



WHITE EARTH TRIBAL &
COMMUNITY COLLEGE

EMPLOYEE HANDBOOK

June 2021

Table of Contents

Welcome	4
About WETCC.....	6
Mission	6
Vision	6
Purpose Statements	6
Purpose of Employee Handbook	7
General Administration.....	8
Employee Policies and Handbook	8
Equal Employment Opportunity (EEO)	8
EMPLOYMENT PREFERENCES	8
At Will Employment	8
Essential Personnel	9
Orientation	9
Hours of Work	9
Staff Adjunct Faculty	10
TELEWORK	10
Access to campus	10
Payroll	11
Safety	11
Employment Background Check	12
Alcohol, Drugs, or Controlled Substances on WETCC Property	12
Smoking on WETCC Property	13
Firearms or Weapons on Property	13
Inclement Weather	13
Contagious Diseases	13
Reasonable Accommodations	14
Personnel Files	14
Release of Employment Records, Including References	15
Representing WETCC for Official Use	15
Media	15
IT Security	16
WETCC Vehicle use	16
Travel	16
On the Job Injury	17
Benefits	17
Annual Leave	17
Sick Leave	17
Leave Donations	18
Holidays	18
NURSING MOTHER'S POLICY	19

401(k) Retirement Benefits	19
Health, Dental, Life Insurance	19
Additional Benefit Options	20
Personal Development	20
BEREAVEMENT	20
Payroll Advance	21
Leave of Absence.....	21
Cultural Competency.....	22
Employee Assistance Policy (EAP)	22
WETCC College Use	23
Professional Development	23
Employee Relations	23
Shared Governance	23
Probationary Period	24
Classification.....	24
Compensation Policy	24
Administrative Leave	25
Dress Code.....	25
Performance Reviews.....	25
Transfer and Promotion	25
Demotion.....	26
Outside Employment.....	26
Conflict of interest.....	26
Nepotism and Cronyism	26
CONSENSUAL RELATIONSHIPS.....	27
Council of Trustees (COT)	27
Family Educational Rights and Privacy Act (FERPA).....	27
Copyright and Intellectual Property	27
Personal Code of Conduct	28
Sexual Harassment	29
Title IX.....	30
Harassment or bullying in the workplace policy	31
Corrective Actions	31
Complaint and Grievance (also known as Appeal) Process	32
Leaving Employment.....	32
Voluntarily Leaving Employment.....	32
Termination of Employment	33
Final Pay	33

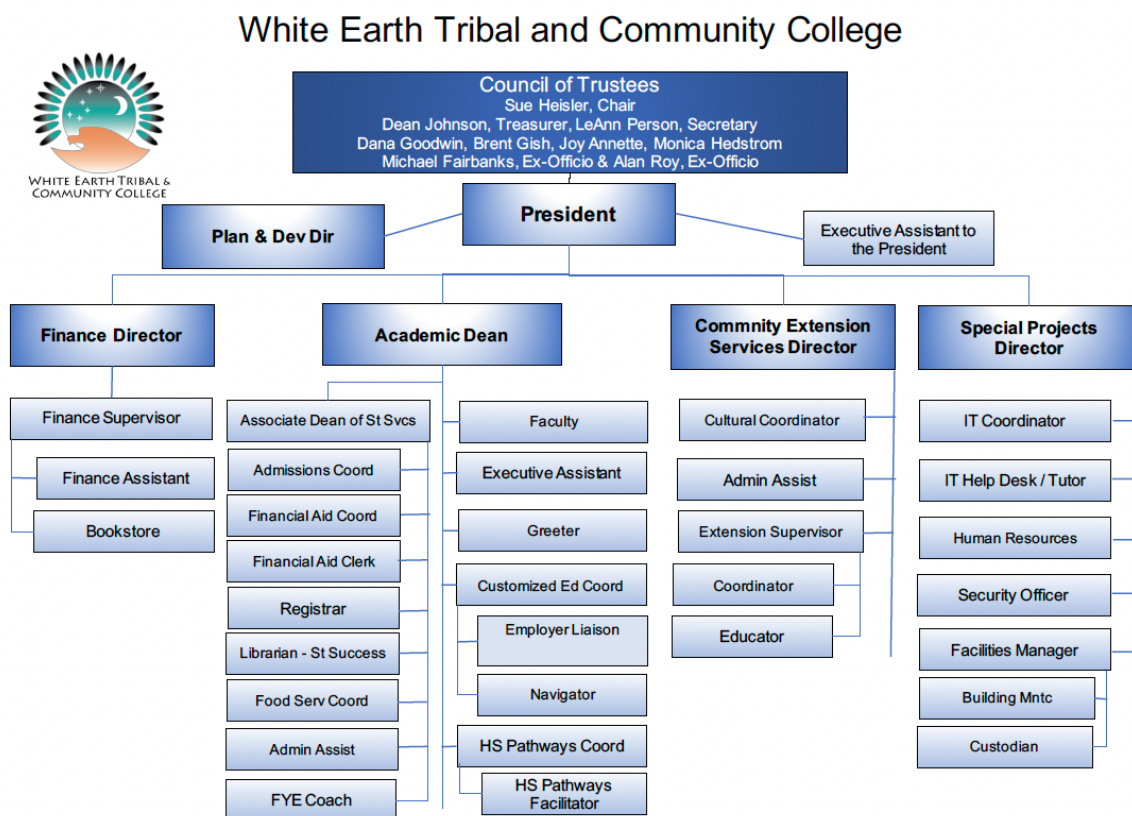
WELCOME

Boozhoo! (Hello!) Welcome to the White Earth Tribal & Community College (WETCC, “College”). At WETCC we believe our employees are our greatest resource and we want to do all we can to provide the training and tools needed to successfully perform the job duties assigned.

We practice fair and consistent application of these policies in decision making, either in the selection of new employees or in those cases where employee discipline is needed.

We have set up a structure that provides for conflict resolution, employee evaluation, advancement, and continued training opportunities.

We encourage open communication between employees and their supervisors to identify and correct issues as they arise. We expect the very best from our employees. The Code of Ethics and Code of Conduct Policies can be found later in this Employee Handbook.



The College's Policies are based upon the Seven Grandfather Teachings of the Anishinaabeg which serve as the values of the college:

Debwewin (Truth)

The literal translation of this word is the sound of your heart. Each of us holds the truth in our heart and when we live the value of debwewin, we express that truth in everything we do.

Zoongide'ewin (Courage/Bravery)

The literal translation of the word is strong heart. When we have a strong heart, we are able to face challenges with courage and integrity. A person living the value of zoongide'ewin acknowledges her own weaknesses and faces them with a strong heart.

Manaaji'idiwin (Respect)

When we live the value of manaaji'idiwin we give respect to each other. In the Anishinaabe worldview, everything has a spirit and therefore deserves respect. This concept is included in this word.

Gwayakwaadiziwin (Honesty)

The literal translation of this word is to be correct or straight in everything that we do. If some individual lives the value of gwayakwaadiziwin, she must do what is right for the group and hold herself and others to high standards of integrity.

Zaagi'idiwin (Love)

If we act out of love for each other and ourselves in everything we do, we are living the value of zaagi'idiwin.

Nibwaakaawin (Wisdom)

The literal translation of this word is an abundance of wisdom. When we live the value of nibwaakaawin, we seek to learn all that we can in a respectful manner and take the time to reflect upon our teachings.

Dabasendizowin (Humility)

When we live the values of debwewin, zoongide'ewin, manaaji'idiwin, gwayakwaadiziwin, zaagi'idiwin, and nibwaakaawin we can hold ourselves in low regard as this word indicates without having low self-esteem. We understand that we are humble beings and conduct ourselves accordingly.

