

4000.0

Employment

It is the responsibility of the Board of Trustees to employ the President. The President will employ executive staff with the Board's participation. The President, or designee, approves employment for all other positions.

Classification - Faculty (exempt), Administrative Staff (exempt), Classified Staff (non- exempt). Job descriptions are developed for all employees based on the essential duties and responsibilities of each position. The Human Resources Department determines which positions are considered either exempt or nonexempt as defined by the Fair Labor Standards Act (FLSA). Non-exempt positions are entitled to overtime pay or compensatory time off for all hours worked over forty in the specified work week.

All employment is at-will, unless otherwise defined. Equal Opportunity: Non-Discrimination Clause - Gillette Community College District prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, pregnancy, age, disability, veteran status, sexual orientation, or gender identity, and any other class protected under state and federal law. The District also affirms its commitment to providing equal opportunities and equal access to its facilities. Inquiries concerning Title VI, Title VII, Title I, Section 504, and the Americans with Disabilities Act may be referred to the Senior Human Resources Director, Shantel Moore. Gillette College, 300 W. Sinclair, Gillette, WY 82718. (307) 681-6000. Inquiries also may be made to the Office for Civil Rights, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582. 303-844-3417; or TDD 303-844-3417.

Hiring Process - GCCCD strives to promote from within whenever appropriate and is committed to employing quality faculty, staff, and administrators. GCCCD's hiring process is typically a committee-driven process. Committees are made up of both department and non-department members with a mix of employee classifications as appropriate. To the extent possible, recruiting teams represent persons of different races, national origins, sexes, and abilities. All open positions for which applications are accepted are given to a committee for initial review and interview selection.

Review of applications for interview selection is based on job description duties compared to the knowledge, skills, and ability of the applicant. The final hiring decision is made by the president, or designee, of the District.

The philosophy of Gillette Community District is to align compensation with internal factors first and foremost, followed by external competitiveness. Local, regional, and national sources are used in the development of salary schedules and placements. The District strives to remain competitive while maintaining fiscal responsibility and stability.

4000.1
Awarding of Tenure

Prior to March 1st in the fourth year, the academic administration will conduct a full evaluation of the faculty member. They will then make a recommendation to award or deny tenure based on the evaluation, needs of the College, and the current number and disciplines of tenured faculty. The chief academic officer shall make a final recommendation to the President who will then make the recommendation to Board of Trustees in his or her sole and complete discretion. Achieving four years of consecutive service is not a guarantee that an employee will be awarded tenure and the final decision to award tenure will be made in the sole and complete discretion of the Board.

4000.2

Reduction in Force

The College will consider all reasonable alternative courses of action to minimize the need for employee termination. Recommendations regarding necessary reductions in personnel, activities and programs shall be made to the Board of Trustees by the President. Final approval of the President's decision rests with the Board of Trustees.

Adopted: December 15, 2021

Reviewed:

Revised:

4000.3
Background Screening

Gillette Community College District (GCCD) believes that hiring qualified individuals to fill positions contributes to the overall strategic success of GCCD. Background checks serve as an important part of the selection process at GCCD. Background information is collected as a means of promoting a safe environment for current and future GCCD employees and students. Background checks also help GCCD obtain additional applicant related information that helps determine the applicant's overall employability, to protect the people, property, and information of the organization.

4000.4

Employee Professional Development

Faculty and staff professional development is recognized as an important function of the District to assist in overall institutional growth and development. Professional development is designed to establish programs for instructional and skills improvement and to facilitate the maintenance of a healthy institutional climate. Professional development should align with GCCD mission, strategies, and department goals.

Specific goals of professional development are: (a) promote continued professional and personal growth; (b) improve the curriculum; (c) upgrade skill levels; (d) assist with retraining; (e) examine teaching styles; (f) develop awareness for innovation; (g) identify weaknesses and promote strengths; (h) assist in keeping up to date in disciplinary field or skill area; and (i) facilitate workshops and accessibility to professional meetings.

Adopted: December 15, 2021

Reviewed:

Revised:

4000.5

Load Policy for Full-time Faculty

Teaching is the first and basic responsibility of the faculty. Each faculty member is responsible for the content and quality of course(s) they offer, consistent with the common course syllabus.

Non-teaching duties for which faculty are responsible may include but are not limited to advising; participation on committees; sponsoring all college-related academic and non-academic groups; chaperoning as agreed upon; supporting institutional recruiting efforts; tutoring; attending administratively designated activities (i.e., graduation); working on special projects approved by the administration; providing institutional resources.

