



Manhattan Area Technical College

Employee Handbook

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Welcome to Manhattan Area Technical College!

Manhattan Area Technical College (“MATC”, “College” or “Organization”) would like to welcome you to our Organization and we are pleased that you have chosen MATC as the place you want to work.

This Employee Handbook (“Handbook”) describes many of MATC’s policies and outlines many of the programs and benefits available to eligible employees.

This Handbook will answer many of your questions about your employment at MATC. We suggest you become familiar with this Handbook as soon as possible. If you have any questions, please contact the Vice President of Operations.

We hope your experience at MATC will be challenging, enjoyable and rewarding. Again, welcome!

Sincerely,

James Genandt

President/CEO

Section 1: Introduction

Introductory Statement

This Handbook is designed to acquaint and provide employees with information about working conditions, employee benefits and some of the policies affecting their employment. MATC policies and procedures are based on Kansas State statutes, guidance from the Kansas Board of Regents, best practices of higher education institutions with similar missions, and on the culture and heritage of MATC.

Employees are expected to read, understand and comply with all provisions of the Handbook. This Handbook describes many of the responsibilities of an employee and outlines the programs developed by MATC to benefit employees. One of MATC's objectives is to provide a work environment which is conducive to both personal and professional growth.

This Handbook and each policy in it replace all existing and/or prior policies and practices. To the extent that any policy in this Handbook conflicts with applicable state or federal law, the applicable state or federal law will apply. In the event of a discrepancy between the Employee Handbook and the Institutional Policy and Procedure Manual, the Institutional Policy and Procedure Manual will always take precedent. A copy of the Institutional Policy and Procedure Manual is located on MATC's intranet.

If an employee has a question or concern or would like additional information regarding any policy in this Handbook, he/she may contact the Vice President of Operations.

The information in this Handbook does not supersede any collective bargaining agreements. If a policy or information is covered in this Handbook and is included in the MATC Faculty Association Agreement ("Agreement", "Contract" or a "collective bargaining agreement"), the employee represented by such Faculty Agreement should first defer to the Agreement. Finally, it is not the intent of any provision in this Handbook for MATC to interfere with, restrain or coerce employees in the exercise of their rights guaranteed in Section 7 of the National Labor Relations Act.

No Handbook can anticipate every circumstance or question about a policy. The President/CEO is responsible for establishing and approving employment policies and reserves the right to revise policies, programs and benefit plans at any time, with or without advance notice. The President reserves the right to make exceptions when deemed necessary. Any exception granted by MATC is not intended to prevent and does not restrict its right to insist on adherence to the policy or practice in the future. Violation of policies and/or procedures may result in disciplinary action, up to and including termination of employment.

For additional information, please refer to the Institutional Policy and Procedure Manual, the MATC Course Catalog, and the MATC Student Handbook.

Governance

MATC is a coordinated, locally controlled institution of higher education. As a public college, MATC is coordinated by the Kansas Board of Regents. MATC is governed by the MATC Board of Directors and the President/CEO reports directly to the Board.

Nature of Employment

By law, an employee's employment with MATC is employment "at will." "At will" means employees are free to resign at any time, for any reason or for no reason, with or without cause and with or without advance notice. Likewise, "at will" means MATC may terminate an employee's employment at any time, for any reason or for no reason, with or without cause and with or without advance notice. No representative of MATC has the right to make an exception to "at will" employment. If a professional bargaining unit agreement is in effect, the terms of that agreement may affect the "at will" condition for employees covered under the agreement. Such an impact will be disclosed in the negotiated agreement and in appropriate specific college policies/procedures.

Although MATC hopes each employee's tenure at MATC will be long-lasting, MATC makes no commitment to an employee's continued employment for any specific duration. Further, this Handbook is not intended to create a contract of employment of any kind, expressed or implied.

Equal Employment Opportunity

It is the policy and practice of MATC to provide equal opportunity in employment and advancement opportunities to all employees and applicants.

MATC does not discriminate on the basis of race, color, religion, sexual orientation, gender, pregnancy, national origin, age, disability, genetic information, military status or any other characteristic protected by state or federal law.

MATC's Equal Employment Opportunity policy covers all employment practices, including, but not limited to selection, job assignment, compensation, discipline, termination and access to benefits and training.

Any employee who engages in unlawful discrimination or retaliation will be subject to disciplinary action, up to and including termination.

Questions regarding equal employment opportunity should be directed to the Vice President of Operations or Vice President of Student Services, Title IX and Section 504 Coordinator/ADA Coordinator, 3136 Dickens Ave., Manhattan, KS, 66503, (785) 587-2800.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 7.1.1.

Immigration Law Compliance

MATC is committed to employing only people who are United States citizens, or who are non-citizens legally authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, every new employee at MATC is required to complete the Employment Eligibility Verification Form I-9 and provide documentation that proves identity and employment eligibility.

Disability Accommodation

It is the policy of MATC to provide equal opportunity in employment for all qualified individuals regardless of disability. In addition, MATC will make reasonable accommodations of the impairments of qualified individuals with disabilities to the extent required by law, unless undue hardship to MATC would result.

If any applicant or employee believes in good faith that he/she needs a reasonable accommodation because of a disability or if he/she would like additional information as to the existence and the location of services, activities and facilities which are accessible to and usable by individuals with disabilities, he/she must contact the Section 504 Coordinator/ADA Coordinator, Vice President of Student Services, 3136 Dickens Ave, Manhattan, KS 66503, (785) 587-2800.

History

The passage of the Vocational Education Act of 1963 at the state and federal levels provided for the development and implementation of area vocational-technical schools in Kansas.

Manhattan Area Technical College was approved for operation in 1965 as Manhattan Area Vocational-Technical School. Governance for the institution was with the Manhattan-Ogden Unified School District 383 Board of Education.

In 1992, the name Manhattan Area Vocational-Technical School was changed to Manhattan Area Technical Center by action of the USD 383 Board of Education. During the 1994 Kansas legislative session, Senate Bill 586 was signed into law providing permissive legislation for area vocational-technical schools to convert to technical colleges.

On July 1, 1996, after two (2) years of deliberation and hard work, the conversion of Manhattan Area Technical Center to Manhattan Area Technical College was official, as a result of the Kansas legislative process and the signing of House Bill 1606 by Kansas Governor Bill Graves.

As a result of the conversion, Manhattan Area Technical College continues to provide quality programs designed to prepare people for work by providing them with the technical and academic skills necessary for employment and career advancement.

Mission

MATC provides quality technical and general education to prepare individuals to pursue technologically advanced careers and lead productive lives in a dynamic and diverse global environment.

Section 2: Work Culture

Employee Relations

MATC believes the work conditions, wages and benefits offered to MATC employees are competitive and internally equitable. If employees have concerns about work conditions or compensation, MATC strongly encourages them to express these concerns openly and directly with their Supervisor.

MATC's experience has shown when employees deal openly and directly with their Supervisor, the work environment can be excellent, communications can be clear and attitudes can be positive. We believe MATC fully demonstrates its commitment to employees by attempting to respond timely to employee concerns in a good faith effort.

Personal Relationships in the Workplace

MATC wants to ensure its practices do not create situations such as conflicts of interest or favoritism. This extends to practices involving employee hiring, promotion and transfer.