ABOUT WETCC

White Earth Tribal and Community College (WETCC) was established on September 8, 1997 by the White Earth Tribal Council as per Tribal Resolution #038-97-005. On October 7, 1997 in a two-room humble building in downtown Mahanomen, Minnesota the White Earth Tribal and Community College opened its doors to 40 tribal students. WETCC continued to grow over the years and as additional classes were added, various buildings in downtown Mahanomen were used to house classrooms.

Established as a not-for-profit tribally controlled educational institution of higher learning, the first Charter was approved on February 5, 1998 "...to provide adult education and post-secondary educational services to enrolled members of the White Earth Reservation and to other eligible Indians and non-Indian residents of the area..."

The first graduation was held on May 25, 2000 for students who completed certificate programs. Official non-profit 501(c)3 status was obtained in 2000 and by 2001 four-hundred and sixty-three students had already been enrolled in degree and certificate granting programs.

Initial Candidacy for Accreditation by Higher Learning Commission was granted on October 14, 2004 with full accreditation granted on October 8, 2008. In 2010 Phase I construction was completed at 2250 College Road, the Drum Hall was added in 2012 and the location continued to grow through 2016 when construction phase III was completed and all students, faculty, and staff were finally located on one campus, greatly enhancing the ability of faculty and staff to serve students.

WETCC is governed by an independent Council of Trustees (COT) who abide by their approved Bylaws. The COT consists of 7 voting members and 2 non-voting members who represent the collective voice of the community as it translates needs and expectations into the policies of the College. The COT provides direction to the President of the College regarding policy, procedures, initiatives, expectations, reporting, data, and information. The COT approves the personnel management system including these policies. Decisions of the COT are final.

MISSION

White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.

VISION

Gidinwewininaan Gibimiwidoomin niigaanakeyaa – "We are carrying along into the future the way that we were given."

PURPOSE STATEMENTS

- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.

- The college will seek to address the social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
- The college will promote a philosophy based on the seven teachings of the Anishinaabe.

PURPOSE OF EMPLOYEE HANDBOOK

It is the purpose of this White Earth Tribal and Community College (WETCC, College) Employee Handbook (Handbook) is to provide employees a guide and resource to the approved policies and procedures regarding employment and personnel issues. The policies and procedures contained in this Employee Handbook are abbreviated from the official policies and/or procedures of WETCC which can be found on the internal SharePoint in their entirety. All employees will be provided access to SharePoint upon employment. Official policies and procedures should be referenced for more detailed information than what is contained in this Employee Handbook.

The WETCC Employee Handbook is intended to provide information to employees and allow for fair and consistent treatment and consistency with the Seven Grandfather Teachings and Mission of the College.

This Handbook supersedes any prior policies or past practices. WETCC employees are expected to conform to the policies and procedures upon receipt.

This Handbook and its contents, statements, and positions are not intended to create a contract between WETCC and any of its employees. All contracts will be separate from this Handbook.

The Human Resources (HR) Department, upon approval from the President, may make clerical changes within the Policy manual. The clerical changes shall by no means change the intent of the policies or procedures of the Policy Manual. The HR Department will review these policies each year in February for changes or updates and will submit them to the Staff Senate and President's Cabinet for review; any changes or updates must be submitted to the Council of Trustees (COT) who have the authority for final policy approval.

The terms of this Handbook are implemented and applied at the sole discretion of the WETCC COT or its representatives and may be modified or overridden in a specific instance by the President in consultation with the COT. The COT may modify, amend, change, or rescind the policies in this manual; and may do so at any time with or without prior notice. Any modifications or amendments to the policies will be communicated to all employees by the HR Department.

Certain aspects of the Employee Handbook may not apply to contract employees such as Faculty. Please consult the HR department for any questions.

GENERAL ADMINISTRATION

EMPLOYEE POLICIES AND HANDBOOK

(Employee Policies and Handbook Policy #300.08)

The Employee Handbook is a compilation of the policies, procedures, working conditions, and behavioral expectations in an abbreviated format, meant to guide all employees of WETCC. The policies and procedures should be consulted for complete information. Policies are located in SharePoint (employee intranet) and are accessible to all employees.

All employees will receive a copy of the Employee Handbook, will review the Employee Handbook, and will sign a certification to be placed in the official personnel file.

The Employee Handbook is not a contract, employment at WETCC is at-will. The Policies of WETCC are subject to change with or without prior notice.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

(Employment Preferences Policy #300.03)

WETCC does not discriminate in any academic or employment matters. Factors such as race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity are included.

Any claims of discrimination should be promptly addressed to the Title IX Coordinator. Retaliation for filing an EEO complaint is strictly forbidden.

The EEO policy is not intended to negate preferences in employment practices such as Indian Preference or Veterans Preference.

EMPLOYMENT PREFERENCES

(Employment Preference Policy #300.04)

White Earth Tribal and Community College, as a chartered entity of the White Earth Reservation, practices Indian Preference and Veteran's Preference throughout all aspects of employment. The practice of Indian Preference and/or Veteran's Preference, does not negate the EEO guidelines.

AT WILL EMPLOYMENT

(Termination of Employment Policy #300.38)

All employees of WETCC are employees at will. No employee is required to remain employed by WETCC, nor is WETCC required to employ the employee for any set period of time.

Either the employee or WETCC can end the employment relationship at any time with or without cause, with or without notice.

The Policies of WETCC are not intended to create a contractual agreement or negate the at will employment relationship.

ESSENTIAL PERSONNEL

(Essential Personnel Policy #300.50)

Under certain circumstances, WETCC may be subject to classifying staff in tiers. Depending upon the situation at the time, some staff may be required to telework or report to work when others are not at work or are subject to a reduction in workforce. The tiers are only used in extenuating circumstances and will be implemented by the President when necessary.

ORIENTATION

Orientation for all new employees will be conducted by the HR Department on your first day of work. The HR Department will assist with gathering the necessary information to process your payroll and ensure you have adequate information to start your employment with WETCC. The HR Department is available to assist you with questions on payroll, benefits, or general employment practices.

The following forms are required to be completed during your initial orientation:

- W4 withholding forms. Federal W4 and W4MN
- I-9 Certification (employees must provide documentation to show their identity and authorization to work, either 2 forms of ID are required or a current passport.)
- MN Tax Exemption (if applicable)
- Direct deposit
- Employee Handbook Certification
- FERPA Quick Guide and Certification
- Drug and Alcohol Abuse Prevention Program Certification
- Seven (7) Grandfather Teachings and acknowledgment forms
- Title IX Certification
- Media Release form
- Employees will be informed of the Benefits package and will be given the necessary paperwork to complete within the first two weeks of employment.
- All other acknowledgment forms, such as Covid 19 Plan, Telework Policy

Faculty will also receive faculty orientation and a Faculty Handbook from the Academic Dean. Specific details on your job responsibilities are provided by your supervisor.

HOURS OF WORK

(Hours of Work Policy # 300.17)

Because of the nature of our work, scheduled hours will vary to meet our needs, adequately staff departments and accommodate classes. Administrative office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding holidays and other days announced by the President. Faculty hours will be made available to students.

A 15-minute paid break period is allowed for each 4-hour shift and a 30-minute nonpaid lunch period is provided after a 4-hour shift. Supervisors should stagger breaks to ensure office areas are appropriately staffed during all open times.

Flex schedules may be an option for employees such as four 10-hour days in lieu of five 8-hour workdays. Flex schedules must be arranged with your supervisor and approved in advance. Remote options may also be available if approved by your supervisor.