Full-Time Load average of 15 credit hours (or the equivalent) per semester, a total of 30 credit hours (or the equivalent) per academic year. Reduced teaching loads for specific assignments may be approved by the chief academic officer.

Overload - Teaching loads in excess of 30 credit hours or the equivalent each academic year.

Underload - Teaching loads less than 30 credit hours or the equivalent each academic year.

4000.6

Faculty Attendance

An academic year for faculty service is defined as 170 days or equivalent. Within this year, the administration is authorized to propose a yearly academic calendar, workshops, inter- sessions or other specific assignments and to assign specific duties to faculty members.

Faculty Duty Days - Faculty members shall be on duty for the District during all in-session (duty and teaching) days unless excused by the administration.

Faculty Office Hours - Each faculty member is expected to schedule a minimum of one office (student) hour daily. On days when the faculty member is teaching assigned classes for five hours or more, office hours may be reduced on that day, but office hours are expected to be increased appropriately on another day. Faculty must have at least five office hours per week.

Meeting Classes - Faculty members shall meet all classes as scheduled. In cases of illness or other authorized short-term absence, appropriate alternatives shall be implemented.

4000.7

Representation

Administrative Staff Council

The Administrative Staff Council is the voice of the administrative staff and shall allow the active participation of all members. Active participation in the Council is defined as the right to vote.

Classified Staff Council

The Classified Staff Council is the voice of the classified staff and shall allow the active participation of all members. Active participation in the Council is defined as the right to vote.

Faculty Senate

The Faculty Senate is the voice of the faculty and shall allow the active participation of all members. Active participation is defined as the right to vote.

The Administrative Council, Classified Council and Faculty Senate shall bring all concerns, issues and proposals to the President, after which they may proceed to the Board.

4000.8
Employee Benefits Programs

Life, Health and Dental Group Insurance Plan - Employees of the District may participate in the State of Wyoming Life, Health and Dental Group Insurance Plan. Current information including premiums and benefits is available in the Human Resources Department or <http://ai-hrd.wyo.gov/egi>

Wyoming Retirement System/TIAA-CREF- All eligible employees are required to participate in either the Wyoming Retirement System or TIAA-CREF. At the time of employment, the employee is required to elect to participate in only one plan and this decision cannot be reversed while employed at GCCD. Benefit information can be found in the Human Resource Department or <http://retirement.state.wy.us/> or www.tiaa.org.

Employee Reimbursement Accounts - Employees are eligible to participate in the flexible benefits plan to save money on eligible medical and dependent day care expenses.

Workers' Compensation - Employees are generally eligible for coverage under the Wyoming Workers' Compensation Program or a private workers' compensation insurance.

Credit and Non-Credit Course Enrollment – Subject to employees according to the chart below. Normal requirements for admission apply. A 2.0 grade-point average must be maintained to remain eligible. Student is responsible for special fees, lab fees and required materials.

	Employee	Spouse	Children Under24	Legal Dependent
Full-Time	100%	100%	100%	100%
Designated Part-time	50%	0%	0%	0%
Part-time	25%	0%	0%	0%

Admissions to Campus Activities - All employees of the District and their immediate families are encouraged to attend all District events. When possible, these events will be free of charge to District employees. Minors may be restricted from participation in certain activities.

Vacation Leave for Classified and Administrative Employees

	Annual Accrual	Accrual per Pay Period	Maximum Accrual Limit	Leave Payout upon separation
Full-Time 12 months	160 Hours	6.67 Hours	320 Hours	160 Hours
Full-Time 11 months	80 Hours	3.33 Hours	160 Hours	160 Hours
Full-Time 10 months	72 Hours	3 Hours	144 Hours	144 Hours
Designated Part-Time	0 Hours			

Vacation Scheduling - Each supervisor shall establish a process for employees to request vacation leave. Employees are responsible for following the process to schedule vacation in advance with their supervisor and must receive approval from the supervisor before scheduling or taking vacation. Department and District responsibilities take priority as supervisors consider vacation requests. A department may establish periods which vacation may not be taken.

Sickness During Vacation - Serious illness occurring during vacation is considered medical leave and is not charged to vacation unless medical leave has been exhausted. Employees may be required to furnish a written health care provider statement to the Human Resource Department to substantiate the illness.

Holiday During Vacation - If a paid holiday is observed for all employees, such time will not be charged against accrued vacation leave.

First Year Employee Advance - During the first year of employment, an advance of 10 days is permitted. If the employee is separated from the District and has used vacation he or she has not yet earned, the monetary equivalent to vacation days used will be taken out of that employee's last paycheck.

