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

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

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

We encourage open communication between employees and their supervisors to identify and correct issues as they arise. We expect the very best from our employees. The Code of Ethics and the Code of Conduct Policies can be found later in this Policy Manual.
The College’s Personnel Policy is based upon the Seven Grandfather Teachings of the Anishinaabeg and the values of the college:

Debwewin (Truth)

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

Zoongide’ewin (Courage/Bravery)

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

Manaaaji’idiwin (Respect)

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

Gwayakwaadiziwin (Honesty)

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

Zaagi’idiwin (Love)

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

Nibwaakaawin (Wisdom)

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

Dabasendizowin (Humility)

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

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

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

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

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

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

MISSION

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

VISION

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

PURPOSE STATEMENTS

- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.
• The college will seek to address the social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
• The college will promote a philosophy based on the seven teachings of the Anishinaabe.

PURPOSE OF EMPLOYEE HANDBOOK

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

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

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

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

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

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

SHARED GOVERNANCE
The WETCC institutional governance and administrative structures promote effective leadership and support collaborative processes that work together to fulfill its mission. As the core component of shared governance, WETCC has specified certain committees, senates, task forces, work groups and/or cabinets to participate in the decision-making processes. Some of the groups are standing and on-going while others may be ad-hoc, assigned to complete a specific task.

Each committee, senate, and cabinet has a specified chairperson who is responsible to ensure the group is focused on their charge. Representative members of these groups serve as informal liaisons between the respective governance body and the group(s) they represent.

As an employee of WETCC, you may be asked to participate in one or more of the groups as a part of the shared governance process.

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

Any claim of discrimination should be promptly addressed to the Title IX Coordinator: Denise J. Askelson, Human Resources. Retaliation for filing an EEO complaint is strictly forbidden.

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

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

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

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

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

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

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

- W4 withholding forms
- I-9 Certification
- MN Tax Exemption (if applicable)
- Informed consent for background check
- Direct deposit
- Employee Handbook Certification
- FERPA Quick Guide and Certification
- Drug and Alcohol Abuse Prevention Program Certification
- Seven (7) Grandfather Teachings and acknowledgment forms
- Employees will be informed of the Benefits package and will be given the necessary paperwork to complete within the first two weeks of employment.

Faculty will also receive faculty orientation and a Faculty Handbook from the Academic Dean.

HOURS OF WORK

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

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

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

The exterior doors are unlocked during the following hours:

- Drum Hall West Exterior Door (Main Entrance) 7:00 a.m. to 4:30 p.m. or until the last class has been dismissed for the day
- South Entrance Door (Administration) 7:00 a.m. to 4:30 p.m. each Business Day
- North Entrance Door 7:00 a.m. to 4:30 p.m. each day classes are in session
- East Door (Library) is alarmed but can be unlocked by the Librarian
Exterior lock/unlock schedule will be adjusted for special events scheduled or closings. Employee ID cards serve as card access to allow employees access through exterior doors when they are locked.

**ELECTION DAY WORK SCHEDULES**

WETCC will not directly or indirectly refuse, abridge, or interfere with an employee’s rights to vote.

Employees will be scheduled on Election Days to allow sufficient time to vote before work or after work with a schedule that allows for sufficient time to vote in accordance to the Election Day polling place hours.

**PAYROLL**

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

Time cards are provided to all employees. The time card must be filled out indicating daily hours: regular, holiday, annual leave, sick leave, etc. and signed by the immediate supervisor. Time cards are due no later than noon on the Monday following the pay period end date.

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

Authorized payroll deductions will also be honored.

**PAYROLL ADVANCE**

To assist an employee faced with a monetary hardship, WETCC will allow payroll advances in conjunction with the White Earth Federal Credit Union. An employee can be advanced up to 50% of their net wages during the current pay period with repayment done via full payroll deduction on the next two scheduled paychecks. Check with the Business Office if you are in need of a payroll advance.

**SAFETY**

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

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

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

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

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

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

EMPLOYMENT BACKGROUND CHECK

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

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

• Professional and personal references;
• Criminal history check;
• Civil case review;
• Past employment verification;
• Driving record;
• Educational or credential certification;
• Professional licensure verification;
• Any other information deemed useful.

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

ALCOHOL, DRUGS, OR CONTROLLED SUBSTANCES ON WETCC PROPERTY

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

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

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

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

The HR department will maintain a program for employees to make employees aware of:
   a) the dangers of drug abuse in the workplace;
   b) the policy of maintaining a drug-free workplace;
   c) any available drug counseling, rehabilitation, and employee assistance programs; and
   d) the penalties that may be imposed upon employees for drug abuse violations.

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

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

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

INCLEMENT WEATHER
WETCC encourages employees to use their own best judgement for safe travel conditions.