STAFF ADJUNCT FACULTY

(Staff Adjunct Policy #300.53)

Staff members who serve as adjunct faculty members, whether full- or part-time, must ensure that adjunct faculty duties do not interfere with work responsibilities or the ability to perform assigned job duties. The immediate supervisor shall ensure adjunct time is properly expensed to the appropriate accounting code to allow for the proper allocation of wages for the instructional time and normal work time unless the adjunct time is specifically allowed by the funding source.

TELEWORK

(Telework Policy #300.51)

Telework allows employees to work at home, on the road, or in a satellite location for all or part of their work schedule. Telework is a flexible work option during times when the employee and job duties are suited to such an arrangement. Telework is not an entitlement and is not a companywide benefit, nor does telework change the terms and conditions of employment or the at-will employment relationship.

Telework can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office. Either the employee or the supervisor can request telework as a possible work arrangement.

A telecommuting agreement will be prepared and signed by the employee and supervisor and can end at any time without cause/reason.

ACCESS TO CAMPUS

(Access During Normal Operating Hours Policy #420.05)

The exterior doors are unlocked during the following hours:

- Drum Hall West Exterior Door (Main Entrance) 7:00 a.m. to 4:30 p.m. or until the last class has been dismissed for the day,
- South Entrance Door (Administration) 7:00 a.m. to 4:30 p.m. each Business Day,
- North Entrance Door remains locked for entry; the door is available for immediate exit,
- East Door (Library) is alarmed but can be unlocked by the Librarian,
- Customized Education East Door is unlocked from 7:00 a.m. until 4:30 p.m.,
- The Extension office and Gizhiigin Arts building are controlled by the staff.

Exterior lock/unlock schedules will be adjusted for special events scheduled or closings. Employee ID cards serve as card access to allow employees access through exterior doors when they are locked.

PAYROLL

(Payroll Policy #500.1)

WETCC has a two-week pay period starting on a Saturday and ending on a Friday. Employees are paid on the Thursday following the pay period ending date.

Employees must track their time in the time keeping system. This system can also be used to request time off. Electronic Timecards must be submitted for approval by 9am on Friday, the last day of the pay period. Login credentials will be assigned at orientation.

Payroll is processed via direct deposit. Contact the HR Department if you need to change your payroll deposit.

Authorized payroll deductions will also be honored.

SAFETY

(Security policy #440.01)

Safety is the responsibility of everyone on the WETCC campus. WETCC staffs a Security Officer during parts of the day, in their absence either the Special Projects Director or the Facilities Manager can be consulted. Reports of any safety concerns should be addressed as soon as possible. If you are facing an emergency, dial 9-1-1 from any telephone.

To better ensure your safety, please protect your valuables/property:

1. Do not loan your keys to anyone – even a colleague or friend;
2. Do not leave your keys lying around in public places or in your jacket pocket when you are not wearing it;
3. Do not put your name or address on key rings as they may be used to steal your property if found by the wrong person;
4. Personal property (purses, briefcases, cell phones, etc.) should never be left unattended. Take such items with you if you are leaving the office or classroom.
5. Lock your door whenever you leave your room or office. Always lock your car doors.
6. Protect all valuables in your office or classroom. Do not leave valuables in plain view.
7. Avoid walking alone at night. Stay where there is plenty of light.
8. Watch for suspicious people in and around campus buildings and parking lots. If you see any suspicious activity, promptly make a report;
9. Report all thefts and property losses immediately,
10. Be security conscious at all times.

The Security Officer maintains a Crime Log that is available to anyone upon request; in addition, an Annual Safety Report is maintained on the WETCC website.

Periodic fire alarms and safety drills will take place. All employees are required to participate in drills.

If at any time you do not feel safe, do not hesitate to ask for assistance.

EMPLOYMENT BACKGROUND CHECK

(Employment background check policy #300.46)

WETCC will conduct various background checks as a condition of employment on employees or individuals considered for hire, or in some instances, for continued employment to ensure they conform to the qualifications and suitability for employment.

The HR Department is responsible to ensure background checks are conducted which may include:

- Professional and personal references,
- Background Check,
- Past employment history and/or verification,
- Driving record,
- Educational or credential certification,
- Professional licensure verification, and/or
- Any other information deemed useful.

Misrepresentations, falsifications, or omissions in the employment or background process may disqualify a candidate from employment. Successful acceptance of the background check is a requirement of employment that is position dependent. Background checks are conducted at the expense of WETCC.

ALCOHOL, DRUGS, OR CONTROLLED SUBSTANCES ON WETCC PROPERTY

(Alcohol, drugs, or controlled substances on WETCC property Policy #440.07)

WETCC is a drug free workplace. The use, sale, possession, transfer, manufacture, or distribution of alcohol and/or a controlled or prescribed substances or paraphernalia commonly associated with controlled substances is forbidden in and on WETCC campus and properties. In addition, any look alike substance is also prohibited.

The use of a valid prescription medication used by an authorized individual in accordance with the prescribed method is not prohibited. However, unauthorized use is forbidden.

As a condition of employment, any employee who is convicted of an alcohol or drug violation while in the workplace or on duty representing WETCC must report the violation within five (5) working days to the HR Department. As a federal grant recipient, WETCC is responsible to notify specific granting agencies if a violation occurs.

Any violation of this policy will be reported to law enforcement authorities.

The HR Department will maintain a program for employees to make them aware of:

- a) the dangers of drug abuse in the workplace,
- b) the policy of maintaining a drug-free workplace,
- c) any available drug counseling, rehabilitation, and employee assistance programs, and
- d) the penalties that may be imposed upon employees for drug abuse violations.

SMOKING ON WETCC PROPERTY

(Facility Usage Policy #420.03)

Cigarette, cigar smoking, chewing tobacco and the use of electronic nicotine delivery systems is prohibited in any WETCC building or vehicle. The use of cigarettes, cigars, chewing tobacco or electronic nicotine delivery systems can only be conducted in privately owned vehicles.

FIREARMS OR WEAPONS ON PROPERTY

(Carry of firearm or weapon policy #440.06)

It is the policy of WETCC that only a licensed law enforcement officer can carry or possess a firearm or weapon on any property of WETCC, regardless of whether the individual has a permit to carry a firearm.

Anyone with a reasonable basis for believing an individual (other than a licensed law enforcement officer) is in possession of or carrying a firearm or weapon has a responsibility to report suspected activity in a timely manner, unless doing so would subject the individual to physical harm. Incidents in violation of this policy will be reported to law enforcement.

INCLEMENT WEATHER

(Inclement Weather Policy #300.22)

WETCC encourages employees to use their own best judgment for safe travel conditions.

At certain times, the President may determine the weather is so treacherous that no travel is advised, or the campus will open late or close early. In this case, announcements will be made via:

- WETCC internal email system
- Text Alert System – register at www.wetcc.edu (home page)
- Designated local radio and television stations including:
 - KRJB Radio – Ada
 - KRJM Radio – Mahanomen
 - Nijjii Radio, Callaway
 - WDAY TV, Fargo
 - KVLV TV, Fargo

A campus closure automatically cancels all activities during the specified time period, such as events, classes, meetings, and other activities.

Employees will not be charged leave for closures decided by the President but may choose to use leave at other times of inclement weather if they do not feel safe traveling when the campus is open.

CONTAGIOUS DISEASES

An employee who knows they have a contagious or communicable disease has an obligation to minimize physical contact with other employees. If an employee believes they may have contracted a

contagious disease, they should contact their medical provider for evaluation before returning to the workplace.

WETCC will not discriminate against a job applicant or employee based on the individual having a communicable disease. Applicants and employees will not normally be denied access to the workplace solely on the grounds that they have a communicable disease.

WETCC does reserve the right to exclude a person with a communicable or contagious disease from workplace facilities, programs, and functions if it is found, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable or contagious disease and/or the welfare of others within the workplace.

