



EMPLOYEE HANDBOOK



**WHITE EARTH TRIBAL
& COMMUNITY COLLEGE**

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WELCOME

Boozhoo. (Hello.) Welcome to the White Earth Tribal & Community College (WETCC), where we believe our employees are our greatest resource. We strive to provide employees with the training and tools to do their jobs and a supportive environment where they can contribute to the college's success. We apply these policies fairly and consistently and encourage open communication between employees and their supervisors to create an effective team.

PURPOSE OF EMPLOYEE HANDBOOK

The WETCC Employee Handbook is a guide and resource for employment-related policies and procedures. This handbook contains abbreviated policies and procedures; full policies can be found on the college's SharePoint and website. This handbook supersedes prior policies or past practices.

Employees are expected to conform to the policies and procedures upon receipt of this handbook. This handbook and its contents, statements, and positions do not create a contract between WETCC and any of its employees. Any contracts will be separate from this handbook.

The Human Resources (HR) Department may make clerical edits that do not change the intent of the policies or procedures. The Board of Trustees (BOT) must approve changes that are more significant than clerical edits. The president, in consultation with the BOT, may modify or override policies in specific instances. The BOT may modify, amend, change, or rescind policies at any time with or without prior notice. HR will communicate policy modifications or amendments to all employees. Certain aspects of the Employee Handbook may not apply to contract employees, such as faculty. Please consult HR regarding any questions.

ABOUT WETCC

WETCC was established on September 9, 1997, by the White Earth Tribal Council per Tribal Resolution #038-97-005. WETCC opened its doors to fourteen tribal students on October 7, 1997, in a two-room, humble building in downtown Mahanomen, Minnesota. WETCC continued to grow over the years, and as additional classes were added, various buildings in downtown Mahanomen were used for 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 [indigenous] and non-[indigenous] residents of the area..."

The first graduation was held on May 25, 2000, for students who completed certificate programs. In 2000, the college was recognized as a legal organization by the State of Minnesota and was granted a Certificate of Incorporation. WETCC obtained official non-profit 501(c)(3) status in 2001.

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. The campus continued to grow through 2016 when construction of Phase III was completed, and all students, faculty, and staff were finally located on one campus – enhancing the ability of faculty and staff to serve students.

WETCC is governed by an independent Board of Trustees (BOT) that abides by its approved Bylaws and Charter. The BOT consists of seven voting members and two non-voting members who represent the collective voice of the community as it translates needs and expectations into the college policies.

The BOT oversees fiduciary duties, such as executing institutional policies, approving budgets, and

setting the overall strategic direction, fundraising, approving new programs, and partnering with the president to achieve the mission, sustain core operations, and attain the college's strategic priorities.

MISSION

WETCC is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.

VISION

Gaa-miinigoowizid Anishinaabe Gibimiwidoomin Niigaanakeyaa—“We are carrying into the future the way Anishinaabe was gifted.”

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.

GENERAL ADMINISTRATION

EMPLOYEE POLICIES AND HANDBOOK

(Employee Policies and Handbook Policy #300.08)

The Employee Handbook is a compilation of policies, procedures, working conditions, and behavioral expectations, in an abbreviated format, to guide WETCC employees. Consult the WETCC Policies on the college's website or the internal SharePoint for complete information. Employees receive and review a copy of the Employee Handbook and sign a certification of receipt. HR places the signed receipt in the employee's official personnel file.

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

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

(Equal Employment Opportunity Policy #300.03)

The WETCC, in accordance with Federal law and U.S. Department of Agriculture policy, does not discriminate based on race, color, religion, sex, gender, sexual orientation, national origin, ancestry, age, marital status, disability, or any other characteristic protected by law. This policy applies to, but is not limited to, educational policies, admissions, financial aid, hiring, and employment.

Bring any claims of discrimination to the Title IX coordinator. Retaliation for filing an EEO complaint is forbidden. The EEO policy is not intended to negate preferences in employment practices such as Native or veteran's preference.

NATIVE AND VETERAN PREFERENCES

(Native and Veteran Preference Policy #300.04.01)

WETCC reserves the right to invoke Native and veteran preferences throughout the hiring process. The practice of Native or veterans' preference does not negate EEO guidelines.

AT-WILL EMPLOYMENT

(Separation of Employment Policy #300.38.01)

WETCC employees are at will, which means:

- An employee is not required to be employed by WETCC
- WETCC is not required to employ an employee for a set period
- Either the employee or WETCC can end employment at any time, with or without cause, and with or without notice

ESSENTIAL PERSONNEL

(Essential Personnel Policy #300.50)

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

ORIENTATION

HR will conduct an orientation for new employees on their first day of work. They can answer questions about payroll, benefits, or general employment practices and provide overall employment information. Supervisors provide specific details on job responsibilities, and the academic dean will review the Faculty Handbook with new faculty.

