.

In the event a grant funded employee accepts a different grant program position within the College, the accrued leave is not transferable. The employee shall have the option to take the accrued leave.

Sick Leave:

Sick leave is used in the event of an employee illness or for that of an immediate family member (same household). All sick leave beyond 3 (three) days must be accompanied by a doctors statement. The College shall have the option to request a doctor's statement for a lesser time when deemed appropriate.

All Regular Full Time, Regular/Full Time Grant, and eligible Temporary Full Time employees shall accrue 4 hours of sick leave per pay period.

Regular P/T, Regular/Part Time Grant, and eligible Temporary Part Time employees earn sick leave at a prorated rate per pay period.

Extended sick leave may be negotiated with the appropriate Dean and President by the employee or a family member in extenuating circumstances.

Sick leave continuously accrues during employment and may be carried over into the new fiscal year.

Sick Leave is a benefit only if used; no compensation is available under any circumstances for unused sick leave upon an employee's separation from LBHC.

Prior unused sick leave may be reinstated for those employees returning to Little Big Horn College within a three year period.

Sick Leave may be donated up to 40 hours to another employee in need. Individual donating SL must have a salary at least equal to or higher than the person needing SL. Any individual can only receive a maximum of 40 hours of donated SL per annum, per Fiscal Year. Need must be evidence with a Certified Physician's document expressing need.

Personal/Bereavement leave:

Employees have five days for personal leave per year, which cannot be carried over in another year. Personal/Bereavement leave is a benefit only if used; no compensation is available under any circumstances. Personal leave is for emergency leave for family crises other than illness. Bereavement is time off from job related duties when there are matters related to death, critical illness where death appears to be imminent in the immediate family. Should additional days be desired, an extension could be negotiated with the immediate administrator and the President of the College. The College follows

Family Medical Leave Act (FMLA) guidelines as amended. Should any employee request leave under the FMLA they must contact the Human Resource Officer immediately!

Administrative Leave:

Administrative Leave is granted by the President when weather conditions and other special reasons exist which would make attendance at work dangerous or hazardous and when such factors such as “acts of God” might result in a threat to the safety or well-being of the employee(s). It may also be granted in special circumstances at the discretion of the President.

Maternity/Paternity:

Leave shall be provided up to accumulated leave available for eligible employees. Time requested beyond this will be leave without pay. This leave must be arranged with the employee’s immediate supervisor the appropriate Dean and the President. The college follows FMLA guidelines as amended.

Jury Duty:

Jury duty is granted to comply with a subpoena to appear in court or before a judge, or legislative committee or any office, board, or body authorized to conduct any hearing or inquiry or for jury duty. The LBHC employee is requested to endorse his/her jury fee check to the college, whereupon he/she will be given a full paycheck. Serving as election judge is also considered in this class.

Election Judge Duty:

Election Judge duty is granted to comply with selection to serve as an Election Judge; tribal, local, state or national elections.

Leave without Pay:

Employees may request leave without pay for days away from college that are unrelated to the assigned position and are unrelated to the professional development of the employee. Employees who request leave of absence for a long-term duration are not eligible for benefits or a step increase in the salary scale. Leave without pay is not encouraged and not rated well in evaluation or performance evaluation.

Absences without Prior Approval shall result in LWOP. Failure to report to the classroom, office work station, mandated staff meetings such as in service may result in LWOP and the paycheck will be deducted at a respective hourly rate. Continued absence of three days or more, without approval, may result in loss of employment with LBHC. Employees must call in to the front office if they plan to be absent from duty. Any

employee who has not called in for three consecutive days will be considered as abandonment of job duties and will be automatically resigned.

Professional Leave:

Employees may take professional leave for college sanctioned meetings or conventions that require employees to be absent from the classroom and workstations. Leave requests must be filled out and signed by the appropriate supervisors and Deans before the expected absence.

Educational Leave:

Educational Leave may be granted when an employee has a planned term of professional development that is in the interest of the college and approved prior to releasing the employee. The employee must have all detailed information for the leave approval six months prior to the leave. The leave must be approved by the Academic Dean, CFO, and President. Employees will receive their annual salary during the leave, if budget allows. If other program monies support the salary, the amount shall not exceed the annual salary and benefits. Employees who request leave of absence for a long-term duration are not eligible for benefits or a step increase in the salary scale.

See Appendix on Professional Development criteria's.

Sabbatical Leave:

Administrators who have been employed at the college for seven years and have a satisfactory service record have the option of applying for a sabbatical leave with pay, if the budget allows. The leave must be related to regular duties. This leave must be approved by the Deans, CFO and President. Although sabbaticals are normally a year's leave, the leave may be for a shorter time period. Employees who request leave of absence for a long-term duration are not eligible for benefits or a step increase in the salary scale.

Final approval will be at the board level.

3.7 Telephone Usage

Employees are given individual long distance telephone codes for use of college related business only. Personal telephone use shall be kept to a very minimum. The employee shall be responsible for reimbursing the college for any unauthorized long distance usage. Such charges may be deducted from the employee's paycheck. If any employee suspects others may know their code, the employee shall be responsible for obtaining a new code from the Finance Office.

3.8 Equipment Use And Personnel Responsibility

Each employee has access to a computer and printer and other office equipment. Each employee will be held personally responsible for the equipment provided for their use. This equipment must be inventoried annually and before employees cease employment at LBHC.

3.9 In-House Contractual Compensation

Employees who are salaried must have approval from the immediate supervisor, appropriate Dean and final approval by the President before contractual obligations are arranged with college federal or foundation projects, which allow additional compensation outside of the regular duties and funding source. Leave must be taken if the contract is during regular working hours. The President is the contract officer.

Contractual agreements must be submitted to the Payroll Officer.

3.10 Campus Security

The custodian is responsible for building security. However, when there are special events, weekend activities, or late night activities the sponsoring organization or person is responsible.

Emergency Security: For the protection of the students and college personnel, criminal, drug related activities and harassment both verbal and physical must be reported to the Dean of Students. If the activity is of a serious nature and administrators are unavailable, all college employees have the responsibility to call the police and report the situation immediately.

Safety: Personnel must report unusual persons or activity on the college campus immediately to their immediate supervisor or the President/Deans. The college administration is required to insure safety of every employee and student on the campus in the workplace or classroom. Any threat to the personal safety of an employee or student must be reported immediately to the President/Deans.

Violence/Threat of Violence: In the event of the "threat of violence" itself, the college employees are required to report this incident immediately to the Crow Police and then to their supervisor and/or the President/Deans. The College will sign complaints to these instances.

Injury: The injury of an employee, student, board member or visitor will be reported to the Dean of Students immediately and emergency personnel will be called when appropriate. An Injury Report will be filed with the Dean of Students, who will forward it to the Human Resources Officer for OSHA reporting purposes.

3.11 Children And Family On Campus

Little Big Horn College is an institution of higher education where academic learning is the priority. Visits from family, friends and children can be disruptive to the classroom and offices. Children or other unauthorized individuals should not be in the classrooms, laboratories and administrative offices. Excessive or prolonged visits are not allowed during work hours and may result in disciplinary action.

The college library cannot be used for a childcare center. An adult must accompany children at all times. Childcare is the responsibility of the parents and not Little Big Horn College.

4. FEDERAL REGULATIONS

Employee rights:

- Right to be free from discrimination and harassment of all types;
- Right to a safe workplace free of dangerous conditions, toxic substances, and other potential safety hazards;
- Right to be free from retaliations for filing a claim or complaint against an employer (these are sometimes called “whistleblower” rights);
- Right to fair wages for work performed.

Title VII:

- Applies only to employers with 15 or more employees.
- Prohibits employers from discriminating in the hiring process based on race, color, religion, sex, or national origin.

Age Discrimination in Employment Act:

- Prevents employers from giving preferential treatment to younger workers to the detriment of older workers
- Only applies to workers 40 years of age and older, and to workplaces with 20 or more employees.
- Does not prevent an employer from favoring older employees over younger employees.

Fair Labor Standards Act:

- Provides regulation as to the duration of work days, and breaks an employer must provide.
- Governs applicable salary and overtime requirements set out by the federal government.

Information obtained online from www.findlaw.com

Productive work environment: Covers all forms of workplace harassment, including sex, ethnic, racial, and disability harassment.

- it is the Policy of Little Big Horn College to promote a productive work environment and not to tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment.

4.1 Equal Opportunity/Affirmative Action

The College is an Equal Opportunity Employer and will practice Equal Employment Opportunity in all aspects of its operation.