During the COVID-19 pandemic and COVID plan has also been implemented and is subject to change with the changing conditions surrounding the pandemic. When changes are made, all staff are notified.

REASONABLE ACCOMMODATIONS

(Equal Employment Opportunity Policy #300.03)

It is the policy of WETCC to provide reasonable accommodation to qualified employees and applicants with disabilities, unless to do so would cause undue hardship to WETCC. Within this framework, WETCC has the following objectives:

- a. To enable the individual employee to perform the essential functions of the position, or to gain access to the workplace.
- b. To enable an applicant with a disability to have an equal opportunity to participate in the application process and to be considered for a job.
- c. To allow an employee with a disability an opportunity to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities.

An employee requesting a reasonable accommodation should consult with the HR Department; supporting medical documentation will be required.

PERSONNEL FILES

(Personnel files Policy #300.06)

Human Resources will maintain a Personnel File containing specific job-related documents and a Confidential File containing individual information such as background checks, social security numbers, protected health information and more on all employees.

Supervisors may maintain a supervisory file that contains copies of information not deemed confidential by the HR department, supervisory notes, etc.

Academic Personnel files maintained by the Academic Dean will contain documents directly pertaining to Faculty credentials and performance. Records are retained for seven (7) years after an employee

leaves WETCC employment and then are destroyed. Supervisors may also maintain unofficial files on employee job related matters.

Employees who wish to see the contents of their official Personnel File may submit a request to the Human Resources office. Employees are not allowed to remove files from the HR office, or any content contained in the files, but may request a copy of the official Personnel File. Confidential, Academic and Supervisor files are not accessible to employees.

RELEASE OF EMPLOYMENT RECORDS, INCLUDING REFERENCES

(Release of employment records, including references policy #300.07)

In order to safeguard employment information of both current and former employees, any request for personnel information will be handled by the HR Department. The HR Department will release position titles and dates of employment upon request, but will require a written release authorization from an employee for:

- References requiring details of employment history
- Compensation
- Documents from the Personnel file.

REPRESENTING WETCC FOR OFFICIAL USE

(Use of Logo Policy #410.04)

The official letterhead format must be used for any external communications, other than when using e-mail.

The WETCC logo is the sole and exclusive property of White Earth Tribal and Community College. The use of the WETCC logo requires permission from the Special Projects Director or the WETCC President. No modifications to the WETCC logo are allowed without express written permission in advance.

The WETCC logo may not be used or displayed in a manner that tarnishes its reputation and/or goodwill or depreciates its values. Any false or misleading use of the logo is also prohibited.

Fundraising for any WETCC recognized group must be granted WETCC Presidential approval prior to proceeding.

MEDIA

(Media Release policy #410.02)

To ensure the privacy of students, staff, and guests is respected, the HR Department will ask all employees at orientation if they are willing to release the use of their image for photography, audio and/or visual recordings. Employees who chose to not authorize the release will not be used in social media or other advertising formats of the College.

The use of the WETCC name or image to promote any opinion, product, cause, political candidate, or unsanctioned representation of WETCC in any form of media is prohibited, including social media. Any

recognized group within WETCC that desires to create their own media, including social media presence, must seek approval from the Special Projects Director.

IT SECURITY

(IT security policy #430.01)

Access to specific software and IT technology of WETCC is restricted to employees who need the information to perform the duties of their job. Any new software or hardware connected to the IT infrastructure must have approval of the IT Coordinator in advance.

It is the policy of WETCC that any software used on IT equipment must be appropriately licensed and licensing agreements must be adhered to by users, including copyright restrictions.

IT users are not allowed to (or attempt to) decode passwords or access-controlled information; attempt to circumvent, subvert, or damage system security measures; or engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating computer viruses, disrupting services, or damaging, deleting, or destroying files. Any breach of the IT system must be reported to the IT Coordinator immediately.

Appropriate use of technology must be aligned with our 7 Grandfather Teachings, legal, ethical, reflect academic honesty, and demonstrate restraint in the use of shared resources. Malware, cyber bullying, unwarranted annoyances, gaming, pornography, betting, spamming, etc. are prohibited.

WETCC VEHICLE USE

(Use of Vehicle Policy #420.08)

Employees who need to travel off site for work purposes may use a WETCC owned vehicle, when appropriate. Prior to driving a WETCC vehicle, the employee must be cleared by the Special Projects Director by completing the necessary paperwork to conduct a review of their driver's license.

Employees who are authorized to drive a WETCC vehicle must notify the HR Department of any changes in their driver's license status prior to operating a company owned vehicle. Employees (drivers) are responsible to comply with local laws and regulations while driving, including the use of safety restraints. Texting is strictly forbidden while driving a company owned vehicle.

If you drive your own vehicle for work related purposes, you are required to have a valid driver's license and insurance as a part of requesting mileage reimbursement. Reimbursement is processed at the prevailing Federal Government rate and can be submitted on the approved Mileage Form.

TRAVEL

(Travel Expenditures Policy #500.11)

At times employees will be required to travel out of the area. If traveling away from your regular work location for more than 10 hours, reimbursement for travel expenses will be allowed by following the Travel Policy. Advance payments will also be authorized to help cover costs associated with travel out of the area. Out of State travel should be requested at least six weeks prior to travel dates to ensure the lowest rates are available for airline and hotel charges.

Any accident while on company time must be reported as soon as possible. Reportable to supervisor and Human Resources Tech.

ON THE JOB INJURY

(On the job injury policy #300.26 and Post Accident Alcohol and Drug Testing Policy #300.27)

Any employee injured while performing their job duties must report the injury to their immediate supervisor as soon as possible, but no later than eight (8) hours after the injury has occurred. Seek medical attention promptly if needed.

WETCC participates in the White Earth Reservation's Workers' Compensation Plan, therefore employees who are injured on the job are subject to an alcohol and drug test within eight (8) hours of the injury. The purpose of the plan is to provide compensation and medical benefits for an employee who sustains a work-related injury.

Supervisory personnel will promptly complete the Supervisor's Report of Injury Form and submit it to the HR department. The Supervisor should refer to the Post Accident Drug Testing Policy immediately.

BENEFITS

ANNUAL LEAVE

(Annual leave policy #300.18)

Annual leave benefits are granted to full-time, permanent employees to allow for rest and recreation time free from regular work duties. Employees are asked to plan in advance and request annual leave time from their supervisor who must determine work demands when considering the request.

Annual leave is accrued from the first day of employment and is as follows based on 40 hours of work per week: Employees who work less than 40 hours a week are based on a prorated amount.

4 hours per pay period through the first 2 years of employment

6 hours per pay period for the 3rd through 6th year of employment

8 hours per pay period for the 7th through the 10th year of employment

10 hours per pay period for 11 or more years of employment

Annual leave can be requested in increments of one-quarter (1/4) hours and should be approved in advance by the immediate supervisor whenever possible.

All annual leave balances must not exceed 160 hours on December 31st of each year and are paid out to an employee when they leave WETCC employment (up to the maximum 160 hours).

SICK LEAVE

(Sick leave policy #300.23)

Unfortunately, there will be times when an employee cannot report to work due to an illness. To help support employees through times of illness, sick leave benefits are granted to all full-time, permanent employees. Sick leave benefits begin accruing upon hire at the rate of four (4) hours per pay period

and may be used after working one full pay period. There is no maximum to the amount of sick leave an employee may accumulate.

Sick leave can be used for your own illness or to attend medical appointments. Sick leave can also be used to attend to the illness of an immediate family member or assist with their medical appointments. If you need to use sick leave, notice is required to your immediate supervisor as soon as possible to ensure we minimize disruptions in the workplace.

Your supervisor may require a doctor's statement supporting the need to use sick leave. An employee who misses three consecutive days of work due to an illness will be required to provide a doctor's statement supporting the absence and a release to return to work.