The following forms must be completed during a new employee's initial orientation. Benefits paperwork is due to HR within the first two weeks of employment.

- W4 Withholding Forms. Federal W4 and W4MN
- I-9 Certification (employees must provide documentation to show their identity and authorization to work; either two forms of ID are required or a current passport.)
- MN Tax Exemption (if applicable)
- Direct Deposit
- Employee Handbook Certification
- FERPA Quick Guide and Certification
- Drug and Alcohol Abuse Prevention Program Certification
- Seven (7) Grandfather Teachings and Acknowledgment Forms
- Title IX Certification
- Media Release Form
- All other acknowledgment forms, such as the Telework Policy.

HOURS OF WORK

(Hours of Work Policy # 300.17)

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

Employees are allowed a 15-minute paid break for each 4-hour shift, and a 30-minute unpaid lunch period after a 4-hour shift. Supervisors should stagger breaks to ensure office areas are appropriately staffed during.

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

STAFF ADJUNCT FACULTY

(Staff Adjunct Policy #300.53)

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

TELEWORK

(Telework Policy #300.51)

Telework allows employees to work at home, on the road, or in a satellite location for all or part of their work schedule. Telework is only an option when the employee and the job duties are suitable for such an arrangement. Telework is not an entitlement or a college-wide benefit. It does not change the terms and conditions of employment or the at-will employment relationship.

Telework can be informal, such as working from home for a short-term project or during business travel, or a formal, set schedule of working away from the office. Either the employee or the supervisor can request telework as a work arrangement. The supervisor must approve the agreement, or it does not

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

ACCESS TO CAMPUS

(Access During Normal Operating Hours Policy #420.05)

The exterior doors are unlocked during the following hours:

- Drum Hall west exterior door (main entrance) 7:00 a.m. to 4:30 p.m. or until the last class has been dismissed for the day
- South entrance door (administration) 7:00 a.m. to 4:30 p.m. each Business Day
- North entrance door remains locked for entry; the door is available for immediate exit
- East door (library) is alarmed but can be unlocked by the librarian
- Customized Education east door is unlocked from 7:00 a.m. until 4:30 p.m.
- Staff control the Extension Office and Gizhiigin Arts building.

Exterior lock/unlock schedules will be adjusted for scheduled special events or closings. Employee ID cards provide card access for employees.

PAYROLL

(Payroll Policy #500.1)

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

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

Payroll is processed via direct deposit. Contact HR if you need to change your payroll deposit. Authorized payroll deductions will be honored.

SAFETY

(Security policy #440.01)

Campus safety is everyone's responsibility. There is a security officer on campus during parts of the day. In their absence, consult the facilities director. Reports of safety concerns should be addressed as soon as possible. If you are facing an emergency, call 911.

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

- Do not loan your keys to anyone, even a colleague or friend.
- Do not leave your keys lying around where someone could pick them up.
- Do not put your name or address on key rings.
- Do not leave personal property (purses, cell phones, etc.) unattended.
- Lock your door when you leave your room or office.
- Lock your car doors.
- Do not leave valuables in plain view in your office or classroom.
- Avoid walking alone at night. Stay where there is plenty of light.
- Watch for suspicious people in and around campus buildings and parking lots. Promptly report suspicious activity.
- Report thefts and property losses immediately,
- Be security conscious.

The security officer maintains a crime log, which is available upon request. The Annual Safety Report is on the WETCC website. There will be periodic fire alarms and safety drills. All employees must participate in drills. Ask for assistance if you do not feel safe

EMPLOYMENT BACKGROUND CHECK

(Employment background check policy #300.46)

WETCC conducts background checks on employees or individuals considered for hire as a condition of employment, or sometimes for continued employment, to ensure the individual meets the job qualifications and is suitable for employment.

HR ensures background checks are conducted, which may include:

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

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

ALCOHOL, DRUGS, OR CONTROLLED SUBSTANCES ON WETCC PROPERTY

(Alcohol, Drugs, Or Controlled Substances on WETCC Property Policy #440.07)

WETCC is a drug-free workplace. The use, sale, possession, transfer, manufacture, or distribution of alcohol and/or controlled or prescribed substances or paraphernalia commonly associated with controlled substances is forbidden in and on the WETCC campus and properties. Look-alike substances are prohibited. The use of a valid prescription medication by an authorized individual in accordance with the prescribed method is not prohibited. However, unauthorized use is forbidden.

As a condition of employment, any employee who is convicted of an alcohol or drug violation while in the workplace or on duty representing WETCC must report the violation to HR within five working days. As a federal grant recipient, WETCC must notify specific granting agencies if a violation occurs. Any violation of this policy will be reported to law enforcement authorities.