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

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

A campus closure automatically cancels all activities during the specified period of time such as events, classes, meetings, and other activities.
Employees will not be charged leave for closures decided by the President, but may choose to use leave at other times of inclement weather if they do not feel safe travelling when the campus is open.

**CONTAGIOUS DISEASES**

An employee who knows they have a contagious or communicable disease have an obligation to minimize physical contact with other employees. If an employee believes they may have contracted a contagious disease they should contact their medical provider for evaluation before returning to the workplace.

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

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

**REASONABLE ACCOMMODATIONS**

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

a. To enable the individual employee to perform the essential functions of the position, or to gain access to the workplace.

b. To enable an applicant with a disability to have an equal opportunity to participate in the application process and to be considered for a job.

c. To allow an employee with a disability an opportunity to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities.

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

**PERSONNEL FILES**

The Human Resources will maintain a Personnel File containing specific job-related documents and a Confidential File containing individual information such as background check, social security number, protected health information and more on all employees. Academic Personnel files maintained by the Academic Dean will contain documents directly pertaining to an employee’s job. Records are retained for seven (7) years after an employee leaves WETCC employment and then are destroyed. Supervisors may also maintain unofficial files on employee job related matters.
Employees who wish to see the contents of their official Personnel File may submit a request to the HR office. Employees are not allowed to remove files from the HR office or any contents contained in the files, but may request a copy of the official Personnel File.

Confidential Files and Supervisory Files may be maintained but are not accessible to an employee.

**RELEASE OF EMPLOYMENT RECORDS, INCLUDING REFERENCES**

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

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

**REPRESENTING WETCC FOR OFFICIAL USE**

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

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

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

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

**MEDIA**

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

The use of the WETCC name or image to promote any opinion, product, cause, political candidate, or unsanctioned representation of WETCC in any form of media is prohibited, including social media. Any recognized group within WETCC that desires to create their own media, including social media presence, must seek approval from the Director of Development.

**IT SECURITY**

Access to specific software and IT technology of WETCC is restricted to employees who need the information to perform the duties of their job. Any new software or hardware connected to the IT infrastructure must have approval of the IT Coordinator in advance.
It is the policy of WETCC that any software used on IT equipment must be appropriately licensed and licensing agreements must be adhered to by users, including copyright restrictions.

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

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

TRAVEL

Employees who need to travel off site for work purposes may use a WETCC owned vehicle, when appropriate. Prior to driving a WETCC vehicle, the employee must be cleared by HR by completing the necessary paperwork to conduct a review of their driver’s license. Employees who are authorized to drive a WETCC vehicle must notify the HR department of any change in their driver’s license status prior to operating a company owned vehicle. Employees (drivers) are responsible to comply with local laws and regulations while driving, including the use of safety restraints; texting is strictly forbidden while driving a company owned vehicle.

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

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

Any accident while on company time must be reported as soon as possible.
**BENEFITS**

**ANNUAL LEAVE**

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

Annual leave is accrued from the first day of employment as follows:
- 4 hours per pay period through the first 2 years of employment
- 6 hours per pay period for the 3rd through 6th year of employment
- 8 hours per pay period for the 7th through the 10th year of employment
- 10 hours per pay period for 11 and more years of employment

Annual leave can be requested in increments of one-quarter (1/4) hour and must be indicated on the bi-weekly time card. All annual leave balances must not exceed 160 hours on December 31st of each year and are paid out to an employee when they leave WETCC employment (up to the maximum 160 hours).

**SICK LEAVE**

Unfortunately, there will be times when an employee cannot report to work due to an illness. To help support employees through times of illness, sick leave benefits are granted to all full-time, permanent employees, including Faculty. Sick leave benefits begin accruing upon hire at the rate of four (4) hours per pay period and may be used after working one full pay period. There is no maximum to the amount of sick leave an employee may accumulate.

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

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

Sick leave benefits can be requested in increments of one-quarter (1/4) hour as indicated on the bi-weekly time card. Sick leave benefits are not paid out when an employee leaves employment.

**LEAVE DONATIONS**

Under extenuating circumstances, an employee may be off from work for a period of time without any accumulated leave; in this situation, WETCC will allow employees to donate leave to one another to cover absences and minimize financial hardships.
The donating of leave is entirely voluntary and is processed hour for hour. Requests must be made to the Human Resources department and approved by the Supervisor before the current pay period ends. Requests cannot be considered retro-actively.

HOLIDAYS

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

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

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

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

401(K) RETIREMENT BENEFITS

Any full-time or part-time, regular/permanent employee is eligible to participate in the WETCC 401(K) retirement savings plan effective the first day of the month following their first sixty (60) days of hire. Employees may contribute a percentage of their gross salary (tax deferred) to the savings plan and WETCC will match up to 5% to allow for retirement savings.