If a relationship or social activity between two or more employees:

- has the potential or effect of involving the employees, their coworkers, or MATC in any kind of dispute or conflict with other employees or third parties;
- interferes with the work of any employee;
- creates a harassing, demeaning, or hostile working environment for any employee;
- disrupts the smooth and orderly flow of work within the office or the delivery of services to MATC's students;
- harms the goodwill and reputation of MATC among its students or in the community at large; or
- tends to place in doubt the reliability, trustworthiness, or sound judgment of the persons involved in the relationship;

then the employee(s) responsible for such problems will be subject to counseling and/or disciplinary action, up to and including termination, depending on the circumstances.

Business Ethics and Conduct

As an organization, MATC is committed to complying with all applicable laws and regulations. Similarly, MATC requires employees to carefully adhere to all applicable laws and regulations and maintain the highest standard of conduct and personal integrity, while avoiding any acts which are illegal, dishonest, immoral or unethical.

We expect MATC employees to be ethical and to conduct themselves in ways which protect the interests and safety of all employees, MATC and our students. Employees owe a duty to MATC and our students to act in ways which will earn the continued trust and confidence of the public.

It is the responsibility of every MATC employee to comply with MATC's policy of business ethics and conduct. This demands that while conducting MATC business and/or representing MATC, employees refrain from any behavior which might be viewed unfavorably by current or potential students or by the public at large.

Appropriate student conduct should be enforced in accordance with MATC student handbook. Employees are expected to be familiar with the MATC student handbook and the policies of student conduct.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 7.2.1.

Unlawful Harassment

MATC is committed to maintaining an enjoyable, positive workplace for its employees, students and visitors. Therefore, employees and non-employees are prohibited from engaging in any form of unlawful harassment, as well as any other behavior which would be inconsistent with the spirit and intent of this policy in the workplace and in any work-related setting outside of the workplace.

Under this policy, harassment is defined as verbal or physical conduct which denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, age, national origin, disability or any other characteristic which is protected by law and which: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose

or effect of unreasonably interfering with an individual's employment opportunities or work performance; (3) is unwelcome; and (4) is severe or pervasive in nature.

In addition, this policy prohibits retaliation against any employee because he/she files a complaint under this policy, cooperates with any internal or government investigation, or otherwise pursues his/her legal rights.

Harassment may encompass a wide range of verbal, physical and visual behaviors and may be sexual or non-sexual in nature. Each situation depends on a number of factors. In some cases, one incident will be sufficient to constitute harassment. In other cases, a pattern or series of incidents may be necessary.

Complaints will be promptly addressed (including an adequate investigation, if necessary) and appropriate action taken, if warranted. Confidentiality will be maintained to the extent reasonably possible under the circumstances. If MATC believes a violation of this policy may have occurred, or the behavior in question was inappropriate for any reason, or the conduct was inconsistent with the spirit and intent of this policy, then MATC will take appropriate action, which may include disciplinary action, up to and including termination.

An employee who believes he or she has been the subject of sexual harassment should report it to MATC Administration, as appropriate.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 3.7.2.

Confidentiality

Employees recognize and acknowledge Confidential Information constitutes valuable, secret, special and unique assets of MATC. Employees covenant and agree that for a period of one (1) year following termination of their employment with MATC for any reason, whether voluntary or involuntary, and whether with or without cause, employees will not disclose Confidential Information to any person, firm, corporation, association, or other entity for any reason or purpose without the prior written approval of MATC. Employees will be notified if any extension beyond the one (1) year period must be added. Such an extension notification will be done prior to the employee's separation from the institution. Employees also agree that they will only use Confidential Information when conducting MATC business. It is expressly understood and agreed that Confidential Information is the property of MATC and must be immediately returned to MATC upon demand.

The term "Confidential Information" includes all information, whether or not reduced to written or recorded form, which is related to MATC and which is not generally known or accessible to members of the public and/or competitors of MATC nor intended for general dissemination, whether furnished by MATC or compiled by the employee, including but not limited to: (i) trade secrets, methods of conducting business, vendor lists, prospect lists and records pertaining thereto (wherever located and in whatever format); and (ii) financial information and information relating to such matters as marketing strategies, data systems, management systems, and all other types of written information customarily used by MATC or available to employees; provided however Confidential Information shall not include information which (a) is or becomes publicly available other than as a result of disclosure by an employee or (b) is now or hereafter becomes available to an employee on a non-confidential basis from a source (other than MATC)

which, to an employee's knowledge, is not prohibited from disclosing such information to an employee. Employees understand that it is MATC's intention to maintain the confidentiality of this information notwithstanding that employees of MATC may have free access to the information for the purpose of performing their duties with MATC. Employees acknowledge that it is not practical, and shall not be necessary, to mark such information as "confidential," nor to transfer it within MATC by confidential envelope or communication, in order to preserve the confidential nature of the information.

Employees in violation of MATC's Confidentiality Policy will be subject to disciplinary action, up to and including termination.

Non-Solicitation

MATC recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit contributions or donations or distribute literature concerning these activities during working time. "Working Time" is the time an employee is engaged or should be engaged in performing his/her work tasks for MATC.

Employees may only solicit other employees during "Non-Working Time", which includes lunch periods, work breaks or other periods in which employees are not on "Working Time."

In addition, the posting of written solicitations on MATC's bulletin boards and solicitations by electronic means are restricted. MATC bulletin boards display important information for employees and employees should consult them frequently for the following information:

- Affirmative Action statement;
- employee announcements;
- workers compensation insurance information; and
- state disability insurance/unemployment insurance information.

If employees have a message of interest to the workplace, they may submit it to their Supervisor for approval.

Non-Compete/Non-Disclosure

In order to protect MATC's legitimate business interests, for a period of one (1) year following the cessation of an employee's employment from MATC for any reason, including, but not limited to resignation, layoff, termination with or without cause, the employee specifically agrees not to, directly or indirectly, own, manage, operate, control, be employed by, perform services for, consult with, solicit business from, or be connected with the ownership, management, operation or control of any business which performs services materially similar to or competitive with those provided by MATC.

Conflicts of Interest

All Area Board of Control and employees of MATC shall disclose all real or apparent conflicts of interest which they discover or that have been brought to their attention in connection with MATC's activities.

A "conflict of interest" occurs where a person is responsible for promoting the interest of MATC at the same time which he/she is involved in a competing personal interest (financial, business or personal).

An employee who believes that he/she or a member of his/her immediate family might have a real or apparent conflict of interest, in addition to filing a notice of disclosure, must abstain from:

1. participating in discussions or deliberations with respect to the subject of the conflict (other than to present factual information or to answer questions),
2. using his/her personal influence to affect deliberations,
3. making motions,
4. voting,
5. executing agreements, or
6. taking similar actions on behalf of MATC where the conflict of interest might pertain by law, agreement, or otherwise.

At the discretion of the governing body or a committee thereof, a person with a real or apparent conflict of interest may be excused from all or any portion of discussion or deliberations with respect to the subject of the conflict.

An employee of the governing body or a committee thereof, who, having disclosed a conflict of interest, nevertheless shall be counted in determining the existence of a quorum at any meeting in which the subject of the conflict is discussed. The minutes of the meeting shall reflect the individual's disclosure, the vote thereon, and the individual's abstention from participation and voting.

MATC's President/CEO shall ensure all board members or employees and independent contractors of MATC are made aware of MATC's policy with respect to conflicts of interest.

Other issues of potential conflicts of interest will be handled on a case-by-case basis. Undisclosed or unresolved conflicts of interest may warrant disciplinary action, up to and including termination.

Gifts

Employees are prohibited from receiving gifts with a value over twenty-five dollars (\$25.00) from vendors, sales persons or other such individuals. An employee who violates this policy may be subject to disciplinary action, up to and including termination.