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

- The dangers of drug abuse in the workplace
- The policy of maintaining a drug-free workplace
- Available drug counseling, rehabilitation, and employee assistance programs
- The penalties that may be imposed upon employees for drug abuse violations

SMOKING ON WETCC PROPERTY

(Facility Usage Policy #420.03)

Smoking cigarettes or cigars, chewing tobacco, or using electronic nicotine delivery systems is prohibited in WETCC buildings or vehicles. The use of cigarettes, cigars, chewing tobacco, or electronic nicotine delivery systems is forbidden on all WETCC property.

FIREARMS OR WEAPONS ON PROPERTY

(Carry of firearm or weapon policy #440.06)

Only a licensed law enforcement officer can carry or possess a firearm or a weapon in a WETCC building, 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 must report the suspected activity promptly, unless doing so would subject the individual to physical harm. Incidents of illegal activity will be reported to law enforcement.

INCLEMENT WEATHER

(Inclement Weather Policy #300.22)

WETCC encourages employees to use their best judgment for safe travel conditions. Employees should contact their supervisor about travel conditions.

The president may close the campus and have employees telework if the president determines it is unsafe to travel. Campus closures are announced via:

- WETCC email system
- Text alerts
- WETCC website
- Social media
- Designated local radio and television stations such as KVLV TV, Fargo

A campus closure automatically cancels all on-campus activities, such as events, classes, and meetings, during the specified period. Some activities may be moved online. Employees will not be charged leave when the president closes the college. Employees may use annual leave if they do not feel safe traveling when the campus is open.

CONTAGIOUS DISEASES

An employee who knows they have a contagious or communicable disease has an obligation to minimize physical contact with others. Employees should contact their medical provider before returning to the workplace if they think they have contracted a contagious disease.

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 because they have a communicable disease.

WETCC reserves the right to exclude a person with a communicable or contagious disease from workplace facilities, programs, and functions if it is found, based on a medical determination, that such a 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

(Equal Employment Opportunity Policy #300.03)

WETCC provides reasonable accommodations for qualified employees and applicants with disabilities, unless doing so would cause undue hardship for WETCC. Within this framework, WETCC has the following objectives:

- To enable the individual employee to perform the essential functions of the position, or to gain

access to the workplace.

- 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.
- 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 reasonable accommodation should consult with HR; supporting medical documentation will be required.

PERSONNEL FILES

(Personnel Files Policy #300.06)

HR maintains personnel and confidential files on all employees. Personnel files include job-related documents and confidential files, such as background checks, social security numbers, or protected health information. Supervisors may maintain a supervisory file that contains information not deemed confidential by HR, such as supervisory notes or job-related matters. The academic chair maintains faculty files that include documents directly about faculty credentials and performance.

WETCC retains employment files for seven years after an employee leaves WETCC employment, after which they are destroyed.

Employees may submit a request to see their official personnel file. Employees may not remove files from HR or any contents in the files. They may request a copy of the official Personnel File. Confidential, academic, and supervisor files are not accessible to employees.

RELEASE OF EMPLOYMENT RECORDS, INCLUDING REFERENCES

(Release Of Employment Records, Including References Policy #300.07)

To safeguard the employment information of current and former employees, HR will handle any request for personnel information. HR will release position titles and dates of employment upon request, but requires a written release authorization from an employee for:

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

REPRESENTING WETCC FOR OFFICIAL USE

(Use of Logo Policy #410.04)

The official letterhead format must be used for external communications, except for email. The WETCC logo is the sole and exclusive property of WETCC. The use of the WETCC logo requires permission from the marketing specialist or the WETCC president. Modifications to the WETCC logo are not allowed without advanced express written permission. The WETCC logo may not be used or displayed in a manner that tarnishes its reputation or goodwill or depreciates its value. Any false or misleading use of the logo is prohibited.

Any WETCC-recognized group must secure pre-approval from the WETCC president before fundraising.

MEDIA

(Media Release policy #410.02)

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

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, including social media, is prohibited. Any recognized WETCC group that wants to create its own media, including social media presence, must seek approval from the marketing specialist or Presidents Cabinet.

IT SECURITY

(IT security policy #430.01)

Access to specific software and IT technology used by WETCC is restricted to employees who need the information to perform their job duties. The IT coordinator must pre-approve new software or hardware connected to the IT infrastructure.

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 align with the 7 Grandfather Teachings, legal, ethical, reflect academic honesty, and demonstrate restraint in the use of shared resources. Malware, cyberbullying, unwarranted annoyances, gaming, pornography, betting, spamming, etc., are prohibited.

WETCC VEHICLE USE

(Use of Vehicle Policy #300.57.02)

Employees who need to travel off-site for work purposes may use a WETCC-owned vehicle when appropriate. HR must clear employees before they can drive a college vehicle, including completing the paperwork to conduct a review of their driver's license.