The college does not discriminate in its hiring or employment procedures against any applicant for employment, any employee, or any program participant because of race, sex, sexual orientation, age, creed, color or national origin. The College adheres to board policy regarding Indian preference to employee searches and prospective applicants based on the mission statement. Indian preference is considered if the applicant meets the qualifications for the position.

4.2 Crow and Indian Preference

LBHC adheres to Crow and Indian preference in its hiring practices.

1. Crow Tribal members will receive a five (5) point preference.
2. A federally recognized tribal member married to a Crow tribal member will receive three (3) points.
3. All other federally recognized tribal members will receive two (2) points.

Verification will be required.

4.3 Disability

Americans with Disabilities Act (ADA):

- Defines a disability as a physical or mental impairment that substantially limits one or more major life activities.

- Prohibits discrimination against a person with a qualified disability.
- Provides that if an individual with a disability can perform essential functions with or without reasonable accommodation, that person cannot be discriminated against on the basis of their disability.

LBHC does not discriminate against any applicant or employee in hiring or in the terms, conditions and privileges of employment due to physical or mental disability. When LBHC becomes aware of any physical or mental disability, which prevent an otherwise qualified applicant or employee from a job, they will assess whether any reasonable accommodation would allow the person to perform the job. An accommodation which creates an undue financial hardship on LBHC or which endangers health or safety is not a reasonable accommodation. LBHC will make any reasonable accommodation necessary to allow an otherwise qualified applicant or employee to perform the job. LBHC abides by guidelines set forth by the American Disabilities Act as amended.

4.4 Drug-Free Workplace Policy

Little Big Horn College in compliance with and in support of the Drug-Free Workplace Act of 1988 hereby notifies all employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited at Little Big Horn College.

Violation of this prohibition by an employee shall result in the college taking appropriate personnel action against the employee, up to and including termination of employment, or requiring the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

The goal of LBHC is to create an environment that is free of alcohol and the illegal use of drugs. The college recognizes the use of alcohol and drugs as a major barrier to academic success and has adopted an inclusive *Alcohol and Drug-Free Policy*, which mandates that all students and all employees must sign certificates. The College supports those who choose a lifestyle free of chemicals and supports those in recovery and prohibits the use and/or possession of alcohol and other drugs on campus. Standards of conduct, as outlined below, apply to all students, employees, and visitors at LBHC.

- No student, employee or visitor shall use, manufacture, sell, give away, barter, exchange, or distribute a controlled substance or drug paraphernalia.
- No student, employee, or visitor shall possess a controlled substance or any alcoholic beverage while on campus or while involved in college activities, service projects, programs or work situations off campus (except as prescribed by a physician).

- No employee shall report to work and no student or visitor shall report to campus while under the influence of alcohol or a controlled substance (except as prescribed by a physician), which affects alertness, coordination, reaction, response, judgment, decision-making or safety.

Any employee who violates this policy will be referred to the appropriate supervisor or dean to review the violation. The police shall be called in those cases involving visitors to the college.

4.5 Smoking And Chewing Tobacco

Smoking (cigarettes, pipe, and cigars) and chewing of tobacco is not allowed in any Little Big Horn College facility. Following Federal regulation, smoking is prohibited within twenty feet of an entrance. The exception to the preceding is the appropriate use of tobacco, and bona fide incense commonly used in Crow cultural activities.

4.6 Sexual Harassment

Little Big Horn College desires to promote a safe and nurturing work and study environment. Sexual harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student to student, employee to employee, and other persons having business with or visiting the College. Sexual harassment may occur when it is directed at members of the opposite gender or when it is directed at members of the same gender. Sexual harassment is defined in Title VII of the Civil Rights Act of 1964 and the Montana Human Rights Act as: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, or submission to or rejection of such conduct by an individual is used as the basis for employment or academic decision affecting such individual.

- Employees are expected to maintain a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, including harassment for the following reasons: race, national origin, religion, disability, pregnancy, age, military status, or sex. Special attention should be paid to the prohibition of sexual harassment.
- Each supervisor and manager has a responsibility to keep the workplace free of any form of harassment, and in particular, sexual harassment. No supervisor or manager is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment.
- Other sexually harassing or offensive conduct in the workplace, whether committed by supervisors, managers, non-supervisory employees, is also prohibited. This conduct includes:

(A) Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;

(B) Verbal harassment of sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;

(C) Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;

(D) The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs;

(E) Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages (such as email, instant messaging, and internet materials).

Any employee who believes that a supervisor's, manager's, other employee's, or non-employee's actions or words constitute unwelcome harassment has a responsibility to report or complain about the situation as soon as possible. Should any of the above occur the recipient of the unwanted action will follow the Complaint Resolution Procedure.

4.7 Family Medical Leave Act

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

- Provides that employers must allow employees to take up to a 12 week leave of absence for qualified medical purposes.
- Stipulates that to qualify for the leave, the employee must have worked for the employer for 12 months and for 1,250 hours in the 12 months preceding the leave.
- Preserves qualified employees' positions for the duration of the leave.

FMLA applies to all:

- Public agencies, including state, local and federal employers, local education agencies (schools), and;
- Private-sector employers who employed 50 or more employees in 20 or more workweeks in the current or preceding calendar year and who are engaged in

commerce or in any industry or activity affecting commerce—including joint employers and successors of covered employers.

Little Big Horn College adheres to the Family Medical Leave Act (FMLA) as amended. Eligible LBHC employees may take up to 12 weeks of unpaid leave for the following:

- 1) To care for the employee's child after birth, or placement for adoption or foster care;
- 2) To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- 3) For a serious health condition that makes the employee unable to perform the employee's job duties.

Certain requirements must be met. Employees who wish to take FMLA leave must notify the Human Resources Officer to determine eligibility. Accrued sick and annual leave may be used in lieu of unpaid leave. Exhaustion of accrued leave will be leave without pay.

Title IX

Little Big Horn College Gender - Based Misconduct & Title IX Policy

Title IX of the Education Amendment of 1972 prohibits sex discrimination - which includes sexual violence - in educational programs and activities. Students, staff, faculty and other employees have the right to pursue education, including athletic programs, Scholarships, and other activities, free from sex discrimination, including sexual violence, Sexual misconduct, stalking and harassment, discrimination, harassment and unacceptable behavior. Little Big Horn College is committed to maintaining an environment conducive to learning for all Students and a professional workplace for its employees; as such, active measures will be taken against all discrimination, discriminatory harassment and sexual harassment, including any type of violence or misconduct. Little Big Horn College will provide remedies as necessary if an investigation reveals that sexual harassment/sexual violence created a hostile environment. LBHC will take prompt and effective steps reasonably calculated to end the sexual harassment/sexual violence, eliminate the hostile environment, prevent its recurrence and as appropriate remedy its effects. Appropriate remedies will generally include disciplinary action against the perpetrator, but may also include remedies to help maintain educational track. More information detailed is available in the Title IX policy Manual.

4.8 Workers' Compensation

In accordance with applicable state laws and regulations, certain employees are eligible for workers' compensation benefits. These benefits are available in the event of an

accident or illness resulting from an employee's occupation and which requires medical treatment, hospitalization, or loss of work time.

Promptness in reporting an injury cannot be overemphasized. In the event of an accident or illness resulting from a covered employee's occupation, the company must complete a report of the accident or illness. This report will assist in the determination of any liability.

Reporting Requirements: It is the joint responsibility of covered employees and their supervisors to report any job-related injury or illness. Each worksite will comply with local and state regulations concerning the recording and filing of information on covered employee injuries and illnesses.

5. FINANCE

5.1 Grant Administration

The Finance Office monitors the administration of special projects and grants. Directors and Coordinators are responsible for all aspects of grant management including all budget expenditures. They must coordinate spending activities and budgetary concerns with the Finance Office personnel. All organizations receiving federal funds must comply with federal law, regulations, financial and business practices. The college is the grantee and must be accountable to all agencies and foundations that fund special projects and programs.

All changes to a grant including but not limited to budget modifications must be approved by the principal investigator, appropriate dean and the finance officer.

All reports and correspondence must be placed in the program file in the grants office. These would include all original award letters and official documents.

5.2 Inventory Control

Inventory control is the responsibility of all personnel. An annual inventory list will be given out to Program Directors, Department Heads and Deans and they will confirm the list and note any discrepancies before signing. It is necessary that all equipment purchased or obtained by the College be documented in division/department offices and in the Finance Office. All administrative offices, academic divisions and the library must adhere to the following:

Supplies and equipment should not be removed or checked out without proper authorization from department heads in conjunction with the Finance Office.