Social Media

At MATC, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, MATC has established these guidelines for appropriate use of social media. This policy applies to all employees who work for MATC.

Employees should have no expectation of privacy while using the Internet or social media. Postings may be reviewed by anyone, including the President/CEO. Refrain from using social media while on work time or on equipment MATC provides, unless it is work-related as authorized by your Supervisor. Do not use MATC email addresses to register on social networks, blogs or other online tools utilized for personal use.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to the employee's own or someone else's web log or blog, journal or diary, personal web site,

social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with MATC, as well as any other form of electronic communication. The same principles and guidelines found in this Handbook apply to an employee's activities online. Ultimately, employees are solely responsible for what they post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of an employee's conduct which adversely affects his/her job performance, the performance of fellow employees or otherwise adversely affects students, visitors or people who work on behalf of MATC or MATC's legitimate business interests may result in disciplinary action, up to and including termination.

Always be fair and courteous to fellow employees, students, visitors, or people who work on behalf of MATC. Also, keep in mind that employees are more likely to resolve work-related complaints by speaking directly with their co-workers than by posting complaints to a social media outlet. Nevertheless, if employees decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, intimidating, that disparage students and visitors, or that might constitute harassment. Examples of such conduct may include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or MATC policy.

Employees always need to be honest and accurate when posting information or news, and if the employee makes a mistake, he/she should correct it quickly and be open about any previous posts which have been altered. Remember the Internet archives almost everything; therefore, even deleted postings can be searched. Employees must never post any information or rumors which they know to be false about MATC, fellow employees, students, visitors, and people working on behalf of MATC.

If an employee chooses to identify himself/herself as a MATC employee on a social media site, website or web blog, the employee must adhere to the following guidelines:

- Maintain the confidentiality of MATC's trade secrets and private or confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from your blog, website or other social networking site to a MATC website without identifying oneself as a MATC employee.
- Express only your personal opinions. Never represent oneself as a spokesperson for MATC. If MATC is a subject of the content an employee is creating, be clear and open about the fact he/she is an employee and make it clear that his/her views do not represent those of MATC, fellow employees, students, visitors or people working on behalf of MATC. If an employee publishes a blog or post online related to the work he/she does or subjects associated with MATC, make it clear that he/she is not speaking on behalf of MATC. It is best to include a disclaimer such as, "The postings on this site are my own and do not necessarily reflect the views of MATC."

MATC prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for

reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Access to Personnel Files

MATC maintains an official personnel file on each employee. Employee personnel files are the property of MATC. Any current employee who wishes to review his/her official personnel file should contact the Vice President of Operations. Access at reasonable times in the presence of the Vice President of Operations will normally be granted to current employees for legitimate purposes. Upon termination, employees no longer have access to their personnel files.

MATC makes a good faith effort to preserve the confidentiality of personnel files. Therefore, Supervisors may have access to selected portions of the official personnel file of employees for legitimate business reasons only. It is important that employees update their personal records with the Human Resources office and Vice President of Operations immediately when there is a change to their mailing address, telephone number, marital status, dependents' information, educational accomplishments, emergency contact information and other possibly related information.

Telephone and Personal Cell Phone Use

It is the policy of MATC to answer all incoming telephone calls promptly and courteously. Employees should always use the approved greeting when answering the telephone and follow proper telephone etiquette when placing a caller on hold or transferring the call to voice mail.

While at work, employees are expected to exercise discretion when using MATC's telephones, as well as their personal cell phones. Excessive personal calls, text messages or e-mails during Working Time, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees should make personal calls on Non-Working Time when possible, and are responsible for informing friends and family members of this policy.

Flexibility will be provided in emergency situations; it is the employee's responsibility to inform their immediate Supervisor of such an emergency. Violations of this policy may result in disciplinary action, up to and including termination.

MATC is not liable for the loss of personal cell phones brought into the workplace.

Dress Code

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affects the business image MATC presents to the students, as well as other visitors in the office. Employees are expected to project a professional image appropriate to their work environment and job responsibilities while conducting MATC business or representing MATC.

Company Property

All employees are expected to cooperate in keeping MATC's offices and work areas in a neat and orderly condition. Each employee is responsible for his/her own working area and care should be taken each evening to clear desk surfaces and file cabinets of unnecessary clutter. Particular attention should be paid to common areas where all employees should assist in maintaining a clean and presentable workplace.

Employees are responsible for the loss, damage or theft of MATC-owned property due to their negligence. If property is worn or damaged through normal use, employees must return it to their Supervisor for replacement. MATC property provided to employees must be maintained and used only for proper work-related purposes and used in an appropriate manner.

MATC reserves the right to inspect all MATC property, or items stored on MATC property, to ensure compliance with its rules and regulations. While MATC will attempt to advise employees at the time of a search or inspection, MATC reserves the right to make any investigation or search with or without notice to employees, and in their absence.

No MATC property is to be removed from the premises without first obtaining the approval of the employee's Supervisor. If an employee's employment with MATC terminates, he/she must return all MATC-owned property at the time of termination as required by K.S.A. 44-319, as amended. MATC may withhold from the employee's paycheck or final paycheck the cost of any items which are not returned when required. MATC may also take all action deemed appropriate to recover or protect its property.

Facilities Use

MATC's facilities are for educational purposes. Personal projects such as working on vehicles for an individual at MATC during non-class time is discouraged. Outside work should be used for student training purposes and should be done during college hours. The President/CEO should approve the use of MATC facilities and equipment for outside projects. Employees may not use MATC facilities or equipment for personal gain.

The policy of the Administration shall be to encourage the utilization of the MATC's buildings and grounds by community groups. Such use of any MATC facility or college grounds, however, shall not interfere with the daily student routine or any MATC-sponsored student activity.

The President/CEO or designee must approve the use of the facilities by outside groups. MATC facilities cannot be used for private commercial purposes or promotion of any subversive doctrine. A user fee may be assessed to groups or organizations for the use of MATC facilities. A User Agreement will be required prior to the activity or event.

Outside and Self-Employment

An employee may hold a job with another company as long as he/she satisfactorily performs his/her job responsibilities with MATC. All employees will be judged by the same performance standards and will be subject to MATC's scheduling demands, regardless of any existing outside work requirements.

If MATC determines an employee's outside work interferes with performance or the ability to meet requirements of MATC as they are modified from time to time, the employee may be asked to terminate the outside employment if he/she wishes to remain with MATC. Outside employment will present a conflict of interest if it has an adverse impact on MATC.

Visitors in the Workplace

It is essential to the safety of MATC employees and to MATC's duties of confidentiality to be aware of visitors in the MATC building. All visitors should report to the Administrative Office upon arrival at MATC.

Those seeking general information about MATC and its programs will either be assisted by the Student Services Clerk or referred to the Administrative Office.

Agents, solicitors and sales persons shall not be permitted to take the time of instructors and students from normal student/teaching activities. Instructional employees should encourage salespersons, etc., to contact them before or after regular class hours.

Electronic Communication and Internet Use

All systems and electronic communications are to be used for business purposes only and in accordance with MATC's policies and procedures. All systems are subject to periodic audits for business and security purposes and should not be considered private. Please keep these guidelines in mind when using MATC's networks and the Internet.

Employees are advised not to store any personal information on MATC equipment. Examples of personal information include but are not limited to: music, pictures and personal documents, or any items consuming storage capacity on the MATC server or individual computer desktops. MATC is not responsible for an employee's lost personal files stored on MATC equipment.