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

If you drive your own vehicle for work-related purposes, you are required to have a valid driver's license and insurance to request mileage reimbursement. Reimbursement is processed at the prevailing federal government rate and can be submitted on the approved mileage form.

TRAVEL

(Travel Expenditures Policy #500.11)

At times, employees may have to travel out of the area. Travel expenses will be reimbursed per the Travel Policy for employees traveling away from their regular work location for more than 10 hours. Advance payments for out-of-area travel costs will be authorized. Out-of-state travel should be requested at least six weeks before travel dates to ensure the lowest airline and hotel rates. Employees must report any accident that happens during work time as soon as possible to their supervisor and HR.

ON THE JOB INJURY

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

Any employee injured while performing their job duties must report the injury to their immediate

supervisor as soon as possible, but no later than eight hours after the injury has occurred. Seek medical attention promptly if needed.

WETCC participates in a workers' compensation plan; therefore, employees who are injured on the job are subject to an alcohol and drug test within eight hours of the injury. The purpose of the plan is to provide compensation and medical benefits for an employee who sustains a work-related injury.

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

VACATION LEAVE

(Vacation leave policy #300.18.01)

Annual leave benefits are granted to full-time, permanent employees. Employees should plan their leave and request leave in advance from their supervisor whenever possible. The supervisor considers work demands before granting the request. Annual leave can be requested in increments of one-quarter (1/4) hours.

Annual leave is accrued from the first day of employment. Accrual is based on 40 hours of work per week and years of service. Employees who are regularly scheduled to work less than 40 hours a week accrue leave on a prorated basis.

Years of Service	Vacation Accrual
Year 1	4 hours
Year 2	5 hours
Year 3	6 hours
Years 4 & 5	7 hours
Years 6 & 7	8 hours
Years 8 & 9	9 hours
Year 10 or beyond	10 hours

Annual leave balances of more than 240 are reduced on December 31 of each year. Annual leave (up to a maximum of 240 hours) is paid out to employees when they leave WETCC employment.

SICK LEAVE

(Sick leave policy #300.23)

There are times when an employee is unable to report to work due to illness. Sick leave is granted to full-time, permanent employees to support them through times of illness. Sick leave begins accruing upon hire at the rate of four 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 the employee's illness, attending medical and dental appointments, or domestic abuse, sexual assault, or stalking. Employees can use sick leave to attend to the illness of an immediate family member or assist with their medical appointments. Employees should notify their immediate supervisor as soon as possible when they need to use sick leave to ensure minimal disruptions in the workplace.

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

LEAVE DONATIONS

(Leave donations policy #300.25)

Under extenuating circumstances, an employee may be off from work for a period 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 leave donations are voluntary and processed hour for hour. Requests must be made to HR and approved by the supervisor before the end of the current pay period. Requests cannot be considered retroactively.

HOLIDAYS

(Holiday policy #300.19.03)

All employees will receive holiday pay (paid day off without charge to leave) in accordance with the number of hours they would have been scheduled to work on the specified holiday. Holidays covered under this policy are:

- 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.
- Juneteenth National Independence Day – June 19
- Independence Day – July 4
- Labor Day – 1st Monday in September
- Indigenous People’s Day – 2nd Monday in October
- Veterans Day – November 11
- Thanksgiving Day – 4th Thursday in November
- Native American Heritage Day – Friday after Thanksgiving
- Winter Break – December 23 through January 1.

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

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

NURSING MOTHERS

(Nursing Mothers Policy #300.45.01)

To provide reasonable break time for an employee to express breast milk in a private place—other than the bathroom—for a woman to pump breast milk or breastfeed a child, during which time no duties may be required to be performed for one year after the baby’s birth.

As part of our family-friendly policies and benefits, WETCC supports breastfeeding employees by accommodating employees who need to express breast milk during the workday.

401(K) RETIREMENT BENEFITS

(401k Retirement Benefits Policy #300.14)

Any full-time or part-time, regular/permanent employee is eligible to participate in the WETCC 401(k)

retirement savings plan effective on the first day of the month following their first ninety (90) days of employment. Employees may contribute a percentage of their gross salary (tax-deferred) to the savings plan. WETCC will match up to 5%.

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

HEALTH, DENTAL, LIFE INSURANCE

(Health, Dental, And Life Insurance Policy #300.16)

Employees can ask HR for information on WETCC employee benefits or refer them to the individual plan document. The plans are not explained in detail here since there are plan options. When you enroll in the health, dental, and/or life insurance programs, you can consider additional benefits such as group vision, short- or long-term disability, or accident insurance policies for an additional fee.

Health Insurance

All full-time, permanent employees are eligible for health insurance benefits beginning the first day of the month after 60 days of employment at WETCC. Employees can choose between a variety of plan options, including single or family coverage, with various premiums, deductibles, and co-pay options.