All divisions, departments, and administrative offices must have an inventory of all equipment and supplies on file in the respective division/department offices and the Finance Office.

Employees do not have the option to remove college property for their personal use.

5.3 Procurement Of Supplies And Inventory Schedule

A purchase order to the Finance Office is required for procurement of equipment and supplies. Equipment purchases must fall within budgetary parameters and be approved by the immediate supervisor, respective dean, CFO and president. All purchases \$5,000 and over will require a written memo, a receipt of three bids and approval by the board of trustees. Reimbursements for purchases are discouraged. The Chief Information Officer and Finance Office maintain a campus wide inventory, which shall be updated annually during the month of January by all personnel.

5.4 Travel Requests

Mileage costs for use of privately owned vehicles in the course of job related functions are reimbursed at a rate determined by federal guidelines. Mileage must be authorized in advance through the requisition process. **Only one individual per personally owned vehicle used will be reimbursed for mileage.** Mileage begins from the LBHC campus. The Finance Office has established standard distance mileage for common destinations, and travel forms are expected to conform to these standard rates.

An itemized travel request for a travel request disbursement must be submitted to the respective administrator and then to the President for approval and authorization of payment. Employees who utilize personal vehicles must have a valid driver's license and current liability insurance coverage.

- The rate and procedure for per diem will be in accordance to current federal guidelines. Information can be accessed on the Internet at <http://www.govexec.com/travel/>. The rate printout must be attached to the travel request.
- Employees are required to obtain an invoice from the motel/hotel and attach the invoice with the purchase order (PO) and submit the information to the Finance Office.
- Announcements/brochures for conferences/workshops provide registration materials, hotel costs and shuttle service costs. If the tax or ground transportation costs are not included in the conference mail, then it is the responsibility of the employee to contact the hotel/motel. These materials need to be attached to the travel request.
- Upon return, the employee provides the Finance Office with receipts for mileage, room and transportation expenses incurred. If the amount expended for a meeting including per diem, mileage and lodging is less than the advance, the difference is to be refunded to the college upon return of the trip.

- Employees must compare an airline fare of fourteen-day advance to vehicle mileage and charge the college the lower cost. In the event of same destination travel plans among faculty/staff, the arrangement of carpooling is encouraged.
- All employees and Board of Trustees members who expend college funds must submit a trip report within five days after returning from a trip. The trip report will include a brief narrative of functions attended, contacts made, and any recommendations or suggestions for follow-up. Airline fare, lodging and ground transportation receipts must be attached to the trip report. In the event that receipts are not received by the fiscal year end, employees may be billed for the expenses incurred. See Appendix.

Travel requests which require disbursements to individual employees must be submitted to the Finance Office at least five (5) working days prior to the trip. Disbursements for costs such as registration and lodging will be made directly to the vendor.

6. INSTITUTIONAL AND EXTERNAL RELATIONS

6.1 Representing College Without Approval

Acting independently of college policy and/or representing the college to outside interests such as solicitations/fundraising without administrative approval will be interpreted as insubordination.

6.2 E-Mail Usage

Each employee will be given an email account upon hire by the Chief Information Officer (CIO). User names and passwords will be assigned to employees by CIO upon hire to access necessary network information systems. It is very important for the integrity and security of the college network information systems that passwords are kept secret and not be shared with co-workers, students or family members. It will be necessary and mandatory that the user change passwords on a periodic basis. Email usage should be for college related activities only. To help keep down the amount of Spam or unwanted email and solicitations, employees should NOT use their LBHC email address when registering with commercial Internet web sites for personal use. Employees must use good judgment and proper e-mail etiquette, and have respect for the reader.

6.3 Internet Usage

The Internet should not be used for personal reasons, including, but not limited to: shopping, playing games, etc. The college strictly prohibits any inappropriate use including, but not limited to, any pornographic site. Computer use in the classrooms and offices will be monitored.

6.4 Computer Usage

Every employee will have access to a computer at the college. Computers are provided for work related activities. It is inappropriate for employees to play games, scan pictures and burn CD's for personal use during hours of work. Surfing the Internet and printing non-college related documents is also inappropriate use of computer equipment. Downloading and installation of unauthorized programs onto the computer is prohibited. Changing computer settings is also prohibited.

Printing should also be limited to college related activities. Printing flyers and banners for unrelated college events such as invitations to birthday parties or other social gatherings is prohibited.

All purchases of software, computer, and technology equipment must be made in consultation and with the approval of the CIO. All new electronic equipment will be inventoried and tagged by the information systems department. The software loaded on individual workstations will be inventoried periodically. Infractions of unlicensed software will be referred to the appropriate Dean.

In order to maintain the integrity and availability of data and information generated on individual computer workstations, user profiles will be created for all network users to be stored on the network server so that daily backups may be obtained. The user profiles folders on the network server will have a disk quota assigned to prevent over usage of available network disk space.

Visitors of employees are not allowed to use computer office equipment as these computers contain access to sensitive data areas of the college. This includes employee's family or children playing games on the computers.

6.5 Computer Assistance

Computer Malfunctions, Problems or Installations: The Chief Information Officer is the point of contact for all technology related problems. This includes such problems involving printers, loading software, computers and the internet, etc. In the absence of the CIO, the computer technician must be contacted. Computer and network problems should be reported immediately to prevent further escalation of the situation.

6.6 Community Service

Community Service Programs: A component of the college's mission statement declares the importance of community building and community service. All employees are encouraged to participate in community service programs that promote community building on the Crow Reservation and other areas of Big Horn County. Involvement in community service should include professional and cultural awareness development. This may include providing educational opportunities in seminar/workshop format or official participation in community and /or Crow cultural activities.

7. PERSONNEL ADMINISTRATION

Upon determining that a vacancy exists through review of the position description and specific source of revenue for support, the President shall authorize that the position be advertised in either local and/or regional newspapers.

The Human Resources Officer will publicly advertise the position for at least ten working days, unless compelling reasons determine that lesser time is needed. Such reasons must be approved by the President.

Recruitment Objectives: The classified recruitment and selection policies are designed to assist departments in obtaining the most qualified candidates for their position vacancies while ensuring compliance with all applicable statutes and policies. Classified recruitments are coordinated with Human Resource Office; the hiring authority and screening committees are provided with guidelines and assistance throughout the recruitment and selection process. The President is responsible for reviewing and certifying procedural compliance in all classified recruitment before the employment offer is extended to the selected candidate.

Little Big Horn College is an Affirmative Action/Equal Opportunity employer and does not discriminate in its employment policies and practices on the basis of race, sex, sexual orientation, color, national origin, age, religion, marital status, political ideas, creed, and disabilities.

Recruitment Options: If an external recruitment is conducted, the vacancy is advertised within the local community, and for some positions throughout the state or region.

- External recruitment post within a period of ten working days.

Campus-Wide Recruitment: If a campus-wide recruitment is conducted, the vacancy announcement will be posted on Little Big Horn College bulletin boards and via email.

Recruitment Procedures: if a new position is being created, a completed Position Description must be submitted to the Human Resource Officer for review and assignment of the appropriate classification and grade level.

7.1 Application Requirements

Each candidate will be required to submit the following documentation:

- A letter of application
- A current resume

Little Big Horn College
Staff Policy Manual
April 28, 2021

- Original or copy of original transcript(s) of all institutions listed on the resume. Upon hire, the candidate will be required to submit an original or certified transcript(s) and diploma if applicable to position within thirty (30) days of hire.
- Three letters of recommendation.
- Crow and Indian Preference Form if claiming these preferences.
- Knowledge, Skills, and Abilities Form attached to job description.
- Consent to Release of Information.

Incomplete applications shall not be considered. Faxed and e-mail applications will be acceptable providing a hard copy is postmarked by the deadline date.

Initial Screening: After the application deadline date, the Human Resources Officer and the front desk receptionist will review all applicants and establish the required and preferred qualifications of each vacancy. The Human Resources Office will then forward the completed applications and rating sheets to the search committee Chair upon the recommendation of the President. The search committee will uniformly apply the selection criteria to all applicants to identify candidates for further consideration of the applicants received by the deadline date. The selection criteria cannot be changed after the vacancy is posted. If the advertised qualifications later seem to be inappropriate, the search can be cancelled and the position will be re-advertised with the modified criteria.