MATC respects and protects the rights of its employees. Employee privacy, however, does not extend to the use of MATC equipment. All computer and/or electronic communication devices, and the use of these devices, are the property of MATC. Contents of a voicemail, email and other such communications are accessible at all times by the President/CEO for any business purpose.

Employees should not assume electronic communications of any kind are confidential and should have no expectation of privacy with respect to electronic communications.

Use of technology resources are contingent upon compliance with MATC's policies and standards and all governing federal, state, and local laws and regulations. All MATC students, faculty, administrators, staff, and guest users, authorized to use the MATC computing facilities and services, are responsible for reading, understanding, and complying with the Institutional Policy and Procedure Manual, Policy No. 9.1.1.

Section 3: Employment

Employment Classification

It is important that employees know and understand the definitions of the employment classifications at MATC. Employment classifications help determine your employment status and what benefits you may be eligible for. If an employee has questions or is not sure what his/her employment classification is, he/she may contact his/her Supervisor.

Depending on the employee's job, he/she is either **nonexempt** ("classified") or **exempt** ("unclassified") from federal and state wage and hour laws. If an employee is considered classified, he/she is entitled to overtime pay under the specific provisions of federal and state laws and is paid on an hourly basis. If an employee is considered unclassified, he/she is excluded from specific provisions of federal and state wage and hour laws, including overtime pay and is paid on a salary basis. An employee's classified or unclassified status is determined by MATC.

In addition to being a classified or unclassified employee, employees also belong to one of the following employment categories:

If an employee is a classified FULL-TIME employee, he/she is regularly scheduled to work at least thirty-five (35) hours per work week for a full academic year. If an employee is an unclassified FULL-TIME employee, he/she is regularly scheduled to work at least forty (40) hours per week for a full academic year. In most cases, regular full-time employees are eligible for all MATC benefit programs, subject to the terms, conditions and limitations of each benefit program.

If an employee is a REGULAR PART-TIME employee, he/she is regularly scheduled to work less than thirty-five (35) hours per week or does not work for a full academic year. Part-time employees receive all legally mandated benefits, such as Social Security and workers compensation insurance. Part-time employees are eligible for some MATC benefits on a pro-rated basis subject to the terms, conditions and limitations of each benefit program.

If an employee is a SEASONAL/ADJUNCT employee, he/she is hired as an interim replacement to temporarily increase MATC's workforce or to help finish a specific project or to provide instruction on a per semester basis. Employees are in the temporary category for a limited time, normally for a period of six (6) months or less. Employees will continue to be considered a temporary employee until they are officially notified they have been assigned to a different category. Temporary employees receive all legally mandated benefits, such as Social Security and workers compensation insurance. Temporary employees are also eligible to participate in MATC's 403(b) program. Temporary employees are not eligible for other MATC benefit programs.

Employees represented by the MATC Faculty Association are classified according to the negotiated collective bargaining agreement.

Introductory Period

MATC has an introductory period for new and rehired employees. The introductory period for all new and rehired employees is the first ninety (90) calendar days following their hire or rehire date. During the introductory period, MATC will evaluate the employees' work habits and abilities to make sure they can perform their job satisfactorily. The introductory period also provides employees time to decide if the new job meets their expectations.

Paydays

All employees are paid bi-monthly, receiving their pay check on the 15th day and the last day of the month. Paychecks are directly deposited into a designated bank account of the employee's choosing. Time cards and Leave Request forms are due to the Business Office seven (7) days prior to the payroll check date. If a pay day falls on a Saturday, Sunday and/or a holiday, pay checks will be issued on the day prior to the non-working day. Classified employees will receive overtime pay for all work performed through the end of the previous payroll period.

Pay Deductions

The law requires MATC to make certain deductions from each employee's compensation. Among these are applicable federal, state and local income taxes, Social Security and Medicare contributions, KPERS

contributions or other deductions which may be required by law. In addition, employees may elect to participate in the MATC Section 125 Plan and/or a Tax Deferred Annuity Plan. Election forms for voluntary deductions may be obtained from the Vice President of Operations.

If an employee has a question regarding a deduction on his/her paycheck, he/she may contact the Vice President of Operations.

Administrative Pay Corrections

MATC makes every effort to ensure employees are paid correctly and on schedule. If an employee finds a mistake in his/her pay (underpayment **or** overpayment), advise the Vice President of Operations immediately so the error may be corrected as quickly as possible.

Timecards

Classified employees are responsible for recording hours worked each day, including the time they arrived at work and the time they departed from work. Altering, falsifying, or tampering with time records or recording time on another employee's time record is considered fraud and is grounds for immediate termination.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 7.5.2.

Work Schedules

The regular workweek for full-time MATC employees runs Monday through Friday from 8:00 a.m. to 5:00 p.m. and consists of forty (40) hours, excluding lunch breaks. Employees will be provided with their work schedules by their Supervisor and will be notified promptly should any changes be made to their schedules. Employees should direct all questions regarding their schedule to their Supervisor.

Employees represented by the MATC Faculty Association are classified according to the negotiated collective bargaining agreement.

Meal Periods

Employee meal periods are established with MATC on the employee's first day of work. If an employee needs to change his/her meal period at any time, he/she must discuss such changes with his/her Supervisor.

Employees are provided with an employee kitchen to use during approved breaks and meal periods. It is the responsibility of all employees to maintain a comfortable, clean, and relaxing environment in the kitchen.

Adherence to meal period policies in the office are essential for efficient operations. Abuse of meal policies can place a heavy burden on co-workers. Employees are prohibited from skipping meal periods in order to leave work early without prior Supervisor approval. Employees must follow MATC's leave policies for any time off from their regular work schedules.

Overtime

There may be times when MATC is unable to meet its operating requirements or other needs during regular working hours. If this occurs, MATC may schedule employees to work overtime hours. When

possible, MATC will try to give employees advance notice of a mandatory overtime assignment. It is MATC's policy that no overtime can be worked by classified employees without the prior approval and authorization of the Supervisor.

Classified employees will receive overtime pay in accordance with the federal and state wage and hour laws. Classified employees will receive overtime pay at one and one half (1½) times their regular hourly wage for all hours worked over forty (40) hours in a standard work week. For the purposes of calculating overtime, MATC's standard work week begins at 12:01 a.m. on Sunday and ends at 11:59 p.m. on the following Saturday. Overtime pay is based on the actual hours worked. For this reason, time off for holidays, vacation, illness, and other paid or unpaid leaves of absence are not counted as hours worked when calculating overtime pay.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 7.5.2.

Unclassified employees are exempt from eligibility for overtime compensation.

Internal Transfers and Promotions

MATC believes employees are our most important asset. MATC is committed to training and career development to help employees prepare for advancement. MATC favors promoting and transferring our own employees into different positions when possible.

Promotions and transfers are based on job-related criteria. Employees are evaluated for promotion and transfers based on a review of how their qualifications—including their skills, knowledge, abilities, experience, and educational backgrounds—match up with the essential requirements and functions of the job in question. Other factors considered, include disciplinary records, performance evaluations, merit increases, attendance, interpersonal skills, aptitudes, interests, leadership potential and Supervisor recommendations. Employees are encouraged to update their resumes regularly and keep a current copy of their resume on file with the Vice President of Operations.

Company Credit Cards

MATC will issue company credit cards to certain employees for use in their jobs. Use of MATC-issued credit cards is a privilege which MATC may withdraw in the event of serious or repeated abuse. Any credit card MATC issues to an employee must be used for business purposes only and in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business, non-essential purpose such as for any personal purchases or any other transactions which are not authorized or necessary to carry out their duties.