Sick leave benefits can be requested in increments of one-quarter (1/4) hours. Sick leave benefits are not paid out when an employee leaves employment.

LEAVE DONATIONS

(Leave donations policy #300.25)

Under extenuating circumstances, an employee may be off from work for a period of time without any accumulated leave; in this situation, WETCC will allow employees to donate leave to one another to cover absences and minimize financial hardships.

The donation of leave is entirely voluntary and is processed hour for hour. Requests must be made to the Human Resources department and approved by the Supervisor before the current pay period ends. Requests cannot be considered retro-actively.

HOLIDAYS

(Holiday policy #300.19)

All employees will receive Holiday Pay (paid day off without charge to leave) in accordance with the number of hours they would have been scheduled to work on the specified Holiday.

- New Year's Day – 1st day in January
- Martin Luther King Day – 3rd Monday in January
- President's Day – 3rd Monday in February
- Memorial Day – Last Monday in May
- White Earth Nation Treaty Day – Friday preceding the White Earth June 14th Celebration
- Independence Day – July 4th
- Labor Day – 1st Monday in September
- College Founder's Day – 2nd Monday in October
- Veterans Day – November 11th
- Thanksgiving Day – 4th Thursday in November
- Native American Heritage Day – Friday after Thanksgiving
- Christmas Day – December 25th

If a holiday falls on a Saturday, WETCC will be closed on the Friday prior to the holiday. If the holiday falls on a Sunday, WETCC will be closed on the Monday following the holiday.

If a holiday falls during the time an employee is on annual or sick leave, the time away from work will not be charged to leave.

NURSING MOTHER'S POLICY

(Nursing Mother's Policy #300.45)

To provide a reasonable break time for an employee to express breast milk and to provide a private place – other than the bathroom – to pump breast milk or to breastfeed a child during which time no duties may be required to be performed.

Breastfeeding employees may have their child brought to the WETCC campus to breastfeed during the employee's normal breaks or mealtimes or to express milk. If additional time is needed, the employee must communicate with their supervisor to use personal leave or make up the time as agreed upon with their supervisor.

401(K) RETIREMENT BENEFITS

(401k retirement benefits policy #300.14)

Any full-time or part-time, regular/permanent employee is eligible to participate in the WETCC 401(K) retirement savings plan effective on the first day of the month following their first ninety (90) days of hire. Employees may contribute a percentage of their gross salary (tax deferred) to the savings plan and WETCC will match up to 5% to allow for retirement savings.

Employees can select between various types of accounts for investment purposes. The plan is regulated by the IRS and has specific requirements that must be adhered to as outlined in the Plan Document.

HEALTH, DENTAL, LIFE INSURANCE

(Health, dental, and life insurance policy #300.16)

Employees can speak to the HR Department for information on WETCC employee benefits or refer to the individual plan document for complete information. Because individual employees can pick from a variety of different plan options, the plans are not explained in detail here.

Health Insurance

All full-time, permanent employees are eligible for Health Insurance benefits beginning the first day of the month following the first sixty (60) days of employment. Employees can choose between a variety of plan options, including single or family coverage, with various premiums, deductibles, and co-pay options.

Dental Insurance

All full-time, permanent employees are eligible for Dental Insurance benefits beginning the first day of the month following the first sixty (60) days of employment. The Dental Plan offers

options including single or family coverage with various premiums, deductibles, and co-pay options.

Life Insurance

All full-time, permanent employees are eligible for Life Insurance benefits beginning the first day of the month following the first sixty (60) days of employment. Life Insurance benefits are based upon your current rate of pay and include an accidental death and dismemberment policy. Additional life insurance can be purchased at the time of enrollment.

ADDITIONAL BENEFIT OPTIONS

At the time you enroll in the Health, Dental, and/or Life Insurance programs, you will also have the opportunity to consider additional benefits such as group vision, short- or long-term disability or accident insurance policies for an additional fee.

PERSONAL DEVELOPMENT

(Personal development policy #300.20)

As long as participation does not interfere with work duties, full-time employees are eligible to take up to four (4) hours in a pay period to participate in personal development activities such as:

- Employee fitness,
- Committee or board membership,
- Training or taking a class to improve skills,
- Volunteering in the community.

Faculty should refer to their annual contract for personal development options.

BEREAVEMENT

(Bereavement policy #300.21)

Upon notification to your immediate supervisor, paid time off is allowed without charge to accumulated leave as follows:

Up to four (4) consecutive days of Bereavement leave are provided for members of your immediate family which includes the death of a parent, stepparent or foster parent, spouse, domestic partner, or fiancé', child, stepchild, or foster child, sibling, stepsibling, grandparent, great grandparent, grandchild, and great grandchild, including those relatives of your spouse or domestic partner.

Up to two (2) consecutive days of Cultural Bereavement leave are provided for the death of a nephew, niece, aunt, uncle, or cousin, adopted relatives and ceremonial relatives, including those relatives of your spouse or domestic partner are included.

Up to four (4) hours of Funeral leave are available in the event of the death of a friend or relative not included in the Bereavement or Cultural Bereavement categories.

Employees cannot be denied Bereavement, Cultural Bereavement, or Funeral leave as defined above, but your supervisor may request appropriate documentation.

Because the grieving process is different for everyone, the days taken off for Bereavement/Cultural bereavement will be at the discretion of the employee. If additional time is needed, leave can be requested.

PAYROLL ADVANCE

(Payroll Advance Policy #500.15)

To assist an employee faced with a monetary hardship, WETCC will allow payroll advances. An employee can be advanced up to 50% of their net wages during the current pay period with repayment done via full payroll deduction on the next two scheduled paychecks. Payroll advances are allowed twice per calendar year. Check with the Finance Office for details.

LEAVE OF ABSENCE

(Leave of absence policy #300.24)

A Leave of Absence (LOA) is defined as an approved absence from work for more than ten (10) working days. A LOA is an unpaid leave from work, where an employee can use available leave if appropriate.

An employee requesting 10 or more days off from work is required to request a Leave of Absence (LOA). A LOA may be requested for various reasons, including:

- Medical LOA due to personal illness or to care for a family member with a serious health condition – up to 12 weeks,
- Parental LOA for the birth or adoption of a child or the foster care placement of a child in your home – up to 12 weeks,
- Military LOA – to serve a call to duty or attend training – as specified by orders issued by the branch of service,
- Jury Duty LOA – if summoned to appear for Jury Duty – as specified by the summons,
- Personal LOA – may be granted for other reasons – up to 30 days.

Supervisory personnel may require evidence to support the need for a LOA. Under extenuating circumstances, an extended LOA may be considered.

During the time of an approved LOA, WETCC will continue to pay regular employee benefits, but the employee must continue their payments as well to avoid cancelation. During an extended LOA, the employee is responsible for paying the full costs of benefits.

Every effort will be made to return an employee to their same or similar job upon return from an approved LOA, but under some circumstances staffing requirements may change.

CULTURAL COMPETENCY

(Cultural competency policy #200.02)

WETCC is committed to maintaining and upholding the Anishinaabe values and therefore recognizes the need for employees to be culturally sensitive and adept. It is important for employees to understand Anishinaabe Culture, historical events, philosophies, norms, values, ethics, and expectations of relationships in everyday interactions with students and coworkers as well as outside tribal entities.

Employees of WETCC are required to successfully complete the Seven Grandfather teachings (online course) and 2 cultural arts workshops in addition to either the academic credit track requiring 3 academic courses (9-credits) or non-credit workshop track equivalent to 9 academic credits offered by WETCC within four (4) years of their start date or four (4) years from the effective date of the policy.