Interviewing: The selection committee will identify the top candidates to be interviewed for the position vacancy. Questions should be developed by the committee to be used in each of the interview, and all questions should relate to the announced qualifications for the position.

- Interview questions should be developed which relate to the announced qualifications for the vacancy. All interviewees should be asked the same basic questions.
- Questions related to race, sex, marital status, age, color, religion, physical or mental disabilities, and arrest records should not be used when interviewing candidates.

Answering Applicant Inquires: If applicant inquiries are directed to the department, independent of the interview process, the following information can be provided:

- Information stated on the position vacancy announcement (i.e., title, salary date available, description of duties, qualifications, and deadline date).

Little Big Horn College
Staff Policy Manual
April 28, 2021

- Policies and procedures associated with application and selection for positions.
- General information on benefits and our community.

Other applicant inquiries should be referred to the Human Resources Officer.

Reference Checks: Hiring authorities and/or screening committee members should conduct reference checks on the top candidate and/or at least two references should be contacted. At least two members of the search committee should be involved simultaneously in each reference check. Notes from the references should be collected and forwarded to the Search Committee Chair and the Human Resource Officer at the completion of the search process.

- References should be current or former supervisors, not co-workers or personal references. If an applicant asks us not to contact the current employer, that employer should not be contacted.
- Standardized questions, prepared in advance, should be used with each reference.
- Only on the job-related information, specific to the job for which the candidate is applying, should be requested.
- Generally, members of the Search Committee should not serve as references for candidates who apply for the particular vacancy with which the committee is involved.

Extending a Job Offer: Prior to the extending the offer, the search committee will present a memo to the President of Little Big Horn College. Once the applicant is approved then a written offer of employment setting forth the conditions of employment, which will include the title, salary rate, FTE, and any special conditions of employment. It is strongly recommend that the hiring authority issue a written offer of employment to the employee.

Acceptance: Once the offer is accepted by candidate, unsuccessful candidates will be informed of the selection committees' decision and a regret letter will be sent to all applicants from the Human Resources Officer.

7.2 Background Checks

All applicants for employment at LBHC must sign Consent to Release of Information form. This consent shall authorize background checks on personal and character references, employment information stated on resume, criminal background, and department of motor vehicle report(s).

The final candidate recommended for a position advertised must pass a criminal background check. This shall include local (Crow reservation), Big Horn County, and

may include state and national background checks. Fingerprinting of applicants shall be completed at either the Crow Police Department or Big Horn County Sheriff's Department. Fingerprint ID cards shall be returned to the Human Resources Officer.

Medical histories of applicants shall not be authorized for background checks. The Consent to Release of Information form shall be valid for six months from the date of signature.

7.3 Search Procedures

Step 1: The Human Resources Officer, in consultation with the President, will appoint a search committee chairperson and committee members. This search committee will comprise an odd number of both faculty and staff and should reflect a fair and peer balanced group.

Step 2: The search committee shall convene upon request of the chairperson and review all required documentation of each candidate. Each candidate must have a complete file and meet the minimum requirements of the job description to be considered.

The points for the Knowledge, Skills, and Abilities (KSA's) form questionnaire will be established by the Human Resource Officer.

The Search Committee convenes to rate and review applicant documents.

Step 3: The search committee shall interview those candidates deemed most qualified. Prior to initiating interviews, a list of interview questions will be developed by the search committee. All candidates will be asked the same interview questions, however, the search committee may also ask questions to clarify responses stated on the candidate's KSA.

Faculty candidates will be required to give a twenty minute teaching presentation.

Interviewers will use a point system to rate the applicant's response.

All points for KSA's, interviews, Crow and Indian preference, and Affirmative Action (when applicable) will be tallied. The search committee shall also have the option of adding additional criteria points to be included in the interview rating. Example: professionalism displayed during interview, overall confidence, verbal skills, etc. Applicants may also be required to perform typing tests, spelling tests, etc.

Step 4: The search committee chair reports the results of the search to the president with clearly stated rationale for the committee's recommendation(s).

If the search committee has determined that the individual with the most tallied points is not necessarily the individual who is best qualified for the position, the committee shall state forth such reasons in a memo of rationalization. Such reasons may be based on

the results of reference checks, interviews, accuracy of responses to KSA's, work history, or other pertinent reasons.

The committee shall state the name of choice number one and one alternate, in the event that the committee deems an alternate qualified. If the number one choice should decline, the alternate may then be recommended.

Step 5: Should the President deem the chosen applicant unacceptable due to irregularities in policy or procedures of the search process, the search process shall begin again from step 2 above.

In the event that a new employee is terminated or resigns within the first 90 days of employment, the President shall have the option to use the same pool of applicants for a new search procedure.

The President's Council reserves the right to review the files of the search committee to ensure that proper protocol and procedure were followed. All files of search committees will be maintained in the Human Resources Office.

7.4 New Employee Processing

A Personnel Action Form (PAF) should be completed and submitted, with necessary approvals, to the Human Resource Office. This form provides important employee data which is maintained in Jenzabar software data base. To ensure that the employee will be included on the next main payroll, all required approvals will be submitted to the payroll department prior to the following pay period.

Orientation:

It is the Human Resource Officer's responsibility to provide an orientation for new employees regarding the position responsibilities and the specific expectations of them in their positions.

The following checklist is suggested for use by supervisors of a full-time employee on the initial days of employment:

Introduction:

___ Meet with new employee.

Benefits Enrollment:

___ Benefits counseling and completion of required forms.

Departmental Overview:

___ Explain general functions of the department and the relationship with other departments.

Little Big Horn College
Staff Policy Manual
April 28, 2021

_____ Explain department policies and procedures (time cards, personal use of telephone, work breaks, work schedules, leave usage, absence notification, approval procedures, etc.).

_____ Explain importance of attendance and punctuality.

_____ Review availability of this manual and other guides, references, and job aids.

Job Orientation:

_____ Review position description (provide a copy to the employee) and key indicators of successful job performance.

_____ Discuss standards of performance and review evaluation procedures and time frame.

_____ Explain probationary period.

_____ Discuss payroll cycle.

_____ Tour work area (restrooms, coat racks, first aid supplies, office supplies, fire exits and procedures) and introduce to other employees.

Probationary Period: All newly full-time employees serve a probationary period, during which the management determines whether an employee will effectively perform the duties of the position. At any time during the probationary period, the supervisor may terminate employment without show cause.

- Length of the probationary period is normally 90 working days. Probationary period may be extended if additional evaluation is deemed necessary.

Performance Evaluation: During the probationary period, the supervisor will observe and assess the employee's job performance and work methods. Orientation, on-the-job training, counseling, and feedback are needed for successful job development. The supervisor should establish criteria and to determine normal progress expected of a new employee. The employee's performance is periodically evaluated against these criteria, both informally and formally. Problems and deficiencies, as well success, should be reviewed with employees, with instructions provided on how to improve.

Termination: If the supervisor determines the employee is not appropriate for the position, the employee can be terminated without cause prior to the end of the probationary period. Written notification of probation dismissal should be provided to the employee provided to the employee prior to the end of the probationary period. The written notice should state that the department has decided not to grant permanent status, and specify the last day of work.

7.5 Contracts

Consultants who are hired for a short-term assignment or project are required to sign a consultant contract outlining expectations and remuneration for work. Consultants are paid upon completion of the duties as specified in the contract. Adjunct faculty is required to sign contracts. The President is the contracting officer.

7.6 Temporary Appointments

Temporary appointments may be made by the President to insure continuous function of a program or project, whenever a search is unsuccessful, or whenever a vacancy occurs without proper notice. Temporary appointments are with 30 day contracts. The maximum length of this temporary appointment shall be 90 calendar days for any one individual. The President shall report any such appointments routinely to the Board of Trustees.

7.7 Promotions

A promotion is the act of moving an employee to a different position within the College with increased responsibility and compensation. Promotions may occur when a vacancy occurs or when/if a new position is created based on institutional need. The formal selection process may be waived upon recommendation by the President. The President shall be responsible for all recommendations for promotion. Promotions are based on, but not limited to the following criteria:

- Current and past job performance.
- Level of education.
- Job related experience.
- Professionalism.
- Relationships with co-workers.
- Seniority.
- Demonstrated commitment to the Mission of the College.

7.8 Lateral Transfer

The President shall have the option to laterally transfer an employee within the college. The position of the lateral transfer shall have the same type of responsibilities and compensation generally comparable to the previous position. As lateral transfers cannot be viewed as promotions, lateral transfers shall be of equal or less pay but shall not be of greater pay.