Medical Leave

	Annual Accrual	Accrual per Pay Period	Maximum Accrual Limit	Leave Payout upon separation
Full-time Faculty	144 hours	6 hours	960 hours	0 hours
Full-time 12 months	144 hours	6 hours	960 hours	0 hours
Full-time 11 months	132 hours	5.5 hours	960 hours	0 hours
Full-time 10 months	120 hours	5 hours	960 hours	0 hours
Designated Part-time	16 hours	0 hours	16 hours	0 hours

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Reviewed:

Revised: May 17, 2023

Gillette Community College District Board
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Personal Leave - Eligible for up to 16 hours per semester, non-cumulative sick leave.

Medical leave shall include leave for illness, injury, medical appointments, or pregnancy related disability leave for employees and for immediate family (as defined under FMLA). Paid medical leave cannot be used prior to accrual with an exception approved by the President in the first-year employees may use their first-year accrual. If the employee is separated from the District and has used Paid Medical Leave time he or she has not yet earned, the monetary amount equivalent to the Medical Leave days used will be taken out of that employee's last paycheck.

Supervisors, after working with Human Resources, may request a health care provider statement for any medical absence taken by an employee.

Extended Emergency Leave: During an extended illness, after all other paid leave has been exhausted, an employee may request an additional 22 days of medical leave at 2/3 pay upon verification of a health care provider's certification. This benefit is available once in a 12-month period.

At the end of the fiscal year, full-time employees can convert up to 2 days of unused paid medical leave to personal days based on the usage of medical days each fiscal year.

0-2 medical days used - convert 2 days

3-4 medical days used - convert 1 day

Any days converted must be used by the end of the following academic year and will not accumulate.

Holiday Leave - Full-time classified and administrative staff shall be paid at least 9 and not more than 16 holidays annually as determined by the Board of Trustees. Full-time classified staff required to work a designated holiday will be compensated for the holiday pay and will receive premium pay of time and one-half for all hours worked on the holiday. The supervisor requiring the holiday work must get pre-approval from the appropriate administrative executive (Vice President and/or President).

Designated part-time employees shall receive 40 hours of paid holiday leave per year. Employees may choose the Board approved holiday for which they wish to be compensated. All other holidays will be taken unpaid. Designated part-time employees are not eligible for holiday premium pay.

Bereavement Leave - Full-time employees are currently eligible for paid leave up to 5 days for absences associated with the death of an immediate family member. Immediate family member is defined as the employee's parents (biological, adoptive or step), legal guardian or ward, brothers, sisters, spouse, children, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, or any member of the immediate household who is living with and considered part of the family. Designated part-time employees are currently eligible for paid leave up to 2 days for absences associated with the death of an immediate family member.

Adopted: December 15, 2021

Reviewed:

Revised: May 17, 2023

Gillette Community College District
Board Policy
Series 4000

Emergency Leave - Emergency leave may be granted to full-time employees up to 3 days or designated part-time employees up to 1 day maximum each year. The situation shall be serious, essentially unavoidable and of importance, not one of mere convenience. Examples of qualifying situations would be a threat to an employee's property such as floods, storms, fire, or similar conditions. Emergency leave will not be approved due to weather conditions when the decision has been made to keep the campuses open.

Jury Duty - Employees shall not sustain loss of their regular compensation or any loss of benefits when called on for jury duty or to testify at the order of a court or other agency of the government. As soon as the employee receives notice that they are expected to appear for jury duty or to testify, they must immediately provide that written notice to their supervisor.

Educational Leave - Full-time employees are eligible to request unpaid educational leave not to exceed a year. Employees do not earn benefits during the period of leave. Educational leave may include taking additional coursework, participation in research projects, temporary teaching assignments, or involvement in fellowship programs. Conditions for granting leave include a plan to cover the employee's absence, the request is based on activities which bring significant benefits to the college as well as the individual, approved education leave does not disrupt employee's service record, however the period of leave itself does not count towards determining eligibility for things such as sabbatical leave or deferred compensation.

Professional Leave - Professional meetings, conferences, trainings, and other activities related to employment which are approved by the supervisor are not considered leave time. Those hours are considered part of the employee's work week.

Political Leave - Full-time employees may file for political office. When an election to an office results in an accumulation often (10) or more day's absence from the District in an academic or fiscal year, political leave without pay may be granted with the President's approval. If political service absences adversely affect the capability of the employee to fulfill his/her job requirements, the employee's status will be re-evaluated. The employee may continue benefits during political leave without pay.