Any purchases an employee makes with MATC's credit card in violation of this policy may result in disciplinary action, up to and including termination.

Travel Expense Reimbursement

MATC will reimburse employees for expenses associated with authorized business travel. Employees must comply with MATC's policies in order to receive reimbursement for their travel expenses.

Employees must make travel arrangements, including airline, bus, railroad and rental car reservations, but are required to reserve the least expensive class of transportation available, such as coach or economy class, unless the employee has received prior approval from his/her Supervisor.

Employees must submit acceptable documentation with their expense reports to substantiate all travel expenses. Acceptable documentation must include expense amounts, the date and location where expenses were incurred, as well as the business purpose of the expenses. Examples of acceptable documentation include original invoices and receipts issued by vendors and employees' credit card receipts.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 6.2.4 and the MATC Employee Travel Handbook.

Section 4: Benefits

Employee Benefits

MATC provides eligible employees with many benefits. Legally required benefits include Social Security, Medicare, workers compensation and unemployment insurance. Employment classification determines benefit eligibility. To the extent there is a conflict between a benefit description contained in this Handbook and the actual terms of the applicable formal plan document or summary plan description for a particular benefit, the formal plan document will control.

Holidays

MATC offers paid holidays to full-time employees who work the full twelve (12) months. On the holiday, full-time employees will be paid for regularly scheduled hours which the employee would have been scheduled to work. Part-time employee shall not receive holiday pay. For the purposes of this policy, part-time employee includes any professional or classified employee that works less than thirty-five (35) hours per week. Employees represented by the MATC Faculty Association are awarded paid holidays according to the negotiated collective bargaining agreement.

Employees should refer to MATC's calendar for a listing of holidays recognized by MATC.

Holidays which fall on a Saturday will normally be observed on the preceding Friday. If a holiday falls on a Sunday, it will normally be observed on the following Monday. In order to receive holiday pay, an employee must be in pay status and working both the day before and the day following the holiday. Vacation or medical leave can also be used to meet the pay status eligibility for the days preceding and following the holiday. Employees on unpaid leaves of absence shall not receive holiday pay.

Holiday pay will not be used to calculate overtime pay.

Paid Leave

MATC provides vacation, sick and personal paid time off to eligible full-time employees to provide opportunities for rest, relaxation and personal pursuits. MATC allows classified and unclassified employees to accrue paid leave based on the employee's classification. Paid leave begins accruing on the first day of the month following the employee's hire date. Employees represented by the MATC Faculty

Policy 7.6.0

Association are awarded paid leave according to the negotiated collective bargaining agreement. For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 7.8.2 for more details.

Requests for paid leave must be submitted electronically to the employee's immediate Supervisor according to procedures. Supervisors have the discretion to deny vacation requests, taking into account the workload/needs of the department. Requests by employees to use their accrued vacation, sick or personal leave time should be made according to departmental policy.

An employee may not take any leave which has not been accrued. Leave earned by an employee during the month shall be available for use on the first day of the following month. If an employee resigns or is otherwise separated from employment, paid vacation leave earned in the pay period in which the separation occurs shall be credited to the employee. No vacation or sick leave accrues during a period while an employee is on an unpaid leave of absence.

Employees will be compensated for unused, accrued vacation time following their separation as long as the employee has provided two (2) weeks written notice, unless otherwise waived by the Supervisor. In the case of a death, compensation shall be paid to the surviving spouse or the employee's estate.

Vacation Accruals:

- Full-time Unclassified employees: accrue vacation time at a rate of 13.33 hours per month, totaling 160 hours per year.
- Full-time Classified employees who work at least thirty-five (35) per week accrue vacation time on the first of the month following their anniversary date as set forth in the following table:

Years of Employment	Hours Accrued Per Year	Days Accrued Per Year	Hours Accrued Per Month
0-3	96 hours	12 days	8 hours
3-6	112 hours	14 days	9.33 hours
6-10	128 hours	16 days	10.67 hours
10+	160 hours	20 days	13.33 hours

Employees may accumulate and carry over no more than ten (10) vacation days to the following fiscal year. Any official MATC holiday which occurs during an employee's scheduled vacation will not be counted as a day of vacation. An employee may not waive vacation leave for the purpose of receiving double pay.

Part-time employees do not earn or accrue paid vacation time.

Sick Leave Accruals:

Sick leave may be used for illness, injury, or medical complications experienced by the employee. Sick leave may also be used to care for a member of the employee's family. A physician's statement may be required after two (2) consecutive days of sick leave at the discretion of the immediate Supervisor.

- Full-time Unclassified employees: accrue sick time at a rate of 6.67 hours per month, totally eighty (80) hours per year.

Policy 7.6.0

- Full-time Classified employees who work thirty-five (35) hours per week: accrue sick time at a rate of eight (8) hours per month, totaling ninety-six (96) hours per year.
- Part time employees working a minimum of 1,000 per year accrue sick leave at a proportionate rate.

Employees may accumulate and carry over no more than ninety (90) sick days to the following fiscal year.

In the event an employee is ill and has exhausted all available sick leave, vacation and/or personal leave will be exhausted for time away from work. Leave without pay will be allowed only after all leave balances are exhausted.

Personal Leave:

Employees accrue personal leave once per year. For continuing employees, personal leave is provided on July 1st of each year.

- Full-time Unclassified employees: awarded sixteen (16) hours of personal leave per year.
- Full-time Classified employees who work thirty-five (35) per week: awarded eight (8) hours of personal leave plus an additional eight (8) hours of birthday leave per year. The eight (8) hours of birthday leave must be used by the end of the plan year or it will be forfeited.
- Part time employees working a minimum of 1,000 per year accrue personal leave at a proportionate rate.

Employees may accumulate and carry over no more than five (5) personal days to the following fiscal year.

Leave-Sharing Program

MATC's leave-sharing program provides a bank of leave hours for employees who would otherwise need to take leave without pay because of catastrophic illnesses or injuries of the employee or a qualifying family member.

For additional details regarding eligibility and procedures, please refer to the Institutional Policy and Procedure Manual, Policy No. 7.8.3.

Jury Duty

Employees receiving notice to serve jury duty must request to be relieved from work at MATC prior to serving. Those who do serve on jury duty will receive their full salary during the period of such service.

Time Off to Vote

On official federal, state and local election days, employees may exercise their right to vote in elections. Employees who choose to vote should do so before work or after work. If it becomes impossible to vote before or after work, the employee should speak with his/her Supervisor about other options.

Bereavement Leave

Employees not included in the bargaining unit may use sick leave for the death of a family member. The employee must notify his/her Supervisor as soon as the day(s) of the absence are known. The employee must complete the Leave of Absence Form prior to leaving or immediately upon returning to work. Bereavement leave days will be deducted from the employee's sick leave balance.

Employees represented by the MATC Faculty Association are awarded bereavement according to the negotiated collective bargaining agreement.

Health Insurance

Employees who work thirty (30) hours or more per week are eligible to participate in MATC's health insurance plan on the first of the month following their hire date. MATC pays the entire premium for individual coverage. Additional coverage for spouses and dependents are available at the employee's expense.

MATC will pay up to a dollar limit for employees represented by the MATC Faculty Association in accordance with negotiated collective bargaining agreement. Any premiums over and above the limit will be deducted from the employee's pay check.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 7.4.1.