7.9 Initial Probationary Period

The initial employee probationary period is intended as an examination period utilized for the purpose of observing an employee's performance leading to a final determination of his/her suitability and qualifications based on position requirements. Duration of the probationary period is 90 calendar days and may be extended if necessary. The probationary period applies to all categories of LBHC employees (*i.e.* regular full-time and part-time, temporary, etc.) and includes emergency appointments.

7.10 Personnel Evaluation

All new employees will be evaluated prior to the end of the 90-day probationary period and annually thereafter. The immediate administrators—department heads, program directors—will be responsible for the evaluation process. (See Appendix.) In the event of extended probation, the supervisor and employee must agree on conditions of their extension and its length.

Performance Evaluation: Little Big Horn College encourages regular feedback and evaluation of employee performance throughout the year. An annual evaluation of performance is required for full-time employees each year. The formal annual evaluation will identify job responsibilities and performance objectives and measure actual performance against identified job duties and expectations.

Procedures: Supervisors should use the approved Performance Appraisal form to guide them with evaluation. After the performance evaluation is completed, the form will be signed by the supervisor and employee. The original will be filed in the Human Services Office personnel file with a copy for the employee.

- Each employee will have his or her performance evaluated by his or her immediate supervisor and/or department Head and submit to the Human Resource Office no later than April 1st of each year.
- Evaluation forms will be made available in February by the Human Resource Officer.

Employee Request for Evaluation: Any employee who does not receive a performance evaluation by the deadline referenced may submit a written request for performance evaluation to his or her supervisor with a copy to the supervisor's supervisor. The supervisor has 30 days in which to complete the evaluation and submit the Human Resource Officer.

Employee Request for review of Evaluation: An employee who disagrees with the evaluation of his or her supervisor may submit a written request for review by the supervisor's supervisor. The written request must outline the specific areas of disagreement and the reasons the employee supervisor's disagrees with the supervisor's evaluation. The decision of the supervisor's supervisor will be the final

decision on the evaluation. The employee's written disagreement will be included with a copy of the final performance evaluation and placed in the employee's personnel file.

7.11 Hiring Of Relatives (Nepotism)

Definition of the Term Relatives: Relatives are defined as the spouse (through legal process or common law relationship), mother, father, brother, sister, daughter, son (including step and in-law relationships) of a LBHC employee.

Relatives of existing employees will not be employed in full or part-time position where:

- One relative would have authority to make recommendations to hire, supervise, discipline, promote, terminate or evaluate the performance of the other.
- One relative would be responsible for auditing the work of the other, or has financial, property or personnel control.
- Where other circumstances exist which LBHC believes would place relatives in a situation of actual or reasonable foreseeable conflict between LBHC interests and their own.
- The employment of the relative would result in either employee having access to personnel or confidential information pertaining to or affecting the other.
- The family member is not under the direct or indirect supervision of another member of his/her immediate family;
- The related employee was not involved in the screening, interviewing, or hiring of the second member of the immediate family.

Consideration of Relatives for Employment: LBHC recognizes that we are located in a remote, rural area and have difficulty in recruiting qualified applicants for employment. Under such circumstances, consideration of relatives of existing employees may result in a larger pool of qualified applicants.

If the relative of an existing employee submits an application for employment, the conditions noted above must be examined to determine if the relative is eligible for employment. If any of the cited conditions apply, the relative is not eligible for hire. If the relative is eligible for employment, the supervisor must prepare a written memorandum containing the supervisor/dean's assessment as to the advisability of hiring the relative.

After reviewing the supervisor/dean's memorandum, the President may recommend employment of the relative. The decision to employ a relative is entirely within the discretion of LBHC.

Employees Who Become Relatives During Employment: Existing employees who become relatives during the course of employment are subject to the exclusions from employment set forth above. Employees who become relatives during the course of employment may continue employment in their respective positions, provided that none of the exclusions noted above are met. If one or more of the exclusions apply, LBHC will attempt to find a suitable position to which one of the employees may transfer. If such placement is not feasible, LBHC will request that one relative resign. If neither relative opts to resign, LBHC will proceed with termination of one of the related employees. LBHC reserves the right to determine which employee will be terminated.

7.12 Secondary Employment

Definition of the term Secondary Employment: any external employment or work activity, with a public or private entity, or self-employment that is in addition to an employee's position with Little Big Horn College, even while on leave. Also referred to as moonlighting or double-dipping.

Policy: The employment responsibilities to Little Big Horn College, as defined in employee's respective position descriptions, are primary for any regular full-time employee or non-adjunct faculty member; any other employment in which that person chooses to engage is secondary. This includes any part-time or adjunct College contract not included in a regular full-time employee's job responsibilities. One-time or occasional commitments are not considered secondary employment.

Secondary employment shall not be permitted when it would (1) create either direct or indirect conflict of interest with the primary employment or (2) impair in any way the employee's ability to perform all expected duties during the employee's normally assigned working hours, or (3) impair in any way the employee's ability to make decisions and carry out in an objective fashion the responsibilities of the employee's position at the Little Big Horn College.

When seeking secondary employment, the employee will need to fill out a Secondary Employment Approval Form (available at each Dean's office and Human Resources). The employee will discuss with their Supervisor and Dean whether secondary employment will have an adverse effect on primary employment, cause a conflict of interest, or result in discrediting the Little Big Horn College. Upon the Dean's recommendation, secondary employment authorization will be requested from the Little Big Horn College President.

Approved secondary employment for external entities should not be conducted during the employee's normal work schedule nor involve the use of College resources or facilities. The normal work schedule for faculty would be defined as classes and office hours scheduled during a specific semester. The normal work schedule for non-faculty employees includes scheduled hours of service as well as special assignments outside regular hours.

Little Big Horn College
Staff Policy Manual
April 28, 2021

Little Big Horn College prohibits employees from acting as representatives of the college while engaging in secondary employment and activities therein. Employees discovered acting as such shall be subject to dismissal if deemed appropriate.

If secondary employment adversely affects primary employment performance, the Dean and Little Big Horn College President may offer the employee the opportunity take corrective action before rescinding approval. However, Little Big Horn College reserves the right to withdraw approval of secondary employment at any time.

Procedures:

- All employees will disclose any secondary employment in which they are currently engaged. This information will be reported to their respective Dean by completing the Secondary Employment Approval form. Upon recommendation from the Dean, the President will review and approve or not approve the request for secondary employment. If the secondary employment is not approved, the employee will be notified in writing. An employee whose request has not been approved, must inform the President and respective Dean in writing that the disapproved employment has been terminated. Refusal by the employee to respond and adhere to the President's request shall be deemed sufficient cause for dismissal.
- Employees are required to request approval through their Dean for any new or revised secondary employment. This would include promotions, changes in status, or changes in work schedule. If secondary employment includes part-time instruction at another institution, each course should be approved. No secondary employment may be engaged in without prior approval from the President.
- Upon the re-issuance of contracts, employees will submit with their signed contract a Secondary Employment Approval Form, identifying current secondary employment. Signed Secondary Employment Approval Form will be forwarded to Human Resources and placed in the employee personnel file.
- Refusal by the employee to adhere to the requirements in this policy shall be deemed sufficient cause for dismissal.

SEE POLICY 7.13 ARM'S LENGTH DEALING RELATING TO EMPLOYMENT REGARDING TRIBAL EMPLOYMENT

7.13 Arm's Length Dealing Relating To Employment

Definition of the term Arm's Length: discouraging familiarity in order to prevent undue influence; maintaining a relationship of separation between two parties, thus each owes no special obligation to the other party.

Policy: To maintain separation, independence and prevent influence from either party, Little Big Horn College requires an arm's Length Relationship with the Crow Tribal Government and its branches: Executive, Legislative and Judicial.

Little Big Horn College prohibits employees of any status from holding secondary employment with any branch of the Crow Tribal government. Little Big Horn College requires employees accepting employment with the Crow Tribal Government to resign or face termination.

Little Big Horn College prohibits spouses or family members of persons campaigning or holding office in the Crow Tribal government from conducted campaign activities while on campus, during Little Big Horn College activities and events, or use College resources or facilities for political purposes.

The Little Big Horn College requires employees campaigning for any elected political office, including Crow Tribal, State or Federal, to be on a leave of absence. Employees may use available vacation or sick leave if approved by their appropriate Dean and the Little Big Horn College President.

Any Little Big Horn College employee elected to a position within the Crow Tribal government will automatically end employment with the College.