Academic credit will be assigned and rewarded by the Registrar and successful completion will be filed in the employee's personnel file. Courses will be offered as an Employee Tuition Waiver and considered professional development without a tuition charge.

EMPLOYEE ASSISTANCE POLICY (EAP)

(EAP Policy #300.15)

As an employee of WETCC, a confidential, free Employee Assistance Program (EAP) is available for you and your family. EAP can assist with face-to-face, personal, or on-the-job issues such as physical health, emotional/mental health, work and social relationships, marital/family relationships, addictions, legal advice, financial counseling, CD evaluations, wellness, and financial counseling.

The Village Family Services EAP can be accessed by calling: 1-800-627-8220 and identifying yourself as an employee of WETCC.

EAP is available to assist employees or any member of their household with personal or work-related issues and is completely confidential. EAP can assist with:

- Physical, emotional, mental health,
- Work and social relationships,
- Marital/family relationships,
- Addictions,
- Legal advice,
- Financial counseling,
- Chemical dependency and/or
- Other issues that may be creating a barrier to successful employment such as attendance, performance, communication problems, etc.

Under certain circumstances, your supervisor may require an EAP consultation as a condition of employment, if this should occur, you will be advised of the referral and the reasons.

WETCC COLLEGE USE

As an employee of WETCC, other benefits are also available to you:

- Library (Library Use Policy #610.01)
 - The library at WETCC contains a unique collection of materials that can be checked out for personal or professional use. Regular library hours are Monday through Friday 8:30 a.m. to 4:30 p.m. Outside of the library is a patio which is also open, weather permitting.
- Tuition Waiver (Tuition Waiver Policy #700.19)
 - Employee waivers are allowed for any employee of WETCC. Employees may enroll in one course per semester with no charge for tuition. Other fees, including books or course specific fees, will be the employee's responsibility.

PROFESSIONAL DEVELOPMENT

(Professional Development Policy #300.54)

It is the Policy of WETCC to provide assistance and support staff to increase the effectiveness of their performance in their present College positions, as well as to encourage employees to obtain skills, knowledge, and abilities, which may improve their opportunities for career advancement within WETCC.

Professional development and continuous learning are necessary to maintain the quality of the WETCC staff and their continued readiness and ability to contribute effectively to the mission and goals.

EMPLOYEE RELATIONS

SHARED GOVERNANCE

(Shared Governance Policy #110.02)

As an academic institution, WETCC decision-making process is supported the President's Cabinet, senates, and committees which make recommendations to the appropriate organizational administrators regarding the institution's areas of functioning.

WETCC Cabinet, committees, and senates serve as recommending bodies reflective of and accountable to relevant stakeholders. The shared governance shall ensure there is:

- 1) Timely and appropriate dissemination of information,
- 2) Decision-making at the appropriate organizational level,
- 3) Decision-making that incorporates the views of those with relevant information/expertise and of those impacted by decisions,
- 4) Accountability at all levels and in all phases of decision-making process,
- 5) Ongoing review of decision-making processes and areas, and
- 6) Periodic recommendations concerning shared governance with college administrators and the Council of Trustees.

PROBATIONARY PERIOD

(Probationary period policy #300.09)

The probationary period is a time to evaluate the employer/employee relationship. All newly hired or reclassified employees are subject to a 90-day probationary period during which time extra supervision and/or coaching are provided in an attempt to learn about the new job responsibilities. Your supervisor will complete a performance review form at the completion of your probationary period to provide feedback on job performance.

Probationary periods may be instituted by the supervisor in an effort to turn around a performance problem, in this case a performance review form will be completed at the beginning and conclusion of the probationary period.

Employees who fail to demonstrate satisfactory job performance during a probationary period may be dismissed at any time. An employee who is terminated during a probationary period is not eligible to file an appeal or grievance over the decision.

CLASSIFICATION

(Employment Classification policy #300.12)

Employees who are scheduled to work 32-hours or more per week on a regular basis are classified as full-time. Part-time employees may be scheduled for inconsistent number of hours per week, less than 32-hours on a regular basis.

Employees who are hired to work for pre-determined amount of time that is usually less than 6-months are classified as temporary. Permanent (also referred to as “regular”) employees are hired for an unspecified period of time.

Employees are also classified as exempt (salaried) or non-exempt (hourly), based upon the duties and responsibilities outlined in the position description. Non-exempt employees are eligible for overtime pay or compensatory time when working more than 40-hours in a week.

COMPENSATION POLICY

(Employee Compensation Policy #300.13)

WETCC has an approved pay scale in place that takes into consideration job duties outlined in position descriptions as they compare to other positions within the organization. Rates of pay are established taking into consideration the needs of WETCC, job responsibilities, qualifications required for the position and budgetary constraints.

Normally the beginning rate of pay shall be established when a new employee is hired.

ADMINISTRATIVE LEAVE

(Administrative Leave Policy #300.49)

Administrative leave is a classification designating leave with or without pay which may be granted for extenuating or special circumstances. The immediate supervisor may place an individual employee on administrative leave (paid or unpaid); the President can grant multiple staff paid or unpaid administrative leave.

Administrative leave can be designated for inclement weather, removing an employee from the workplace, or a health/safety issue.

DRESS CODE

(Dress code policy #300.11)

While WETCC allows employees to work comfortably in the workplace, we still need to project a professional image. Clothing should be neat and pressed, within reason. Slacks, casual dress, sweaters, blazers are good examples appropriate for work.

Clothing that works well for the beach, yard work or dance clubs is not appropriate for work, as well as clothing that reveals too much cleavage, back, chest, stomach, underwear, or contains offensive words/pictures. An employee who reports to work with inappropriate clothing will be sent home to correct the issue.

PERFORMANCE REVIEWS

(Performance reviews policy #300.28)

Regular performance reviews are beneficial to both the employee and WETCC in order to provide constructive feedback to employees on their job performance as required by the position description and for WETCC to strengthen the overall effectiveness of the internal organization. All staff will have a formal performance review completed at the end of their initial 90-day probationary period and annually on their anniversary date each year thereafter. Full-time and adjunct faculty will follow the Faculty Handbook.

TRANSFER AND PROMOTION

(Transfer and Promotion Policy #300.47)

At the discretion of the director (Cabinet Member), a position may be advertised internally for WETCC applicants.

WETCC participates with other White Earth Reservation Tribal entities to allow employees who move from one position to another within affiliated entities the opportunity to move without a cease in benefits. An employee who is hired into a WETCC position from an affiliated entity will be allowed to move benefits, including years of service, as outlined in the full policy.

DEMOTION

(Demotion policy #300.30)

Either the employee or a supervisor may initiate a demotion to a different position and title within the organization. A demotion can lead to a reduction in pay/benefits.

An employee seeking a voluntary demotion should discuss the option with their immediate supervisor. If due to work performance or reorganization, the employee will be notified in writing and allowed an option to appeal.

OUTSIDE EMPLOYMENT

(Outside employment policy #300.05)

WETCC considers itself the primary employer, however, we understand that employees may participate in other employment. Employees who accept employment outside of WETCC, including self-employment, must make full disclosure to their supervisor in writing, including any potential conflicts with WETCC employment. Secondary employment must not interfere with work hours or the ability to perform assigned job duties at WETCC.

The Supervisor will review the request; WETCC reserves the right to grant or deny permission to any employee wishing to simultaneously accept employment elsewhere or become self-employed.

CONFLICT OF INTEREST

(Conflict of interest policy #300.34)

Any staff member who has a significant financial, personal, or professional interest that could potentially cause a conflict of interest (real or perceived) involving the College shall disclose in writing to their immediate supervisor the precise nature of their interest. Financial interests and affiliations, whether professional or personal, must be disclosed.