Dental Insurance

Full-time employees are eligible to participate in MATC's dental insurance plan on the first day of the month following their first day of employment. If an employee does not enroll when initially eligible, he/she may enroll during the next annual enrollment period or when experiencing a qualifying change in status.

Section 125 Cafeteria Plan

MATC offers a Section 125 Cafeteria Plan which allows employees to elect to have a designated number of dollars deducted for their pay check to pay for benefit items such as group health premiums including medical and dental insurance coverage, approved un-reimbursed medical expenses and approved dependent care expenses on a pre-tax basis.

In order to qualify for the cafeteria plan (flex spending plan) an employee must meet the following criteria.

- Be over the age of 18 years; and
- Work at least six hundred and thirty (630) hours per year

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 7.4.2.

Tax Sheltered Annuity Plan

Employees of public schools and certain tax exempt organizations may contribute to an annuity to supplement their retirement. MATC has established a plan to allow employees to make elective deferrals using a salary reduction agreement.

See the Vice President of Operations for additional information.

KPERS Retirement

MATC is a member of the Kansas Public Employees Retirement System (KPERS). Membership is mandatory for all covered employees. All regular employees who work a minimum of six hundred and thirty (630) hours per year are covered by KPERS. Employees become members of KPERS on their first day of employment. A mandatory contribution of six percent (6%) is fixed by Kansas statute and will be deducted from each eligible employee's pay check.

Group Term Life Insurance (KPERS)

All active KPERS members are provided with basic group life insurance on behalf of MATC. The entire premium is paid for by MATC. The death benefit is currently one hundred-fifty percent (150%) of the employee's annual compensation.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 7.4.3.

Long Term Disability Benefits (KPERS)

All active KPERS members have disability income benefits. The entire premium is paid for by MATC. Disability income benefits provide a monthly benefit based on sixty percent (60%) of the employee's annual compensation. To qualify for a disability benefit, an employee must be totally disabled for one hundred- eighty (180) continuous days.

For more information see the KPERS Membership Information Manual.

KSU Recreational Services

A partnership has been offered by Kansas State University for full-time employees of MATC to use the KSU Recreational Services at the KSU Employee Rates published by KSU Recreational Services. For more details visit their website at recservices.k-state.edu. A list of full time employees will be supplied to KSU each semester.

Employee Development

MATC encourages employees to enhance knowledge and skills and to network with other professionals, thus improving potential for future opportunities. MATC recognizes that for development purposes, employees may need to attend training seminars or workshops conducted off-site or join professional associations which will enable them to remain abreast of best practices in their respective fields. MATC will reimburse full-time employees for reasonable expenses incurred while attending meetings or conferences, including registration, travel, hotel accommodations and meals. All expenses must be approved by the employee's Supervisor prior to registration.

Professional Memberships

Employees are encouraged to be members of and participate in professional organizations such as the Kansas Association for Career and Technical Education, the Association for Career and Technical Education, trade and business associations, and organizations related to their area of expertise.

The following policy will apply to payment of organization memberships/dues:

- Individual memberships/dues are the responsibility of the individual.
- Institutional memberships/dues may be paid by MATC when approved by the President/CEO.

Nursing Mothers

MATC makes a reasonable accommodation for breast feeding mothers by allowing those employees to express milk during the workday when separated from their newborn child.

If the break period extends beyond thirty (30) minutes, the break will be considered unpaid time for classified employees. The employee and her Supervisor will agree on the times of these breaks, as well as the location to ensure privacy of the mother.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

COBRA provides employees and their qualified beneficiaries the opportunity to continue health insurance coverage under MATC's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events may include, but are not limited to resignation, termination of employment or death of an employee, a reduction in an employee's work hours, a leave of absence, an employee's divorce or legal separation and/or a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at MATC's group rate, plus an administration fee. MATC provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under MATC's health insurance plan. The notice contains important information about the employee's rights and obligations.

Patient Protection and Affordable Care Act

The federal Patient Protection and Affordable Care Act, commonly called the Affordable Care Act ("ACA"), was signed into law in March 2010 with the goal of reforming both the country's private and public health insurance systems in order to expand coverage to more Americans with affordable, quality health insurance.

The ACA applies to employers with fifty (50) or more full-time employees. For purposes of the ACA, an employee is considered full-time if he/she works at least thirty (30) hours per week.

Although the ACA continues to evolve, key provisions of the law are intended to expand access to insurance, increase consumer protection, emphasize prevention and wellness, improve quality and system performance, expand the health workforce and curb rising health care costs.

For more information about the ACA, please contact the Vice President of Operations or visit one of these websites: www.healthcare.gov; www.hhs.gov/healthcare.

Family Medical Leave Act (FMLA)

It is the policy of MATC to provide family and medical leave in accordance with applicable law, including the Family and Medical Leave Act of 1993 (FMLA), 2008 amendments to the FMLA, and the Americans with Disabilities Act of 1990 (ADA).

When a qualifying event has been identified and communicated to the Vice President of Operations, a letter will be sent to the employee acknowledging his/her eligibility for leave.

Eligible employees are entitled to:

- Basic FMLA – up to twelve (12) weeks of unpaid leave per a rolling twelve (12)-month period for one of the following reasons: the birth or adoption of a child; to care for a seriously ill member of the employee's immediate family (parent, child or spouse); or the employee's own serious illness.
- Active Duty Leave – up to twelve (12) weeks of unpaid leave per a rolling twelve (12)-month period "for any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

- Military Caregiver Leave – up to twenty-six (26) weeks of unpaid leave per a rolling twelve (12)-month period for an employee who is the spouse, son, daughter, parent, or next of kin of a covered service-member who is recovering from a serious illness or injury sustained in the line of duty on active duty, as well as veterans undergoing medical treatment, recuperation or therapy for serious injury or illness which occurred any time during the five (5) years preceding the date of treatment.

Note: The maximum amount of *combined* leave is twenty-six (26) weeks for Basic FMLA/Active Duty Leave (exigency) and Military Caregiver.

For additional information about FMLA, please contact the Vice President of Operations or visit <http://www.dol.gov/whd/fmla/>.

Military Leave

MATC complies with all requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any applicable state military leave laws.

With proper documentation, a request for military leave for reserve duty or for active duty in the United States military or in the state national guard will be granted to any regular full-time or part-time employee without pay. Employees must promptly notify their Supervisor upon receipt of orders.

If an employee's absence is expected to last six (6) months or less, the employee will be placed on military leave of absence status. If an employee's absence is expected to exceed six (6) months, or the length of absence cannot be reasonably estimated, the employee will be separated from employment subject to reinstatement and bridging of service rights as required by law. The maximum amount of military leave is a cumulative period of five (5) years, as provided by law.

At the option of the employee, the employee may use previously earned, but unused, vacation, sick or personal hours while on military leave of absence. Upon return from military duty, an employee will be restored to such job and credited with such seniority and benefits as may be required by law.

If an employee has questions regarding MATC's military leave policy, applicable state and federal laws and continuation of benefits, he/she should speak with the Vice President of Operations.

Section 5: Performance Standards

Performance Evaluations

The purpose of performance evaluations is to provide an objective and consistent means of measuring employees' overall effectiveness in their jobs and to set goals for future performance and professional growth. Supervisors and employees are given an opportunity to communicate openly regarding expected standards of performance, noteworthy accomplishments and progress, areas for improvement and career development potential.

- Faculty members will be evaluated according to Kansas Law and the MATC negotiated collective bargaining agreement.

- Administrators/Professional Employees/Classified Employees will be evaluated on a yearly basis.