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

HEALTH, DENTAL, LIFE INSURANCE

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

Health Insurance
All full-time, permanent employees are eligible for Health Insurance benefits beginning the first day of the month following the first sixty (60) days of employment. New employees must enroll within two weeks of hire or wait until the annual open enrollment period. The Health Insurance plan is a part of the White Earth Reservation self-funded plan. Employees can choose among a variety of plan options including single or family coverage with various premiums, deductibles, and co-pay options.

**Dental Insurance**

All full-time, permanent employees are eligible for Dental Insurance benefits beginning the first day of the month following the first sixty (60) days of employment. New employees must enroll within two weeks of hire or wait until the annual open enrollment period. The Dental Plan offers options including single or family coverage with various premiums, deductibles, and co-pay options.

**Life Insurance**

All full-time, permanent employees are eligible for Life Insurance benefits beginning the first day of the month following the first sixty (60) days of employment. New employees must enroll within two weeks of hire or wait until the annual open enrollment period. Life Insurance benefits are based upon your current rate of pay and include an accidental death and dismemberment policy. Additional life insurance can be purchased at the time of enrollment.

**ADDITIONAL BENEFIT OPTIONS**

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

**PERSONAL DEVELOPMENT**

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

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

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

**FUNERAL LEAVE**

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

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

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

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

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

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

ON THE JOB INJURY

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

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

Supervisory personnel will report the injury to HR and the Workers’ Compensation company if deemed necessary.

LEAVE OF ABSENCE

A Leave of Absence (LOA) is defined as an approved absence from work for more than ten (10) working days.

A LOA is an unpaid leave from work where an employee can use available leave if appropriate.

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

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

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

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

**CULTURAL COMPETENCY**

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

Employees of WETCC are required to successfully complete four (4) courses offered by WETCC within four (4) years of their start date or four (4) years from the effective date of the policy. Courses identified include:

- PHIL 230 – Anishinaabe Philosophy
- OJIB 110 – Ojibwe Language 1
- HIST 130 – History of Assimilation
- NAST 185 – History of White Earth
- Seven Grandfather Teachings

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

**EMPLOYEE ASSISTANCE (EAP)**

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

The Village Family Services EAP can be accessed by calling: 1-800-627-8220.

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

**WETCC COLLEGE USE**

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

Library
The library at WETCC contains a unique collection of materials that can be checked out for personal or professional use. Regular library hours are Monday through Friday 8:30 a.m. to 4:30 p.m. Outside of the library is a patio which is also open, weather permitting.

Tuition Waiver

Employee waivers are allowed for any employee of WETCC. Employees may enroll in one course per semester with no charge for tuition. Other fees, including books or course specific fees will be the employee’s responsibility.
EMPLOYEE RELATIONS

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

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

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

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

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

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

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

Normally the beginning rate of pay shall be established when a new employee is hired. The approved Salary Schedule is reviewed annually by the COT.

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

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

**PERFORMANCE REVIEWS**

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

**DEMOPTION**

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

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

**OUTSIDE EMPLOYMENT**

WETCC considers itself the primary employer, however, we understand that employees may participate in other employment. Employees who accept employment outside of WETCC, including self-employment, must make full disclosure to their supervisor in writing, including the estimated time away from work and any potential conflicts. The Supervisor will review the request; WETCC reserves the right to grant or deny permission to any employee wishing to simultaneously accept employment elsewhere, or become self-employed.

**CONFLICT OF INTEREST**

To ensure WETCC maintains principles of objectivity in all transactions and to protect the interests of anyone involved with a situation, we require any employee to divulge a significant financial, personal, or professional interest that could potentially cause a conflict of interest or the perception of a conflict of interest.

Disclosure is required in writing and must be presented to the immediate supervisor before activities commence. Disclosure must include any financial interests or affiliations that could pose a potential conflict of interest.

Supervisors will determine whether the potential conflict of interest warrants removing the employee from the situation to protect the interests of WETCC. An employee who disagrees with the decision of their supervisor may grieve the matter through the chain of command.
NEPOTISM/CRONYISM/CONSENSUAL RELATIONSHIPS

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

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

COUNCIL OF TRUSTEES (COT)

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

COPYRIGHT AND INTELLECTUAL PROPERTY

WETCC expects all students and employees to comply with applicable federal, state, and tribal laws governing copyrighted materials which grant authors, publishers, and creators control over the copying, distribution, transmission and performance of their original works. WETCC recognizes the importance of the Fair Use doctrine and its responsibility to provide information and guidance in support of teaching and learning. Fair Use Doctrine Section 107 of the copyright law allows fair use of copyrighted materials. There are four criteria all of which must be considered, in determining fair use:

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

It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of the copyright.