Individuals with a conflict of interest are asked to refrain from participating in the College's consideration of a proposed transaction where a conflict of interest applies. Supervisory personnel are required to ensure an employee with a real or perceived conflict of interest is and remains removed from the situation or modify the situation to ensure there is no impact.

NEPOTISM AND CRONYISM

(Nepotism and Cronyism Policy #300.35)

To avoid the appearance of, or the potential for nepotism (a practice among those with power or influence of favoring relatives or friends in the workplace by preferential treatment), WETCC prohibits the hiring or employment of relatives or close friends whether the situation creates a real or perceived conflict of interest. In addition, WETCC prohibits consensual relationships between a supervisor and employee.

Supervisors must recuse themselves from handling matters where nepotism or cronyism may be a factor.

CONSENSUAL RELATIONSHIPS

(Consensual Relationship Policy #300.36)

A consensual relationship is defined as a romantic or sexual relationship between two employees or between an instructor and a student.

Employees are responsible for reporting to their immediate supervisor the existence of a consensual relationship when a supervisor/employee or instructor/student consensual relationship exists. Supervisors are responsible to recuse themselves from handling matters where a personal consensual relationship of their own may be a factor. The Academic Dean will have an accompanying policy addressing instructor/student relationships.

COUNCIL OF TRUSTEES (COT)

(Council of Trustee Activity Policy #100.03)

To avoid a conflict of interest, in accordance with the COT by-laws, no employee is allowed to hold a seat on the COT. An employee who is seeking an open seat on the COT must promptly. Notify their supervisor of their intentions. WETCC recognizes the right of any employee to seek an open position on the COT but will require any employee who is successfully seated to resign from their employment.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

(FERPA policy #700.03)

As custodian of student records and in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), White Earth Tribal and Community College assumes the trust and obligation to ensure full protection of student records which includes maintaining the confidentiality of educational records.

All employees are expected to uphold the confidentiality of student information. Educational records include more than academic records. Educational records, with the exception of those designated as directory information, may not be released without the written consent of the student to any individual, agency, or organization other than specifically authorized personnel.

Certain information, as outlined in the full FERPA policy, is deemed “directory information” which may be disclosed under specified circumstances, however, students may request that any or all of their directory information not be made public. The Associate Dean of Student Services and Financial Aid Coordinator will ensure all staff and faculty receive annual training on FERPA.

COPYRIGHT AND INTELLECTUAL PROPERTY

(Copyright and Intellectual Property Policy #610.02)

WETCC expects compliance with applicable federal, state, and tribal laws governing copyrighted materials which grant authors, publishers, and creators' control over the copying, distribution, transmission, and performance of their original works. WETCC recognizes the importance of the Fair Use Doctrine and its responsibility to provide information and guidance in support of teaching and learning.

Fair Use Doctrine Section 107 of the copyright law allows fair use of copyrighted materials. There are four criteria, all of which must be considered in determining fair use:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes,
2. The nature of copyrighted work,
3. Amount and substantiality of the portion used in relation to copyrighted work as a whole, and
4. The effect of the use upon the potential market for or value of the copyrighted work.

The WETCC Librarian serves as the Copyright Officer. The Copyright Officer will exercise general oversight of the WETCC and will ensure that information and guidelines are available via the WETCC website. The Copyright Officer will also serve as the final authority for denials of requests to duplicate or transmit copyrighted materials.

PERSONAL CODE OF CONDUCT

(Personal code of conduct policy #300.10)

WETCC Personal Code of Conduct standards are developed to ensure all employees work together as a professional team, with consideration for the rights and interests of all. WETCC may determine that certain behaviors are in violation of professional conduct.

In addition to the regulations contained in this Employee Handbook and the actual Policies of WETCC, the following are examples of unacceptable personal codes of conduct that may result in disciplinary action; the list is not inclusive but serves to provide examples of unacceptable behavior; WETCC reserves the right to determine whether any actions warrant disciplinary action up to and including termination, as determined by the Supervisor:

1. conduct or performance on the job that indicates a lack of ability or failure to produce the quality and quantity of work the position requires; failure to fulfill the responsibilities of the job.
2. deliberately attempting to cause poor morale among WETCC employees by action or attitude on the job.
3. immoral conduct or indecency during working hours such as threatening, intimidating, coercing, using offensive or abusive language, harassing, bullying, or interfering with visitors, supervisors, or other employees.
4. any conduct while on company premises or on company business which reflects poorly on the WETCC, employees, students, or partners,
5. failure to comply with instructions or insubordination.
6. engaging in unauthorized personal business during work hours or unauthorized use of or removal of company property,
7. unauthorized removal or disclosure of confidential information or records.
8. falsifying or omitting information on an employment application or other company record.
9. disregard of policies, rules and/or procedures, including departmental policies and procedures.
10. destroying, damaging, defacing, or misuse of company property or the property of other employees, students, or visitors.
11. violation of appearance standards.
12. soliciting or accepting unauthorized payment of expenses or gratuities.
13. unexcused or excessive absenteeism and/or tardiness and abuse of time limits; for this policy, three (3) consecutive absences without notification to the supervisor will be considered a termination of employment.
14. violation of Drug Free Workplace rules,

15. unauthorized possession of a dangerous weapon or instrument.
16. retaliation for disciplinary actions or retaliation towards another who reported a violation.
17. creating or contributing to a hostile work environment.
18. failure to report any illegal or immoral activity and/or failure to cooperate as requested.
19. failure to notify your supervisor of a driver's license suspension or revocation if driving is part of your job description.
20. failure to ensure that a personal work vehicle used for work purposes has current insurance coverage.
21. failure to report accidents or injuries that occur during work hours or while in the performance of WETCC duties within the established time frame.
22. failure to comply with the Post-Accident Drug Testing Policy in the event of an on the job injury or accident.
23. criminal conduct or convictions that violate the primary duties or responsibilities related to work, whether the offense happened on or off the job.
24. failure to report drug convictions to the Supervisor within 5 days of an occurrence.
25. excessive tardiness or absenteeism.
26. using obscene language or acting in any manner that could be interpreted as sexual, racial, religious, or other forms of harassment.
27. using a WETCC computer or telephone/cell phone for unethical or nonwork-related purposes, including social networking sites, streaming, instant messaging, pornography, violence, gambling, racism, harassment, illegal activity, etc.
28. the use, sale, possession, transfer, manufacture, or distribution of alcohol and/or a controlled or illegal substance or paraphernalia commonly associated with controlled substances.
29. reporting to work under the influence of alcohol or illegal drugs.
30. failure to appropriately report a conflict of interest (real or perceived).

SEXUAL HARASSMENT

(Sexual Harassment Policy #300.32 and Title IX Policy 300.55)

WETCC's commitment to equal opportunity includes an assurance that employees will have an environment conducive to working and as a result, sexual harassment is prohibited.

Sexual Harassment can include sexual harassment or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. However, harassment does not have to be of a sexual nature and can include offensive remarks about a person's sex. For example, it is against our policy to harass a man/woman by making offensive comments about men/women in general.

Both the victim and the harasser can be either a woman or a man, and the victim and harasser can be the same or opposite sex.

Although simple teasing, offhand comments, or isolated incidents that are not very serious are common, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment, or when it results in an adverse employment decision (such as the victim being fired or demoted).

The harasser can be anyone who displays unwelcome sexual advances, verbal or physical harassment of a sexual nature.

Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

- unwelcome sexual advances,
- propositions or other sexual comments,
- sexually oriented gestures, noises, remarks, jokes or other comments about a person's sexuality or sexual experience,
- preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward,
- subjecting, or threats of subjecting, someone to unwelcome sexual attention or conduct.