8. PAYROLL ADMINISTRATION

8.1 Pay Periods

The pay period for all employees is biweekly. Paydays are on the Wednesday following the end of a pay period. Time sheets must be submitted by noon Monday following the two-week period. Checks will be distributed on the Wednesday following the submission of time sheets. If the date of payment falls on a holiday, the date of payment is the day preceding the regular date of payment. Checks will be issued only to the payee unless otherwise authorized in writing by the payee. Advance checks other than an emergency will no longer be approved. The Finance Office issues checks.

Faculty and staff may choose to average salary over an extended period (*i.e.* 12 months or 26 pay periods) and/or may request a savings plan. These must be negotiated with the personnel officer, and must be established in writing with an employee's signature.

8.2 Emergency Pay

Emergency pay may be allowed before the regular biweekly pay period. Should faculty and staff find it necessary to make a request, the amount requested should not exceed the amount earned up to that particular date. However, the Finance Office discourages emergency pay requests and a \$25 fee is charged for this service. Official

memorandums requesting emergency pay must be directed to the President for approval.

8.3 Payroll Deductions

The following deductions are withheld from each employee's pay where applicable:

1. Federal Income Tax Withholding.
2. State Income Tax withholding where applicable.
3. Employee's share of FICA (Federal Insurance Contributions Act).
4. Court ordered garnishment of wages.
5. Federal Acts or Laws mandating garnishments of debts (i.e. student loans, child support, IRS levies)

8.4 Fringe Benefits/Employee Benefits

Fringe Benefits: Little Big Horn College has selected an outside financial consultant to administer the employee benefits (fringe). LBHC provides 25% of the employee's annual salary for payroll taxes and employee benefits.

See Appendix.

Social Security Benefits: Each employee, regardless of appointment, will have the employee's share deducted from his/her pay and the college will furnish the employer's share, based on rates established by law, unless the employee is self-contracted with the college.

Unemployment Compensation: This provides for temporary income for employees, established law determines eligibility.

Full-time employees whose employment is comprised of multiple part time assignments from project revenues may have the right to **both** mandatory and institutional fringe benefits, depending upon their classification. (See 3.3 Personnel)

Employee Benefits:

- LBHC is allocating 25% of the annual salary. Of the 25% there will be 10% allocated for "mandatory payroll taxes" and the remainder of the 15% will be available to the employees as "recommended benefits".
- Retirement (401K) @ 5%
- Life Insurance & Long Term disability (\$50,000) @ 2%.

Little Big Horn College
Staff Policy Manual
April 28, 2021

- Optional 8%

Optional 8%:

- Health Insurance: If Health Insurance is an option, premiums greater than 8.3% of employees' salary would be met with payroll deduction, however, that deduction would be tax sheltered.
- Retirement
- Life Insurance
- Cash: CASH is optional and is applied to taxes. This option loses tax-sheltered status.

DETERMINATION OF START DATE FOR EMPLOYEE PARTICIPATION IN PRINCIPAL:

1. The LBHC probationary period is 90 working days; however, the LBHC Principal plan states that an employee shall be eligible after 500 hours. In other words, do not go by the 90-day probationary period end, instead, count 63 working days (500 divided by 8 hours gives you the number of working days).
2. Be reminded that once an employee meets the 500 hours, they must work a FULL pay period before they can contribute to the plan. This essentially means that the start date will always be the Monday of the next pay period. This is true whether the employee became eligible on the first working day of the current pay period, during the middle of the current pay period, or on the last working day of the pay period. The start date will always be the first day of the next pay period. When done this way, employees will always have full contributions as required (no prorating allowed).
3. Any employee not having a benefit plan identified by the conclusion of the first full pay period will be automatically enrolled in a conservative plan that will be divided evenly within the four most conservative plans. Employee may choose to make changes.

401k Investment Allocation Form

Investment	Enter Percent's
<u>Money Market Separate Account-Stnd</u>	<input style="width: 50px; height: 20px;" type="text"/> %

Little Big Horn College
 Staff Policy Manual
 April 28, 2021

<u>Guaranteed Interest Account 3 year</u>	<input type="text"/> %
<u>Guaranteed Interest Account 5 year</u>	<input type="text"/> %
<u>Bond and Mortgage Separate Account-Stnd</u>	<input type="text"/> %
<u>Large-Cap Blend I Separate Account-Stnd</u>	<input type="text"/> %
<u>Large-Cap Stock Index Separate Account-Stnd</u>	<input type="text"/> %
<u>Principal LifeTime Strategic Income Sep Acct-Standard</u>	<input type="text"/> %
<u>Principal LifeTime 2010 Separate Account-Standard</u>	<input type="text"/> %
<u>Principal LifeTime 2020 Separate Account-Standard</u>	<input type="text"/> %
<u>Principal LifeTime 2030 Separate Account-Standard</u>	<input type="text"/> %
<u>Principal LifeTime 2040 Separate Account-Standard</u>	<input type="text"/> %
<u>Principal LifeTime 2050 Separate Account-Standard</u>	<input type="text"/> %
<u>Large Company Growth Separate Account-Stnd</u>	<input type="text"/> %
<u>Small Company Blend Separate Account-Stnd</u>	<input type="text"/> %
<u>Diversified International Separate Account-Stnd</u>	<input type="text"/> %
Total	<input type="text"/> %

Employee Indirect Benefit:

Tuition Opportunities

Tuition costs may be waived for up to 3 credit hours per semester for employees and faculty. However, books and other fees must be paid by the employee. Employee must apply for an Employee Tuition Waiver with the Financial Aid Office within the semester of enrollment.

Use of Facilities

All employees may use the campus facilities with proper approval and scheduling. However, religious and political meetings are discouraged unless the event is sponsored by the College. Every employee will pay the rental fee, and put down a deposit or complete a payroll deduction form (for clean-up purposes) before approval of use.

Parking

Free parking is available at designated areas. Overnight parking is not recommended due to theft and vandalism. LBHC shall not be responsible for any theft or vandalism that occurs on college property.

Library

LBHC has current up to date library resources which are available to all employees. Library hours are posted.

8.5 Salary Scale

LBHC salary scale for the staff and administrators is based on the LBHC Compensation Scale adopted by the LBHC Board of Trustees. This scale provides a range of established numerical points, which are allotted based on the duties, education, knowledge, skills, and abilities required of the position.

Once the position is classified, the employee is classified according to education, training, and work experience. Thus, salary will always be based on the job classification and will be commensurate with education and experience. The President will determine final placement.

The faculty salary scale is based on education and experience. (See Appendix)

Salary increases are contingent upon the LBHC budget, which is established prior to the new fiscal year. As such, salary steps depend upon projected income for the college. The President shall be responsible for recommendation of salary steps, which must be approved by the Board of Trustees. Recommendation for salary steps may be based on various factors, including education, job performance, and length of service.

8.6 Flex Time (Leave)

The College does not offer compensatory time. Flex time may be provided if the need arises at the discretion of the President.

Flex time are those hours that a full time employee may take off, that is equal to the amount of excess hours worked. The time and a half calculation of excess work hours does not apply to flex time.

Flex time must be taken within the same work week that the excess hours occurred and cannot be carried over into the following week or pay period. If the excess hours shall occur on a Friday or weekend, the employee shall take off the anticipated excess hours within the same week prior to the Friday or weekend. The employee must obtain pre-approval from the immediate supervisor.

9. PROFESSIONAL DEVELOPMENT

The college encourages faculty/staff development that will result in upward and outward mobility benefiting the individual and Little Big Horn College. Upon recommendation of the President and the Dean of Academic Affairs, and the appropriate Dean, faculty and staff members plan and schedule development activities outlining a plan to study and acceptance to a graduate school. The college budget may include faculty development funds to assist individual improvement opportunities in the quality of service provided to the college. Activities may include professional conferences/meetings, research, and publication, as well as credential development.

Faculty development plans and goals must be submitted to the President and Dean of Academic Affairs on an annual basis. The board of trustees may involve standards of qualifications in job descriptions, require professional development upon hiring, and also **expect faculty and staff to complete three credits from an accredited institution of higher education or equivalent training related to the job duties of each individual every three years to be selected for beneficial purposes**, and may further establish conditions of development that are fundamental to continued employment.

Committees will be developed from Faculty Council, a cross section of employees to serve as committee members for Title III funds and members from Staff Council for Cigarette Tax Funds.