To that end, WETCC shall:

• Inform its employees about the application of the four factors governing fair use.
• Develop and make available resources related to copyright and fair use.
• Provide notice to students that materials used in connection with courses may be subject to copyright protection.
• Assist employees in obtaining permission to use copyrighted materials. Employees are responsible for maintaining their own records involving written permissions.
• Impose sanctions consistent with WETCC policies on any student or employee where there is a finding of willful infringement of the copyright policy.

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

PERSONAL CODE OF CONDUCT

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

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

1. Failure to fulfill the responsibilities of the job;
2. Deliberately attempting to cause poor morale among WETCC employees by action or attitude on the job;
3. Immoral conduct or indecency during working hours such as threatening, intimidating, coercing, using offensive or abusive language, harassing, bullying, or interfering with visitors, supervisors, or other employees;
4. Any conduct while on company premises or on company business which reflects poorly on the WETCC, employees, students or partners,
5. Failure to comply with instructions or insubordination;
6. Engaging in unauthorized personal business during work hours or unauthorized use of or removal of company property;
7. Unauthorized removal or disclosure of confidential information or records;
8. Falsifying or omitting information on an employment application or other company record;
9. Destroying, damaging, defacing, or misuse of company property or the property of other employees, students, or visitors;
10. Soliciting or accepting unauthorized payment of expenses or gratuities;
11. Unexcused or excessive absenteeism and/or tardiness and abuse of time limits; for this policy, three (3) consecutive absences without notification to the supervisor will be considered a termination of employment;
12. Violation of the Drug Free Workplace rules;
13. Unauthorized possession of a dangerous weapon or instrument;
14. Creating or contributing to a hostile work environment;
15. Failure to report any illegal or immoral activity and/or failure to cooperate as requested;
16. Failure to report accidents or injuries that occur during work hours or while in the performance of the WETCC duties within the established time frame;
17. criminal conduct or convictions that violate the primary duties or responsibilities related to work, whether the offense happened on/off the job;
18. using obscene language or acting in any manner that could be interpreted as sexual, racial, religious, or other forms of harassment;
19. failure to appropriately report a conflict of interest (real or perceived).

SEXUAL HARASSMENT

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

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

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

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

The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

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

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

The Human Resources Technician serves as the Title IX Coordinator and has been delegated the responsibility to coordinate compliance under Title IX of the Education Amendments which prohibit sex discrimination in educational programs and activities.

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

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

The Title IX Coordinator is responsible to receive all complaints and complete an investigation. All employees are responsible to participate in the investigation process when appropriate.
WETCC takes seriously any allegation of sexual harassment and will investigate all such charges promptly based upon alleged conduct and the degree of seriousness of the harassment. An employee found to be guilty of sexual harassment will be subject to disciplinary actions, up to and including termination of employment.

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

CORRECTIVE ACTIONS

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

The degree of discipline shall be directly related to the seriousness of the offense, the employee’s employment record, and established practices of WETCC. There is not a sequence of steps to take for disciplinary action, any action shall be decided on an individual basis.

Supervisory options when considering disciplinary actions include:

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

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

COMPLAINT AND GRIEVANCE (ALSO KNOWN AS APPEAL) PROCESS

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

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

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

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

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

The HR Technician is available to assist with guidance and policy advice at any step of the complaint/grievance process.
LEAVING EMPLOYMENT

VOLUNTARILY LEAVING EMPLOYMENT

An employee who plans to resign or retire is asked to give at least a two-weeks’ written notice to their supervisor to allow for proper planning and staffing within the department. Upon notification, the HR department will ensure the final payroll check is processed in accordance to WETCC policies and procedures. HR will also ensure you are aware of your right to continue employee benefits.

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

TERMINATION OF EMPLOYMENT

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

For Cause:
- Termination due to unsatisfactory performance.
- Unsuccessful completion of the initial probationary period.
- Misconduct including a violation of the Employee Handbook, policies, procedures, or departmental rules and regulations.
- Inability to perform duties, usually due to medical capacity.

Not For Cause:
- Lay off or reduction in workforce.
- At will employment termination.
- Death of an employee.

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

FINAL PAY

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

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

I hereby certify that I have received a copy of the WETCC Employee Handbook. I understand and agree that it is my responsibility to read and comply with all the policies contained in the WETCC Employee Handbook and any revisions. I further understand that I am bound by the provisions contained therein, and that my continued employment is contingent on my adherence to such policies.

___________________________________________________________  ______________________
Employee Signature                                             Date

___________________________________________________________
Employee Name (please print)