The Human Resources Tech serves as the Title IX Coordinator, in the absence of the HR Tech the Special Projects Director serves as the Title IX Coordinator, and has been delegated the responsibility to coordinate compliance under Title IX of the Education Amendments which prohibit sex discrimination in educational programs and activities.

Any employee concerned with violations of this policy may request assistance from the Title IX Coordinator.

Any employee who becomes aware of a sexual harassment situation involving another employee is responsible to communicate the sexual harassment to the Title IX Coordinator.

The Title IX Coordinator is responsible for receiving all complaints and completing an investigation. All employees are responsible for participating in the investigation process when appropriate.

WETCC takes seriously any allegations of sexual harassment and will investigate all such charges promptly based upon alleged conduct and the degree of seriousness of the harassment. An employee found guilty of sexual harassment will be subject to disciplinary action, up to and including termination of employment.

Retaliation for the report of a sexual harassment claim is strictly prohibited.

TITLE IX

(Title IX Policy #300.55)

Title IX is a federal civil rights law requiring "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Title IX applies to prospective students, current students, and all staff of WETCC.

The Human Resources department serves as the Title IX Coordinator and will respond to a policy violation in accordance with the procedures outlined in the policy. The Academic Dean serves as the Deputy Title IX Coordinator.

Title IX includes any unwelcome conduct of a sexual nature that is deemed severe or pervasive. A victim who is subject to a Title IX violation has specific rights to be protected. Complaints that fall within a Title IX violation are very serious and upon investigation a hearing may be required. An individual accused of violating Title IX also has specific rights in the policy to be informed of the investigation and involved with any hearings that may be held.

WETCC will conduct ongoing prevention, awareness, and training programs for both students and staff to promote ongoing awareness and prevention of Title IX violations. All students and staff are required

to attend at least one annual in-service on Title IX. Any individual with knowledge or information concerning a policy violation is required to report the situation to the Title IX Coordinator.

HARASSMENT OR BULLYING IN THE WORKPLACE POLICY

(Harassment or Bullying in the Workplace Policy #300.31)

Bullying is unwelcome or unreasonable behavior that demeans, intimidates, or humiliates people either as individuals or as a group. Harassment can include comments, statements, or actions that have the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

WETCC prohibits bullying and harassment whether it is: 1) verbal communication, 2) manipulating the work environment, 3) psychological manipulation, and/or 4) harassment.

All employees are expected to conduct themselves in a professional manner at WETCC. Any complaints of harassment or bullying should be addressed with the HR department and may constitute a Title IX violation.

CORRECTIVE ACTIONS

(Corrective actions policy #300.29)

Unfortunately, it may become necessary when an employee's behavior or conduct does not meet expectations, or is in violation of WETCC policy, some degree of disciplinary action is warranted. The goal, whenever possible, is to improve performance and resolve problems as opposed to issuing punishment.

The degree of discipline shall be directly related to the seriousness of the offense, the employee's employment record, and established practices of WETCC. There is no sequence of steps to take for disciplinary action, any action shall be decided on an individual basis.

Supervisory options when considering disciplinary actions include:

- Informal discussion and problem-solving between the supervisor and the employee, or
- A Verbal Warning can be issued to inform the employee that disciplinary action will be forthcoming if the behavior/action continues; the Supervisor should document the date and nature of the Verbal Warning and submit the information to Human Resources for placement in the personnel file, or
- A Written Reprimand can be issued by the supervisor explicitly detailing the problem(s), expected outcome, and consequences of repeated behavior, or
- A Suspension Without Pay
 - can be issued for an employee to remain home for a specified number of days without pay and consider their employment at WETCC to determine if they are willing/able to comply and remain employed; the Supervisor should meet with the employee upon their return to work; or
 - an exempt employee must be given time off in increments of full work week; or
 - can be issued while an investigation is being conducted; or
- Dismissal of Employment can be used whenever an offense is serious or other steps at correcting the behavior have been unsuccessful.

Any notice of disciplinary action shall include the process for the employee to appeal (also known as grievance).

COMPLAINT AND GRIEVANCE (ALSO KNOWN AS APPEAL) PROCESS

(Complaint and grievance policy #300.33)

Most issues can be resolved through informal processes such as speaking with the other individual and sharing your concerns. WETCC strongly encourages all employees to have open communication to bring problems or concerns forward. Open communication can often resolve perceived problems in a timely manner.

If, however, you feel open communication has not resolved your problem/concern, or is not appropriate for your particular situation, a policy has been established to provide a clear, orderly, and expedient process through which an employee may process a bona fide complaint or grievance (also known as an appeal). A complaint may be necessary if an employee has not been able to get a matter resolved by informal means. A grievance (or appeal) is allowed when an employee disagrees with some form of action taken against them in which they feel a policy or right has been violated.

Both complaints and grievances (or appeals) follow the same process. Employees must file a written complaint/grievance following the chain of command within 5 working days of an incident. Once the supervisor or appropriate designee in the chain of command has the information, an investigation will take place and a response provided in writing within 5 working days. If the employee is not satisfied with the response, they may file with the next person in the chain of command. The WETCC President will be the final authority on complaints or grievances (including appeals) unless the complaint/grievance is against the President, in which case the matter will be referred to the COT Chairperson. The COT's decision will stand as final.

Due to the sensitive nature of sexual harassment claims, a complaint of sexual harassment will not follow the chain of command and should be submitted directly to the Human Resources Tech who serves as the WETCC Title IX Coordinator.

Under no circumstances will WETCC allow retaliatory measures towards an employee who has filed a complaint or grievance. Any allegations of retaliation should be addressed immediately through this process.

The Human Resources department is available to assist with guidance and policy advice at any step of the complaint/grievance process.

LEAVING EMPLOYMENT

VOLUNTARILY LEAVING EMPLOYMENT

(Voluntarily leaving employment policy #300.37)

An employee who plans to resign or retire is asked to give at least a two-week written notice to their supervisor to allow for proper planning and staffing within the department. Upon notification, the

Human Resources department will ensure that the final payroll check is processed in accordance with WETCC policies and procedures. The HR department will also ensure you are aware of your rights to continue employee benefits.

An employee who does not give at least a two-week written notice will be deemed to quit their employment. An employee who does not report to work or make contact with their supervisor for 3 or more consecutive scheduled workdays will also be deemed to have voluntarily quit.

TERMINATION OF EMPLOYMENT

(Termination of employment policy #300.38)

Unfortunately, in certain circumstances WETCC will determine whether termination of employment is necessary. Common reasons this may occur include:

For Cause:

- Termination due to unsatisfactory performance.
- Unsuccessful completion of the initial probationary period.
- Misconduct includes a violation of the Employee Handbook, policies, procedures, or departmental rules and regulations.
- Inability to perform duties.

Not for Cause:

- Lay off or reduction in workforce.
- At will employment termination.
- Death of an employee.

In the event of a termination of employment, the employee will be notified in writing of the decision. Employees who are terminated for cause will also be informed of their right to appeal the decision.

FINAL PAY

(Final pay policy #300.39)

Employees who are leaving WETCC employment must return any WETCC issued keys, library materials, files, and/or equipment to their immediate supervisor who will then authorize release of the final payroll check. Final pay will normally be issued during the next scheduled pay day.

Accumulated annual leave, up to a maximum of 160 hours, will be paid to the employee on their final payroll check once all WETCC property has been returned to WETCC.



Employee Handbook Certification

I hereby certify that I have received a copy of the White Earth Tribal and Community College Employee Handbook.

I understand and agree that it is my responsibility to read and comply with all the policies contained in the White Earth Tribal and Community College Employee Handbook and any revisions.

I further understand that I am bound by the provisions contained therein, and that my continued employment is contingent on my adherence to all WETCC policies.

Employee Signature

Date

Employee Name (please print)