Staff and Faculty Professional Development Criteria:

It is recommended that all applicants meet the following requirements:

- 1) Full-time employee.
- 2) In good standing/cannot be on probation.
- 3) Acceptance letter from the graduate program for advance degree.

- 4) Letter addressing the relevance of the degree to students and LBHC
- 5) An Agreement for payback. Payback is at a 2:1 ratio (ex: two semesters of employment for one semester of funds used)
- 6) Professional Development must be in area of discipline.
- 7) Training, education or information must benefit job duties.
- 8) Requests must be detailed and complete (plan of study and/or proposal)
- 9) Non-completion may result in payback of funds.

Approval process will be as follows:

- 1) Request from individual.
- 2) Supervisor's review and recommendation to Council (staff or Faculty)
- 3) Council review and recommendation, reflected by minutes to President's Council.
- 4) President's Council review applicant and a decision will be made.

10. DISCIPLINARY ACTION

10.1 Verbal Warning

A verbal warning is given to the employee when conduct or behavior does not adhere with the expected professionalism of LBHC. This includes, but is not limited to the following:

- Willful violation of the provisions of this document.
- Incompetence or inefficiency in the performance of the duties of the employee's position.
- Abusive or improper treatment of others.
- Habitual, unexcused tardiness or absences.
- Off duty conduct for which the integrity of the college is put at risk.

The verbal warning will be documented by the supervisor and placed in the employee's personnel file.

10.2 Written Warning/Reprimand

A written warning/reprimand will be given to any employee who has failed to adhere to the initial verbal warning. This is the last warning an employee will receive before disciplinary action is taken. A copy of the written warning/reprimand will be placed in the employee's personnel file and a copy given to the employee.

The above procedures may be waived if the employee conduct or behavior is of such a serious nature that it could result in harm to the employee, other personnel, students, the public, or the integrity of the college. In this event the President or designee may take immediate action.

10.3 Suspension

Suspension is a serious disciplinary action that usually involves loss of pay for a major violation, including, but not limited to,

- When the infraction is of such a serious nature that it affects the employee or the integrity of the college.
- Embezzlement of college funds.
- Willful destruction to college property.
- Violation of the code of ethics.
- Violation of the drug free workplace policy.
- Physical or mental harassment of students or employees.

Repeated inappropriate behavior and/or disregard of prior warnings or reprimands.

The immediate supervisor, appropriate dean within the chain of command, or President shall have authority to propose suspension of any employee. The employee shall be given notice of the proposed suspension and an explanation of the evidence or reasons thereof, and shall inform the employee of their right to respond within five working days. The immediate supervisor shall forward a copy of the proposed suspension to the President. The President shall review the proposed suspension and the written or verbal response from the employee and shall in good faith affirm, mitigate, or deny the proposed suspension through written notification to all parties.

Due to legal considerations, the President may deny or mitigate the proposed suspension regardless of whether or not the employee responds if the reasons for suspension are prohibited by law, statute, or the policies contained in this document. A proposed suspension may not take effect until at least five working days have passed.

In the event the President proposes suspension, the employee shall respond within five working days to the President. If the suspension is affirmed or is mitigated to the unsatisfactory of the employee, the employee may appeal using the Appeals Procedures as outlined in this document.

An employee may be placed on suspension immediately if there is exists substantial evidence that the employee more likely than not committed the alleged offense and where the offense may cause immediate harm to the employee, other personnel, students, the public, or the integrity of the College.

In all such cases, the president or acting president shall provide a written notice to the employee of the suspension. During the suspension, the employee will not be paid.

10.4 Termination

Termination With Cause: Removal from a job is the most severe form of discipline and should be used only where repeated corrective actions have been unsuccessful or where the employee has been found, after proper investigation, to be guilty of serious misconduct such as criminal activity, breach of confidentiality, or other equally serious acts or omissions that affect his/her employment.

A termination with cause may be either proposed or immediate. The authority, procedures, and circumstances for both proposed and immediate termination shall be the same as listed for Suspension in 10.3.

Termination without Cause: Termination without cause shall occur during the 90-day initial probationary period of any employee. If an employee is terminated during this initial period, they shall not be entitled to the appeal procedures as set forth in this policy.

Termination without cause may also occur due to budget short falls or other situations outside of the College's control. Such termination will not reflect discredit upon the employee.

11. APPEAL PROCESS

An employee shall have the right to respond to an affirmed or immediate suspension, or a termination by written notice to the President within 5 working days of learning of the disciplinary action. Such notice shall state forth reasons of appeal and any desired corrective action. In this case, the President shall commence with the investigation procedures as outlined below.

11.1 Level I

Investigation Procedures:

Little Big Horn College
Staff Policy Manual
April 28, 2021

- a. A committee comprising of a personnel representative from the Finance Office, Human Resources Officer, Faculty Council President, Department or Division supervisor, and one Dean shall investigate and hear the appeal. To avoid conflict of interest no individual may serve on the committee if that individual is considered directly or indirectly an adverse party to the appeal. In this case, the committee shall appoint the individual(s) who will replace a committee member.
- b. The committee will investigate and examine all relevant information, including the employee's side of the story, witness statements and affidavits, and any possible mitigating factors.
- c. The committee will base a written conclusion that is supported with rationale and evidence and provide to the employee the decision letter. The employee shall be provided with the documentation and materials upon which the committee based their decision. In the case of differing conclusions, majority opinion will prevail.
- d. The committee shall inform the employee of their right to appeal at Level II, their right to representation, and shall provide to the employee the appeal procedures.

11.2 Level II

Board of Trustees:

- a. The Board of Trustees shall serve as the Hearing Board for all appeals.
- b. The employee shall have ten working days to appeal the committee's decision. If the employee has a representative, the employee shall provide the name and address of the representative.
- c. The appeal shall be filed with the Human Resources Officer who will make a copy and forward the appeal to the President.
- d. If more than 10 days is needed, the employee may file an extension stating for the reasons for the appeal. The President in good faith will consider if this request is warranted.

Notwithstanding the ten-day period for review, the appeal shall be heard at the next regularly scheduled Board meeting. The following procedures shall be followed:

- e. The Board shall be given no less than 10 working days to review the appeal and all supporting documents.
- f. The employee shall be notified of their right to be present at the Hearing and be given the opportunity to respond. The absence of the appellant shall not be held against the employee. In this case, the Board will base their decision on the submitted documentation.

- g. The Board will enter into executive session to review all relevant information and testimony thereof.
- h. The Board will reach a conclusion in executive decision, or if additional information is needed, the Board may extend the time for its decision.
- i. When the decision is reached, the Board must provide a written notice to the employee of the decision and provide the rationale upon which it relied to support the decision. In the case of differing conclusions, majority opinion will prevail.

If the employee is not satisfied with the decision, the employee may appeal the decision to the appropriate outside jurisdiction.

12. EMPLOYEE RESIGNATION

To resign in good standing, employees are required to provide at least a two week advance notice to the President, unless the President waives such notice and permits a shorter period of time. The advance notice shall serve as the period of time in which the position shall be advertised. The President has the option as to whether or not the position will be advertised.

Separation/Termination Processing: This procedure applies to all full-time employees of Little Big Horn College. The employee's home department is responsible for ensuring that the employee completes the separation/termination process from Little Big Horn College.

- If an employee resigns from Little Big Horn College it is recommended that they give notice two weeks in advance prior to separation.

Once the department is informed of the separation/termination date, the termination Personnel Action Form (PAF) should be prepared. The Personnel Action Form (PAF) must be submitted to the Payroll office before the final paycheck and terminal benefits will be processed. The letter of resignation, layoff notice, or notice of termination should accompany the PAF.

Responsibilities of Employee:

- Complete the Exit interview form with supervisor and return to the Human Resource office.
- Return all keys issued to the Maintenance Supervisor by the last day of employment.
- Inform the Payroll Office of any address changes.

- Any outstanding debts or other financial obligations. All financial obligations must be cleared through the Business Office.
- Principal Investigators must obtain Grants and Contracts verification that all obligations have been met.

Information about termination: Employees who resign/terminate employment will receive their last pay following the next main payroll. A memo from the employee requesting payment of annual leave should be submitted to the payroll department. The appropriate lump-sum payment of annual leave will be made during the next main payroll following the termination.

Reduction in Workforce: Contemplating a reduction in workforce affecting full-time employees of Little Big Horn College will be contacted before initiating the action to ensure with all necessary policies and regulations upon LBHC Board of Trustees approval.