Dental Insurance

All full-time, permanent employees are eligible for dental insurance benefits beginning the first day of the month following the first sixty (60) days of employment. The dental plan offers options including single or family coverage with various premiums, deductibles, and co-pay options.

Life Insurance

All full-time, permanent employees are eligible for life insurance benefits following the first sixty (60) days of employment. 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.

PERSONAL DEVELOPMENT

(Personal development policy #300.20)

Full-time employees may take up to four hours in a pay period to participate in personal development activities if participation does not interfere with work duties. Employees must receive pre-approval from their supervisors to use personal development time. Examples of allowable activities include:

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

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

BEREAVEMENT

(Bereavement policy #300.21.01)

Bereavement leave allows employees paid time off for the death of a family member or friend.

Bereavement Leave. Up to four consecutive days of paid time off for the death of an immediate family member. Any time needed beyond the four days must be requested as annual leave. If the employee has no annual leave available, leave without pay may be requested.

Immediate Family Member. Parent, stepparent, foster parent, spouse, domestic partner, fiancé, child, stepchild, foster child, sibling, stepsibling, grandparent, great-grandparent, grandchild, and great-grandchild, including those immediate family members of the employee's spouse, domestic partner, or fiancé.

Cultural Leave. Up to two consecutive days of paid time off for the death of non-immediate family members. Any time needed beyond the two days must be requested as annual leave. If the employee has no annual leave available, leave without pay may be requested.

Non-immediate Family Member. Nephew, niece, aunt, uncle, cousin, adopted relative, and ceremonial relative, including non-immediate family members of the employee's spouse, domestic partner, or fiancé.

Funeral Leave. Up to four hours of paid time off to attend the funeral of a friend or relative who does not qualify under the bereavement or cultural leave definitions.

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 or cultural bereavement will be at the employee's discretion. If additional time is needed, leave can be requested.

PAYROLL ADVANCE

(Payroll Advance Policy #500.15)

Payroll advances are available to assist employees with monetary hardships. Advances can be for up to 50 percent of an employee's net wages during the current pay period, with repayment done via full payroll deduction on the next two scheduled paychecks. Payroll advances are allowed twice per calendar year. Check with the Finance Office for details.

LEAVE OF ABSENCE

(Leave of absence policy #300.24)

A leave of absence (LOA) is an approved absence from work for more than 10 working days. An LOA is an unpaid leave from work. Employees can use available leave if appropriate.

An employee requesting 10 or more days off from work must request an LOA. A LOA may be requested for:

- 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

Supervisors may require documentation to support the need for an LOA. Under extenuating circumstances, an extended LOA may be considered.

During an approved LOA, WETCC will continue to pay the employer portion of the employee benefits, and the employee must continue their payments to avoid cancellation. During an extended LOA, the employee must pay the full costs of benefits.

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

CULTURAL COMPETENCY

(Cultural competency policy #200.02)

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

WETCC employees must complete the Seven Grandfather teachings (online course) and two cultural arts workshops in addition to either the academic credit track requiring three academic courses (9 credits) or the non-credit workshop track equivalent to nine academic credits within four years of their start date.

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

EMPLOYEE ASSISTANCE POLICY (EAP)

(EAP Policy #300.15)

A confidential, free employee assistance program (EAP) is available to employees and their families. The Village Family Services EAP can be accessed by calling 800-627-8220 and identifying yourself as a WETCC employee. EAP can assist employees or any member of their household with personal or work-related issues, such as:

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

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

LIBRARY

(Library Use Policy #610.01)

The WETCC library 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.

TUITION WAIVER

(Tuition Waiver Policy #700.19)

Employee waivers are available for any WETCC employee. Employees may enroll in one course per semester with no charge for tuition. Other fees, including books or course fees, are the employee's responsibility.

PROFESSIONAL DEVELOPMENT

(Professional Development Policy #300.54)

WETCC assists and supports staff to increase their job performance and encourages employees to obtain

the skills, knowledge, and abilities for career advancement. Professional development and continuous learning are necessary to maintain the quality of the WETCC staff and their continued readiness and ability to contribute to the mission and goals.

EMPLOYEE RELATIONS

SHARED GOVERNANCE

(Shared Governance Policy #110.02.02)

The WETCC's governance and administrative structures promote effective leadership and collaborative processes that enable the college to fulfill its mission.

The shared governance ensures:

- Timely and appropriate dissemination of information,
- Decision-making at the appropriate organizational level
- Decision-making incorporates the views of those with relevant information/expertise and those impacted by decisions
- Accountability at all levels and in all phases of the decision-making process
- Ongoing review of decision-making processes and areas
- Periodic recommendations concerning shared governance with college administrators and the Board of Trustees

PROBATIONARY PERIOD

(Probationary Period Policy #300.09.01)

Newly hired or transferred employees serve an initial probationary period of 90 days to evaluate the employer/employee relationship and demonstrate satisfactory job performance. Supervisors may extend the initial probationary period up to 90 days to further assess an employee's job performance. Supervisors use the Employee Evaluation Form to document what an employee needs to improve upon during the extension. WETCC may terminate employees on probation at any time if they fail to demonstrate satisfactory job performance during their probationary period.