Following each evaluation, the employee and evaluator will meet to discuss the results, after which the employee will be asked to sign the evaluation. The employee's signature does not mean the employee agrees with the evaluation; rather, it indicates only that the evaluation has been completed and the employee has been informed of the results.

All evaluations are placed in the employee's personnel file located in the Personnel/Business Office. An employee has the right to submit an explanation or other written statement regarding any evaluation for inclusion in his/her personnel file if such statement is filed within two (2) weeks of the evaluation conference.

Attendance and Punctuality

MATC expects employees to be present during their designated working hours. Attendance, punctuality, dependability and a commitment to do the job right are essential at all times. As such, employees are expected to be at work on scheduled workdays, during scheduled work hours, and to report to work on time.

The following are examples of violations of the attendance and punctuality policy:

- excessive tardiness and absenteeism;
- leaving work early without a Supervisor's approval;
- unauthorized absences from the work area; and
- failure to directly notify your Supervisor of an absence before the beginning of the scheduled work day.

Occasionally it may be necessary for an employee to be absent or late for his/her work shift. MATC is aware and sensitive to the nature of emergencies, illness, or pressing personal business which cannot be scheduled outside of an employee's work hours. Vacation days, sick days and personal days are provided for these occasions.

It is the responsibility of the employee's Supervisor to monitor and maintain a record of his/her attendance.

If an employee is absent for three (3) consecutive work days without directly notifying his/her Supervisor, the employee will be considered to have abandoned his/her job and voluntarily terminated employment with MATC.

All employees are expected to be at their work station ready to begin work promptly at their scheduled start time. Employees must notify their Supervisor if they are unable to report to work on time. Violations of the attendance and punctuality policy may result in disciplinary action, up to and including termination.

Progressive Discipline

MATC administers equitable and consistent discipline for unsatisfactory conduct or performance in the workplace. MATC's own best interest lies in ensuring fair treatment of all employees and in making certain disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to

correct the problem, prevent its recurrence and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of the following steps – verbal counseling, written counseling, written reprimand, suspension with pay, suspension without pay, demotion or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed, at the President/CEO’s discretion.

MATC recognizes there are certain types of employee problems serious enough to justify either a suspension, or in extreme situations, termination of employment, without going through the progressive discipline steps. By using progressive discipline, MATC hopes most employee problems will be corrected at an early stage, benefiting both the employee and MATC.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 7.2.2.

Problem Resolution

A grievance procedure has been established to allow an employee a mechanism through which he/she can be heard.

Faculty members will be covered by the negotiated collective bargaining agreement between the recognized bargaining organization and MATC.

Grievances by non-faculty employees should be made in accordance with Policy No. 3.7.4 which can be found in the Institutional Policy and Procedure Manual.

Salary Review

Each position is assigned a salary range which is commensurate with the nature of the position. Determination of an appropriate range takes into consideration the diversity and complexity of duties, the amount of responsibility and judgement exercised, as well as the qualifications required. Within this structure, each employee will be compensated on the basis of performance and contribution to the accomplishment of MATC’s objectives. MATC’s salary ranges are designed to achieve the following goals:

- ensure fair and consistent pay practices;
- comply with applicable federal and state laws and regulations;
- operate within the constraints of MATC’s budgetary process and financial resource limitations;
- ensure administrative efficiency; and
- allow MATC to offer competitive salaries relative to the labor markets in which MATC recruits.

Section 6: Safety and Security

Health and Safety

MATC strives to provide each employee with a safe, comfortable and healthy work environment. MATC provides employees with the tools, training, facilities and information necessary to work in a safe and efficient manner. MATC asks employees to approach work with a thoughtfulness which reflects respect for individual health and the safety of co-workers. Anyone noticing a violation of the Occupational Safety and Health Act (OSHA) or who feels unsafe in his/her work environment should notify the President/CEO.

Crime Awareness and Campus Security

MATC employees should make every effort to be aware of strangers on the premises. Anyone noticing an unfamiliar or unauthorized person on the premises should contact MATC personnel. An area unlocked by an employee must be locked upon leaving. Keys are provided to employees requiring access and are the property of MATC. All employees with a key must return the key immediately upon request.

MATC is equipped with a video surveillance system for the safety and security of students, employees and the protection of MATC property. Employees understand that while on campus, their activities may be recorded, and should conduct themselves accordingly.

The Riley County Police Department is the primary source of enforcement authority for MATC. Any student or employee of MATC who observes criminal activity should immediately contact MATC personnel or the Riley County Police Department. The President/CEO shall be immediately informed of any crime committed.

Intramural sports, departmental field trips, and department club activities which take place off campus are officially sponsored college activities. Any crimes committed against participants, their property, or the facilities are considered as crimes committed on campus.

Employees should not bring large sums of money, jewelry or other valuables to work. MATC is not responsible for personal property that is lost, damaged, stolen or destroyed, including personal vehicles.

On-The-Job Accident Reporting

Any job-related injury or illness, regardless of severity, must be reported as soon as practical to the employee's Supervisor for prompt and trained evaluation and medical attention. For non-life threatening injuries, the employee must report the accident or injury to his/her Supervisor within twenty-four (24) hours. This policy is not to preclude an employee from calling 911 or emergency personnel should the situation warrant immediate medical attention. The employee's Supervisor will complete an initial safety incident report and forward it to the main office.

Failure to observe and follow the accident reporting procedures is grounds for disciplinary action, up to and including termination of employment.

Workplace Violence Prevention

MATC is committed to preventing workplace violence and creating a safe work environment. This policy explains MATC's guidelines for dealing with intimidation, harassment, violent acts or threats of violence which might occur during business hours or during work-related settings. MATC does not allow behavior in the workplace at any time which threatens, intimidates, or coerces other employees or vendors.

Employees should immediately report a violent act or a threat of violence by anyone to their Supervisor. MATC will promptly investigate all reports of violent acts or threats of violence, as well as all suspicious people and activities involved. MATC will protect the identity of a person who makes a report when reasonably possible to do so under the circumstances. Until MATC has investigated a report, MATC may suspend an employee, either with or without pay, if MATC believes it is necessary for safety reasons and/or to conduct the investigation. If an employee commits a violent act, threatens violence or violates these guidelines in any way, he/she will be subject to disciplinary action, up to and including termination.

MATC wants to help employees resolve their problems before they become more serious and possibly violent. MATC will not discipline any employee who reports violent acts or threats of violence to MATC's attention in good faith.

Weapons Free Workplace

MATC is committed to maintaining a safe, healthy, secure and efficient working environment for its employees, and to protecting MATC property, equipment and operations. MATC is concerned about the danger and risk posed by the presence of weapons to the health and safety of both employees and persons in the community.

To this end, **no weapons or explosives of any type will be allowed on MATC's premises.** Weapons include firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Therefore, possession and/or use of all weapons (including licensed and concealed handguns) on MATC premises before, during or after the time an employee is on duty is not permitted. Premises are defined as: MATC owned or leased buildings or vehicles. Employees, students, vendors, patrons and visitors are covered by this policy. Failure to abide by all terms and conditions of the policies described above may result in disciplinary action, up to and including termination and/or prosecution.

This policy shall not be construed to create any duty or obligation on the part of MATC to take any actions beyond those required of an employee by existing law.

If an employee becomes aware of anyone violating this policy, he/she should report it to the President/CEO immediately.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 5.10.2.

Tobacco Use

MATC prohibits the use of tobacco in any form throughout all of MATC's buildings. Employees may use tobacco products outside in the designated areas during approved breaks. Employees who use smokeless tobacco should use a disposable container. Employee violating this policy are subject to disciplinary action, up to and including termination.