13. CONFLICT OF INTEREST

It is the policy of Little Big Horn College to acknowledge and remedy all conflict of interests that occur within the institution. Little Big Horn College is dedicated to ensuring that its image of fairness, propriety, and integrity remain intact.

Employees are prohibited from serving as an employee and Trustee concurrently, the exception occurs when the employee is the elected Faculty/Student Representative.

A three-year interval must occur before any present or previous LBHC employee is eligible to serve on the Board of Trustees.

A one-year interval must occur before any present or previous LBHC Board of Trustee is eligible to apply for employment with Little Big Horn College.

14. COMPLAINT RESOLUTION PROCEDURES (GRIEVANCE)

The Complaint Resolution Board is established to provide a vehicle for reviewing and recommending improvements to personnel practices at Little Big Horn College, and to serve as a grievance review board for LBHC employees. Members include; Finance Department, Human Resources Officer, Faculty Council President, Department or Division Supervisor, and one Dean.

A complaint means a work related dispute or an employee expressing feelings of dissatisfaction with the work environment. It covers such things as working conditions, relationships with other co-workers, verbal and written disciplinary action, or other factors outside of the employee's control.

When filing a grievance, the employee will be treated fairly in all respects. LBHC does not tolerate any form of retaliation against any employee who files a grievance. This principle also applies to any other employee who becomes involved in the complaint, either as a witness or as an employee representative.

The grievance procedure shall not be construed as a means of preventing, limiting, or delaying disciplinary action against an employee, up to and including termination, when such actions may be warranted.

Responsibilities: Complaint Resolution Board primary responsibility is to insure continued improvement of personnel management.

- Review new personnel policies and procedures and recommend changes to existing policies and procedures.
- Foster the interest and cooperation of departments in the improvement of personnel standards, and in maintaining a high public regard for Little Big Horn College as an employer.
- Conduct investigations considered pertinent to Little Big Horn College implementation of programs and policies affecting employment or personnel resource utilization.
- Hear grievances submitted by employees and making recommendations to the President.

Procedures for Filing a Grievance:

The Dean of Administration serves as the Chairperson of the Complaint Resolution Board. The Complaint Resolution Board shall meet at the call of the chair as necessary to accomplish its assigned duties and responsibilities. A quorum of four is voting members and majority recommendations on that employee's grievance.

Any board member who is within the line of authority for a grieving employee may not participate in the hearing, deliberations or vote on that employee's grievance.

1. At all levels of the following grievance process, the employee shall have the right to request to personally be heard.
2. The employee shall discuss the complaint with his/her immediate administrator/supervisor within five working days of the incident or discovery of the incident. The immediate supervisor will make a written record of the time, date, and substance of the complaint. If the complaint cannot be settled at this level or if the employee is not satisfied with the results, the employee may proceed with a written grievance to the immediate supervisor within 3 working days.

Little Big Horn College
Staff Policy Manual
April 28, 2021

3. The written complaint must contain sufficient detail to identify and clarify the basis for the complaint (unjustified action, unfair treatment, specific policy violation and the effects on the employee,) the dates involved, and specify the corrective action desired by the employee and a brief summary of the results of the employee's attempt to obtain satisfactory adjustment.

4. The supervisor will establish the file for the complaint resolution. This file will be independent, separate and distinct from the employee's personnel file.

The immediate supervisor will provide a written response to the complainant within five working days. If the employee is not satisfied with this response the employee may, within five working days, present the complaint in writing to the appropriate Dean. Upon presentation of the complaint, the Dean shall obtain the complaint file from the immediate supervisor. Complainant will receive a written response from the Dean within five working days.

5. If the employee is not satisfied with the Dean's response the employee may within five working days of receiving the Dean's response, file a written complaint to the President. Upon presentation of the complaint, the President shall obtain the complaint file. Complainant will receive a written response from the President within five working days.

6. If the employee is not satisfied with the Presidents response the employee may within five working days of receiving the response, file a written complaint with the President which will go to the Complaint Resolution Board.

This board shall be composed of a personnel representative from the Finance Office, Human Resources Officer, Faculty Council President, Department or Division supervisor, and one Dean. To avoid conflict of interest no individual may serve on the Complaint Resolution Board if that individual is considered directly or indirectly an adverse party to the complaint. In this case, the Board shall appoint the individual(s) who will replace the board member.

The President in good faith shall appoint the committee and forward the complaint file to a Complaint Resolution Board member who shall provide notice to convene. The board shall review the file and provide a written response to the complainant within a reasonable time.

7. If the employee disagrees with the Complaint Resolution Board's decision they may follow the Level II appellate procedures (See 11.2).

15. AMENDMENT TO THE STAFF MANUAL

Little Big Horn College employees shall be given an annual opportunity and/or such other time as deemed necessary by the President to review and recommend any changes to this document. Final approval is authorized by the Board of Trustees.

Little Big Horn College
Staff Policy Manual
April 28, 2021

Process for Amending:

Recommendations for changes to this manual will be processed as follows;

- (A) A written proposal should be sent to the Human Resource Officer and the Dean of Administration for coordination of review.
- (B) All proposals will be reviewed and modified by the Human Resource Officer and Staff Council.
- (C) All proposals will be reviewed by the President's Council for Approval.
- (D) Final Proposals will be approved by the Little Big Horn College Board of Trustees.

GLOSSARY

College- Little Big Horn College

Contingent Employee- a person employed for a position for less than one (1) year who receives no benefits.

Conversion-a change in an individual's status from one type of appointment to another (e.g., move from contingent to full-time).

Demotion- a move to a lower salary range under the same salary schedule usually resulting in a reduction in pay.

Dismissal- the possible consequence of failure to respond to corrective discipline or result of a violation of such a serious nature to warrant immediate termination of employment.

Employee at Will- an individual who is not employed under an employment contract but may be dismissed or quit at any time with or without cause.

Family members- Parents, brother, sister, grandparents, grandchildren, spouse's parents, or spouse's brother or sister.

Full time-a position that requires at least forty (40) hours work per workweek.

Grievance- a formal request for hearing by an employee to appeal a decision which resulted in loss of pay due to suspension, dismissal or non-renewal of a contract.

Immediate family-a spouse, children, parent, sibling and any other legal dependent.

Part-time- a position required less than forty (40) hours of work per workweek.

Position- an aggregate of duties and responsibilities.

Posting- advertising vacant positions to employees.

Promotion- a change of an employee to a higher salary range which usually results in change in pay.

Reassignment- a change from one employment position to another without promotion or demotion.

Reclassification- a change in duties, responsibilities, qualifications, title and/or salary range of a position as a result of a job evaluation.

Little Big Horn College
Staff Policy Manual
April 28, 2021

Reduction in Force- a personnel action that may be required due to lack of work, funds, or reorganization, resulting in termination or downward reclassification of a position.

Registered Elector- persons eligible to vote in a specific election or referendum.

Regionally-Accredited Institution- a post-secondary institution accredited by one of the following regional agencies: Northwest Association of Schools and Colleges; Middle States Association of Colleges and Schools; New England Association of Colleges and Schools; North Central Association of Colleges and Schools; Southern Association of Colleges and Schools; and Western Association of Schools and Colleges.

Reinstatement- re-employment of a full-time employee to the same, lower or higher classified position.

Resignation- the voluntary separation from employment prior to retirement by an employee.

Retired Employee-any Little Big Horn College employee who terminates employment and who, at the time of termination, is eligible to participate in group benefits and who qualifies for any retirement benefits under Little Big Horn College policies.

Salaried-the status of an employee not eligible for overtime pay.

Salary Plan- an ordering of salary ranges for job classifications.

Seasonal Employee-an employee usually employed for no more than six (6) months within one calendar year who receives no benefits.

Sick leave- a leave with pay granted after accrual to eligible employee when personal illness, illness in the immediate family or legal quarantine keeps them from performing their duties.

Spouse-a husband or wife as defined or recognized under state law for the purpose of marriage.

Supervisor- an employee who is in charge of or exercises direction and control over other employees in the performance of his/her duties.

Suspension-a disciplinary action placing an employee on leave-without-pay status for a specified period of time.

Termination- the resignation, retirement, dismissal or death of an employee.

Transfer- a lateral move from one job to another within the same salary range.

Little Big Horn College
Staff Policy Manual
April 28, 2021

Vacancy- an authorized position not occupied by an incumbent who has been approved to be filed by the appropriate designated authority.

Verbal Warning- verbal communication between an employee and supervisor identifying corrective action to be taken by an employee.

Written Warning- written communication between an employee and supervisor identifying corrective action to be taken by an employee.