Sabbatical Leave - Sabbatical Leave is designed for employees to increase professional competence, personal and professional growth as well as adding value to the District. All full-time employees are eligible to apply after having completed six (6) continuous years of service. Part-time benefitted employees who have been in continuous service and who are promoted to full-time employment shall be allowed prorated credit for their service to the District when being considered for sabbatical leave. The Vice Presidents determine eligibility and priority order based on funding. The President makes sabbatical leave recommendations to The Board of Trustees for consideration and action. Any eligible employee may apply for and with approval is entitled to: (a) six months with full pay; or (b) 12 months with half pay, or (c) an alternative that is comparable in time and pay to the first two options and is limited to a continuous 12-month period. If the employee fails to return to the District for at least one contractual year following sabbatical leave, they are required to reimburse the District an amount equal to the cost of the sabbatical, unless prevented by death or disability.

Adopted: December 15, 2021

Reviewed:

Revised: May 17, 2023

Gillette Community College District
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Series 4000

Sabbatical leaves are granted with the understanding that the employee will return to the District for at least one year after the leave has been taken. If the employee fails to return for at least one year, he or she shall be required to reimburse the District an amount equal to the cost of the sabbatical, unless prevented by death or disability.

Adoption Date: January 19, 2022
Review Dates:
Revision Dates: May 17, 2023

Gillette Community College District
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4000.9
Grievance

Grievance is limited to matters involving alleged violations of college policies or procedures that have a significant or material effect on the employee's employment. If the grievance is based on sexual misconduct, including harassment and discrimination, please refer to Board Policy Series 3000.10.

Adoption Date: January 19, 2022
Review Dates:
Revision Dates:

4000.10

Policy for Transferring Benefits

This policy relates to all Northern Wyoming Community College District (NWCCD) employees who are transferring to Gillette Community College District (GCCD) in June, September, or December of 2022, and August 2023, as outlined in the joint MOU, Exhibit C, between NWCCD and GCCD. This policy does not apply to NWCCD employees who transfer any time after their assigned transition time according to the joint MOU, Exhibit C.

Nursing Program faculty and staff will be covered under a similar policy at the time of transfer.

Vacation Leave

All NWCCD employees who transfer to GCCD per the established MOU Exhibit C agreement, with accrued vacation time available as of their date of transfer, will have their remaining balance, what is left after the payout by NWCCD in accordance with NWCCD policy at time of termination, transferred to GCCD. The balance of hours after payout by NWCCD will be the beginning available balance as an employee with GCCD.

GCCD Classified and Administrative Employees will accrue personal leave, sick leave, and personal days at the rate and with the limitations and categories, as outlined in GCCD Policy Series 4000.8.

Medical Leave

All NWCCD employees who transfer to GCCD per the established MOU Exhibit C agreement, with accrued but unused medical leave time available as of their date of transfer, will carry over accrued but unused medical leave balance to GCCD. Any hours available at the time of transfer will be added to the employees' available balance as a GCCD employee.

Family and Medical Leave Act FMLA

GCCD will count the period of employment under NWCCD for the purposes of determining FMLA eligibility for NWCCD employees transferring to Gillette Community College District, per the established MOU, Exhibit C agreement.

Note: A transferring employee, who transfers according to their assigned transition in Exhibit C, will be considered a new employee and will therefore be able to enroll in healthcare and retirement benefits as a new employee.

Personal Leave

All NWCCD employees who have accrued but unused personal days available as of their date of transfer, will be able to carry over their personal leave accrual up to 16 hours subject to GCCD Policy Series 4000.9.G.

Sunset

This policy will sunset upon the final transfer of positions, as outlined in the MOU, Exhibit C as agreed upon between NWCCD and GCCD.

Adopted: December 15, 2021

Reviewed:

Revised:

4000.11
Infectious Disease Control Policy

Gillette Community College District (GCCD) is committed to providing, to the extent possible, a healthy and safe educational and working environment for all students, employees, and visitors. GCCD recognizes the need to take proactive steps to protect the campus in the event of an infectious disease outbreak. It is the goal of GCCD during any such time to strive to operate effectively and ensure that all essential services are continuously provided, and that employees and students remain safe within the campus.

GCCD is dedicated to providing authoritative information and educational programs about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak. It is the intent of the College to comply with all applicable federal, state, and local laws pertaining to infectious or communicable diseases, all matters of public health, as well as those governing discrimination and privacy.

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, safety personnel, and government officials as required by law.

4000.12

Corrective Action

Employees are required to meet the expectations of the District. The District believes that employees are self-disciplined and will meet or exceed expectations. Occasionally, deficiencies may occur that necessitate corrective action. Employees are accountable for what they do while on campus and, in some circumstances, even while off campus. Under certain circumstances, conduct off the job may result in corrective action or termination of employment.

Nothing in this policy shall provide any contractual rights regarding employee corrective action, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between the District and its employees.