Drug and Alcohol Use

MATC is committed to providing and maintaining a drug-free and alcohol-free workplace. Therefore, the following conduct is prohibited on or in MATC's property or on MATC's time, by employees and non-employees:

- the unlawful use, possession, sale, distribution, dispensation or manufacture of any illegal drug;
- the use, possession, transfer or sale of any paraphernalia which is reasonably believed to be used in connection with illegal drugs;
- working while under the influence of illegal drugs, even if used or consumed off-duty or off-premises; and/or
- working while under the influence of alcohol, even if used or consumed off duty or off premises.

“Legally prescribed drugs” are defined as any prescription or nonprescription drug which may impair working ability. If an employee takes a legally prescribed drug he/she must notify his/her Supervisor if its use is expected to adversely affect the performance of the essential functions of his/her job. Employees have a duty to know if the legal prescription or nonprescription drugs they are taking may impair their ability to work.

MATC reserves the right to conduct drug and/or alcohol tests at any time, with or without reasonable suspicion and with or without advance notice. Such testing may include pre-employment (including job transfers and promotions), post-accident, reasonable suspicion, periodic, random, post-leave, post-rehabilitation, and/or any other types of testing. In addition, MATC reserves the right to search employees and their work areas without advance notice and without reasonable suspicion. Refusal to cooperate in these procedures may result in disciplinary action, up to and including termination.

A violation of this policy requires the President/CEO or designee, depending on the circumstances, to:

1. Notify law enforcement officials.
2. Encourage the employee to seek counseling or other education programs where appropriate.
3. Suspend or dismiss the employee involved if the circumstances warrant.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 3.8.1.

Company Vehicles

Employees whose work requires the operation of a motor vehicle must have and maintain a valid driver's license, as well as maintain a clean driving record which is acceptable to MATC's insurer. Motor vehicle record checks may be conducted periodically to ensure compliance.

No employee shall multitask while operating a MATC vehicle. Multitasking includes, but is not limited to, texting, reading, emailing or writing. Violation of this policy may result in immediate loss of MATC vehicle privileges. If necessary, additional disciplinary actions may be taken, up to and including termination.

All incidents related to the vehicle must be reported immediately to employee's Supervisor. In the case of an accident, a police report shall be requested and filed immediately before leaving the scene.

Use of Personal Vehicles

Proper safety and security measures are essential when using personal vehicles to conduct MATC business. Employees are solely liable for any moving violation and/or fines which result from any driving infractions. There must be insurance on the private vehicle, including collision, liability and property and bodily injury for vehicle occupants.

Failure to abide by the following rules when operating a personal vehicle while conducting MATC business may result in disciplinary action, up to and including termination of employment:

- employees must have and maintain a valid driver's license;
- employees must obey standard operating procedures for vehicle operation;
- employees are prohibited from multitasking while operating a vehicle. Multitasking includes, but is not limited to, texting, reading, emailing or writing;

- employees must obey all local, state and federal laws and regulations;
- in case of an accident or damage to either personal property or the vehicle, employees must notify their Supervisor without delay, no matter how minor the damage; and
- employees must report any incident which changes the category of an employee's driver's license or insurability immediately to his/her Supervisor.

Parking

Employee parking is provided on the west, south and east sides of the building and is appropriately marked. A parking decal will be provided to each employee. Employees agree to display the parking decal in accordance with the directions provided and to only park in designated areas.

Emergency Closings

There may be times when emergencies, such as severe weather, fires, power failures or tornadoes, disrupt normal business operations at MATC or require that MATC close a work facility. The President/CEO, at his/her sole discretion, will decide whether MATC offices will be closed or remain open for normal business operations during emergency situations. The Administrative Office will notify employees of emergency closings.

When the President/CEO determines MATC offices are officially closed due to emergency conditions, employees who are regularly scheduled to work during this time will receive their regular rate of pay and such pay will not be deducted from the employee's vacation or sick leave balance. When the President/CEO determines MATC offices will remain open for normal business operations, but an employee is unable to report to work, the employee will not be paid for the time off. However, the employee may request to use accrued vacation or sick leave.

Inclement Weather

As a condition of employment, all employees of MATC, whether of the main campus or instructors of off-campus courses, are expected to work at their assigned times and schedules regardless of weather conditions unless a Declaration of Inclement Weather has been issued.

It is recognized that severe weather conditions may prevent employees from reporting to work, cause some to report late, or require others at work to depart earlier than scheduled.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 8.3.1.

Workers Compensation

The workers compensation program provides insurance coverage for injuries or illnesses which occur during the course of an employee's employment and require medical, surgical or hospital treatment. Subject to legal requirements, workers compensation insurance begins after a short waiting period or if an employee is hospitalized, the benefits begin immediately.

It is important for employees to inform their Supervisor of any work-related injury or illness immediately. Prompt reporting helps to ensure that employees qualify for coverage as quickly as possible and allows MATC to complete an investigation, if necessary.

Health Insurance Portability and Accountability Act

All employees of MATC will adhere to all local, state and federal laws relating to confidentiality and privileged communications and/or privacy protection of health care information to include the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

A major goal of the HIPAA Privacy Rule is to ensure an individual's health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public's health and wellbeing.

All employees of MATC will treat all medical, personal, biometric and financial information as confidential. Any person who breaches this trust will be subject to disciplinary action, up to and including termination.

Section 7: Termination of Employment

Termination of Employment

Termination of employment is inevitable within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by MATC.
- Layoff - involuntary employment termination initiated by MATC for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service and any other criteria for retirement from the organization.

Since employment with MATC is "at will", both the employee and MATC have the right to terminate employment at any time, for any reason or no reason, with or without cause. Employees will receive their final paycheck in accordance with the applicable state law.

Employees who voluntarily resign from MATC are expected to provide at least two (2) weeks' notice in writing of their intent to resign. Notice should be signed and include the employee's anticipated date of departure, reason for resignation and other pertinent data. MATC reserves the right to release an employee prior to his/her anticipated departure date. An employee's separation date is the last day he/she works in the office.

Employee Acknowledgement Form

I acknowledge that I have received a copy of this Employee Handbook (hereinafter “Handbook”) from the Manhattan Area Technical College (“MATC”).

I understand it is my responsibility to read and comply with the policies contained in the Handbook and revisions made to it. I understand that I should consult the Vice President of Operations regarding questions not answered in the Handbook.

I understand MATC reserves the right to modify, change, delete, supplement, rescind, or revise information contained in the Handbook, as MATC deems necessary or appropriate, at its sole and absolute discretion and with or without advance notice. Changes will be communicated through standard communication channels. The President/CEO must approve revisions to the Handbook.

I have entered into my employment relationship with MATC voluntarily and acknowledge that there is no specified length of employment. I understand my employment with MATC is “at will”, and either I or MATC may terminate the employment relationship, with or without cause, for any reason or no reason, at any time, so long as there is no violation of applicable federal or state law.

The information in this Handbook does not supersede any collective bargaining agreements. If a policy or information is covered in this Handbook and is included in the MATC Faculty Association Agreement (“Agreement”, “Contract” or a “collective bargaining agreement”), the employee represented by such Faculty Agreement should first defer to the Agreement. Finally, it is not the intent of any provision in this Handbook for MATC to interfere with, restrain or coerce employees in the exercise of their rights guaranteed in Section 7 of the National Labor Relations Act.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

Employee Signature: _____

Printed Name: _____

Date: _____