CLASSIFICATION

(Employment Classification policy #300.12.01)

Employees regularly scheduled to work 32 hours or more per week are classified as full-time. Part-time employees may be scheduled for an inconsistent number of hours per week, fewer than 32 hours regularly.

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

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

COMPENSATION POLICY

(Employee Compensation Policy #300.13)

WETCC has an approved pay scale that considers job duties outlined in position descriptions as they compare to other positions within the college. Pay rates are established taking into consideration WETCC's needs, job responsibilities, qualifications required for the position, and budgetary constraints. Typically, the beginning pay rate is established when a new employee is hired.

ADMINISTRATIVE LEAVE

(Administrative Leave Policy #300.49)

Administrative leave, with or without pay, may be granted for extenuating or special circumstances. The immediate supervisor may place an employee on administrative leave (paid or unpaid). The president can grant multiple staff paid or unpaid administrative leave. Administrative leave can be designated for inclement weather, removing an employee from the workplace, or a health/safety issue.

DRESS CODE

(Dress code policy #300.11)

Employees need to project a professional image. Clothing should be neat and clean. Slacks, casual dress, sweaters, and blazers are examples appropriate for work. Clothing that works well for the beach, yard work, or dance clubs, clothing that reveals too much cleavage, back, chest, stomach, underwear, or contains offensive words/pictures is not appropriate for work. An employee who reports to work in inappropriate clothing will be sent home to correct the issue.

PERFORMANCE REVIEWS

(Performance reviews policy #300.28.01)

Regular performance reviews benefit the employee and WETCC. Performance reviews provide employees with constructive feedback on their job performance per their position description and strengthen the overall effectiveness of the college. All staff will have a performance review at the end of their 90-day probationary period and annually on their anniversary date. Performance reviews for full-time and adjunct faculty will follow the Faculty Handbook.

TRANSFER AND PROMOTION

(Transfer and Promotion Policy #300.47)

WETCC and other White Earth Reservation Tribal entities allow employees who move from one position to another within affiliated entities to move without a cease in benefits. An employee from an affiliated entity hired by WETCC will be allowed to move benefits, including years of service.

DEMOTION

(Demotion policy #300.30)

The employee or supervisor may initiate a demotion to a different position and title within the college. A demotion can result in a reduction in pay/benefits. An employee seeking a voluntary demotion should discuss the option with their immediate supervisor. Employees demoted for work performance or reorganization will receive written notification of the demotion and can appeal the decision.

OUTSIDE EMPLOYMENT

(Outside Employment Policy #300.05)

WETCC considers itself the primary employer. Employees who accept employment outside WETCC, including self-employment, must provide their supervisor with written notice of the outside employment, including potential conflicts with WETCC employment. Secondary employment must not interfere with work hours or the ability to perform assigned job duties. WETCC reserves the right to grant or deny permission to any employee wishing to simultaneously accept employment elsewhere or become self-employed.

CONFLICT OF INTEREST

(Conflict of Interest Policy #300.34)

Employees who have a significant financial, personal, or professional interest that could cause a conflict of interest (real or perceived) involving the College must provide their immediate supervisor with a written disclosure outlining the precise nature of their interest. Financial interests and affiliations, whether professional or personal, must be disclosed.

Employees determined to have a conflict of interest may not participate in a proposed transaction where a conflict of interest applies. Supervisors must ensure an employee with a real or perceived conflict of interest is and remains removed from the situation or modify the situation to ensure there is no impact.

NEPOTISM AND CRONYISM

(Nepotism and Cronyism Policy #300.35)

WETCC prohibits hiring or employment of relatives or close friends, whether the situation creates a real or perceived conflict of interest, to avoid the appearance of or potential for nepotism (a practice among those with power or influence of favoring relatives or friends in the workplace by preferential treatment). WETCC prohibits consensual relationships between a supervisor and his or her employees. Supervisors must recuse themselves from handling matters where nepotism or cronyism may be a factor.

CONSENSUAL RELATIONSHIPS

(Consensual Relationship Policy #300.36)

A consensual relationship is defined as a romantic or sexual relationship between two employees or between an instructor and a student. Employees must report to their immediate supervisor the existence of a consensual relationship when a supervisor/employee or instructor/student consensual relationship exists. Supervisors must recuse themselves from matters where their consensual relationship may be a factor.

BOARD OF TRUSTEES (BOT)

(Board of Trustees Activity Policy #100.03)

To avoid a conflict of interest, in accordance with the BOT bylaws, employees may not hold a seat on the BOT. An employee seeking a BOT seat must promptly notify their supervisor of their intention. WETCC recognizes the right of any employee to seek a BOT seat but will require any employee successfully seated to resign from their employment.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

(FERPA policy #700.03)

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

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

Certain information, as outlined in the full FERPA policy, is deemed “directory information” which may be disclosed under specified circumstances; however, students may request that any or all of their directory information not be made public. The student services manager ensures that all staff and faculty receive annual FERPA training.

COPYRIGHT AND INTELLECTUAL PROPERTY

(Copyright and Intellectual Property Policy #610.02)

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

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

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

The WETCC librarian is the copyright officer. The copyright officer exercises general oversight and ensures that information and guidelines are available via the WETCC website. The copyright officer has final authority to deny a request to duplicate or transmit copyrighted materials.

PERSONAL CODE OF CONDUCT

(Personal Code of Conduct Policy #300.10)

The Personal Code of Conduct Standards ensure employees work together as a professional team, with consideration for the rights and interests of all. WETCC may determine that certain behaviors violate professional conduct.

In addition to the regulations in this handbook and WETCC policies, the following are examples of unacceptable personal codes of conduct that may result in disciplinary action. This list is not inclusive but provides 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.

- Conduct or performance on the job that indicates a lack of ability or failure to produce the quality and quantity of work the position requires; failure to fulfill the responsibilities of the job.
- Deliberately attempting to cause poor morale among WETCC employees by action or attitude on the job.
- 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.
- Conduct while on college premises or on college business that reflects poorly on the WETCC, employees, students, or partners.
- Failure to comply with instructions or insubordination.
- Engaging in unauthorized personal business during work hours or unauthorized use of or removal of college property.
- Unauthorized removal or disclosure of confidential information or records.
- Falsifying or omitting information on an employment application or other company record.
- Disregard policies, rules, or procedures, including departmental policies and procedures.
- Destroying, damaging, defacing, or misusing company property or the property of other employees, students, or visitors.
- Violation of appearance standards.
- Soliciting or accepting unauthorized payment of expenses or gratuities.
- Unexcused or excessive absenteeism or tardiness, or both, and abuse of time limit. Three consecutive absences without notification to the supervisor will be considered a termination of employment.
- Unauthorized possession of a dangerous weapon or instrument.
- Retaliation for disciplinary actions or retaliation towards another who reported a violation.
- Creating or contributing to a hostile work environment.
- Failure to report illegal or immoral activity and/or failure to cooperate as requested.
- Failure to notify your supervisor of a driver's license suspension or revocation if driving is part of

your job description.

- Failure to have insurance coverage on a personal work vehicle used for work purposes.
- Failure to report accidents or injuries that occur during work hours or while in the performance of WETCC duties within the established time frame.
- Failure to comply with the Post-Accident Drug Testing Policy in the event of an on-the-job injury or accident.
- Criminal conduct or convictions that violate the primary duties or responsibilities related to work, whether the offense happened on or off the job.
- Failure to report drug convictions to the supervisor within 5 days of an occurrence.
- Excessive tardiness or absenteeism.
- Using obscene language or acting in any manner that could be interpreted as sexual, racial, religious, or other forms of harassment.
- Using a WETCC computer, telephone, or cell phone for unethical or non-work-related purposes, including social networking sites, streaming, instant messaging, pornography, violence, gambling, racism, harassment, illegal activity, etc.
- The use, sale, possession, transfer, manufacture, or distribution of alcohol and/or a controlled or illegal substance or paraphernalia commonly associated with controlled substances on campus grounds/facilities.
- Reporting to work under the influence of alcohol or illegal drugs.
- Failure to appropriately report a conflict of interest (real or perceived).

SEXUAL HARASSMENT

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

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

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

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

The harasser can be anyone who displays unwelcome sexual advances or verbal or physical harassment of a sexual nature. Though sexual harassment encompasses a range of conduct, some examples of specifically prohibited conduct include:

- 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

HR is the Title IX coordinator and is responsible for coordinating compliance under Title IX of the Education Amendments, which prohibits sex discrimination in educational programs and activities. Any employee concerned with violations of this policy may request assistance from the Title IX coordinator. Any employee who becomes aware of a sexual harassment situation involving another employee must communicate the sexual harassment to the Title IX coordinator. The Title IX coordinator receives all complaints and completes the investigation. All employees must participate in the investigation process when appropriate.

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

TITLE IX

(Title IX Policy #300.55)

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

HR is the Title IX coordinator and will respond to a policy violation in accordance with the procedures outlined in the policy. The student services manager is the deputy Title IX coordinator.

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

WETCC will conduct ongoing prevention, awareness, and training programs for both students and staff to promote ongoing awareness and prevention of Title IX violations. All students and staff are required to attend at least one annual Title IX in-service. Any individual with knowledge or information concerning a policy violation is required to report the situation to the Title IX coordinator.

HARASSMENT OR BULLYING IN THE WORKPLACE

(Harassment or Bullying in the Workplace Policy #300.31)

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

WETCC prohibits bullying and harassment, including 1) verbal communication, 2) manipulating the work environment, 3) psychological manipulation, or 4) harassment, or any combination of these things. All employees are expected to conduct themselves in a professional manner. Any complaints of harassment or bullying should be reported to HR and may constitute a Title IX violation.

CORRECTIVE ACTIONS

(Corrective actions policy #300.29.01)

When an employee’s behavior or conduct does not meet WETCC expectations or violates college policy, some degree of disciplinary action becomes necessary. The goal of disciplinary action is to resolve the problem with immediate and sustained improvement rather than punitive action.

This policy is to ensure the following:

- Supervisors handle disciplinary actions per WETCC policies and procedures.
- Supervisors conduct a thorough investigation before administering disciplinary action.
- The progression of discipline is individually based, related to the seriousness of the offense, and considers the employee's employment record.
- Supervisors provide supporting documentation to HR to warrant disciplinary action.
- HR ensures that disciplinary actions proposed are fair and consistent across all departments.
- Supervisors consult with HR before demoting, suspending, or dismissing an employee.
- Supervisors document employee actions in the employee calendar.

Supervisors follow the progression of discipline steps, depending upon the circumstances surrounding the employee's undesirable behavior/action, frequency with which it has occurred, employee's work history, and seriousness of the offense.

COMPLAINT AND GRIEVANCE PROCESS

(Complaint and grievance policy #300.33)

Most issues can be resolved through informal means, such as sharing your concerns with the person you have an issue with. WETCC encourages employees to resolve issues through informal means before initiating a formal process.

The complaint and grievance process provides a clear, orderly, and expedient way to address a bona fide issue when informal means are unsuccessful or not appropriate for the situation. Employees may file a complaint if they are unable to resolve an issue informally, and they think an action against them violates a policy or right.

Complaints and grievances follow the same process. Employees must file a written complaint/grievance following the chain of command within five working days of an incident. An investigation will begin once the supervisor or appropriate person in the chain of command has a written complaint/grievance. A written response will be provided within five working days. Employees who are unsatisfied with the response may file a complaint with the next person in the chain of command. The WETCC president has the final authority on complaints or grievances (including appeals) unless the complaint/grievance is against the president, in which case, HR will refer the matter to the BOT chairperson. The BOT's decision is final. Due to the sensitive nature of sexual harassment claims, sexual harassment complaints are submitted directly to HR, which is the WETCC Title IX coordinator.

Retaliation against an employee who filed a complaint or grievance is not allowed. Allegations of retaliation should be addressed immediately through this process. HR can assist with guidance and policy advice at any step of the complaint/grievance process.

LEAVING EMPLOYMENT

VOLUNTARILY LEAVING EMPLOYMENT

(Voluntarily leaving employment policy #300.37)

An employee who plans to resign or retire should give their supervisor at least two weeks' written notice to allow for proper planning and departmental staffing. Upon notification, HR will ensure that Payroll processes the final payroll check per WETCC policies and procedures. HR will ensure you are aware of your rights to continue employee benefits.

An employee who gives less than a two-week written notice will be deemed to have quit. An employee who does not report to work or contact their supervisor for three or more consecutive scheduled workdays will be deemed to have voluntarily quit.

SEPARATION OF EMPLOYMENT

(Separation of Employment Policy #300.38.01)

WETCC strives to maintain employees; however, conditions may develop that result in the separation of employment. WETCC will determine whether termination of employment is necessary. Common reasons for termination include:

For Cause

- Unsatisfactory performance
- Unsuccessful completion of the probationary period
- Misconduct, including a violation of WETCC policies, procedures, or departmental rules and regulations
- Inability to perform duties

Not for Cause

- Layoff/reduction in workforce
- At-will employment

Employees will be notified in writing of a termination of employment decision. Employees terminated for cause will be informed of their right to appeal the decision.

FINAL PAY

(Final pay policy #300.39)

Employees who leave WETCC employment must return WETCC keys, library materials, files, or equipment to their immediate supervisor, who will authorize the release of the final payroll check. Final payment will normally be issued during the next scheduled payday.

WETCC will pay employees for their accumulated vacation leave, up to the maximum of 240 hours, on their final payroll check after the employee has returned all WETCC property.



WHITE EARTH TRIBAL &
COMMUNITY COLLEGE
GAAWAABAABIGANIKAAAG GABEGIKENDASOWIGAMIG

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 all WETCC policies.

Employee Signature

Date

Employee Name (please print)