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PREFACE

The Employee Guide is published to give employees a convenient resource for locating Northwestern Michigan College's employment policies, procedures, and guidelines, and culture. This guide is not an employment contract but merely a guide to existing policies and information.

Since policies and procedures are subject to change, this information serves only as a guideline. Northwestern Michigan College reserves the right to change, add, delete or revise any employment policies and benefits at any time. None of these summarizations are intended to be construed as changing or supplementing in any manner the meaning of any policies, contracts, or other related documents. The contents of this guide may be revised by the Vice President for Educational Services and the Executive Director of Human Resources or designees. The Board of Trustees reserves the right to change its employment policies and benefits at any time.

Your Supervisor/ Academic Chair should inform you of revisions to policies, and future updates will be sent to you through your email via Policy Council public hearings or found on our web site at <http://www.nmc.edu/about/policies/> along with other Board and staff policies published in the NMC Policy Manual. This guide may be found on the website at <http://www.nmc.edu/hr/> (click on Employee Guide)

Additional copies of the Employee Guide and appendices for each employee category may be obtained from the NMC Office of Human Resources. Human Resources staff members are happy to help you with any questions regarding NMC's policies or on

required.) Hard copy paychecks will be mailed to your home/permanent address. Any questions regarding paychecks can be directed to Payroll (231.995.1942.)

New employees are on a probationary /provisional period. See the employee guide appendices for information on your employee category.

Michigan law requires that every employee of a publicly supported community college be a member of the Michigan Public School Employees Retirement System (MPERS). Anyone who receives wages from Northwestern Michigan College (excl

S:\Administrative Services\Public\LIABILITY INSURANCE

1. First aid is everyone's concern. First aid classes are offered through the College as well as area schools and fire stations. If you would like to learn more about first aid procedures, contact The Office of Human Resources.

2. Know where your building's first aid supplies are:

Location of First Aid Supplies

Aero Park Laboratories	End of Pallet Racks Near Rooms A, B, I & K
Aviation Building.....	Maintenance Hanger
Automotive Technology	Automotive Office Wall
Beckett Building	Business Academic Area Copy Room
Biederman Building	Health Occupations Office
Dennos Museum Center.....	Front Desk
East Hall.....	Front Desk
Facilities	Front Desk
.....	Kitchen
.....	Break Room
Fine Arts Building.....	Office Manager's Office
Founders Hall	Room 110
Great Lakes Culinary Institute	Each Kitchen
Great Lakes Maritime Academy	Front Desk
Health Science Building	Welcome Center Desk
ParsonVStu len Building	Work Room near Reception Desk
Oleson Center	

NMC would cancel all day classes and hold evening classes. Up-to-date infor

unacceptable and will not be tolerated. Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other types of sexual conduct when submission to this conduct is made a condition of employment, is used as a factor in decisions regarding employment, or has the purpose of interfering with employment by creating an intimidating or offensive environment. Any complaints regarding sexual harassment should be directed to your supervisor or to the Executive Director of Human Resources (5-1342). If you are a supervisor and receive a sexual harassment complaint or become aware of any such harassment, you must take measures to properly rectify the situation. Refer to the Sexual Harassment Policy in the Policy Manual for more complete information.

In compliance with Title IX, NMC supports equal opportunities for all students in education and in providing educational opportunities. NMC does not tolerate gender-based discrimination. Examples of gender-based discrimination include, but are not limited to:

- Unwelcome physical contact such as touching
- Persistent, unwelcome requests for sexual contact
- Requests for sexual contact from (43801 (Ed 0c (s) 8U 1) (s) 3J (on) 55 On and) ja) J 0 1 6 7 4 (s) 0 1 9 1 P (C

Any questions or problems regarding compliance with safety and health regulations should be referred to your supervisor.

In the event that a student or employee contracts an infectious disease, it is the intent of the College to handle each case on its own particular facts. There will be an attempt to strike a balance between the rights of the person having the disease and the rights of students and co-workers to be free from the risk of exposure. If you become aware that a student or staff member

3. All NMC employees are required to notify the Office of Human Resources if they are arrested related to drug or alcohol offenses Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify NMC of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction. Failure to provide such notice will subject the employee to discipline up to and including dismissal pursuant to applicable College procedures governing employee discipline. The employee shall notify his/her immediate supervisor, who will report the incident to the Office of Human Resources (231-995-1342).
4. Employees should discuss substance use/abuse matters with their supervisor and the Office of Human Resources to receive assistance or referrals to appropriate community resources prior to receiving disciplinary action.
5. A drug-free awareness and education program will be maintained for NMC faculty and staff through ~~the~~ ~~0~~ ~~Td(C)~~ ~~Tj-0.008~~ ~~Tc 0.008~~ ~~Two~~ ~~dy~~ ~~u~~

- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition, or
- For a serious health condition that makes the employee unable to perform their job.

To be eligible for this leave, an employee must have worked at NMC for at least twelve months and a minimum of 1,250 hours during the preceding year. For a complete copy of this policy or to apply for FMLA, contact The Office of Human Resources at extension 5-1025.

TRAINING AND PROFESSIONAL DEVELOPMENT

NMC supports and promotes professional development opportunities for employees. Some professional development opportunities are available through the Professional Development Institute catalog online, <https://nmc.silkroad.com/> and click on the Learning tile.

For more information, visit NMC's Professional Development Procedure: <http://www.nmc.edu/about/policies/board-staff/D-753.01.html> Or contact the Office of Human Resources.

Most job-related problems or concerns can be resolved through the Office of Human Resources. alaj0.275(IITw 1.045 0 Td1 Tc 0.001 T

It is the obligation of any employee to discuss with his/her supervisor any activities in which he/she may be about t

of each semester. In addition, employees are invited to submit kudos (electronic thank-you for co-workers by going to:

<http://www.nmc.edu/departments/human-resources/kudos.html>

NMC provides a system of recognition to employees, Kudos, to support peer-to-peer recognition. Kudos provides a way to thank employees for their contributions to the College. The Kudos is sent via email to the nominee(s) and their supervisors and then included in the weekly NMC Intercom (electronic newsletter).

Employees are invited to submit kudos for colleagues by going to:

<http://www.nmc.edu/departments/human-resources/kudos.html>

The planning, coordination, execution and evaluation of all public relations functions and information at the College is handled through the Communications and Public Relations Office. Please contact them at (231.995.1019) regarding any media or public relations activities. Employees should speak with the Executive Director of Public Relations prior to speaking with the media.

There are many regular NMC publications or documents that you may find helpful or of interest.

- ***Intercom***— Information newsletter published weekly by Public Relations and Marketing. NMC employees receive an email notice each week to view

<https://employees.nmc.edu/directory/index.html>.

For police, fire, or medical emergencies dial 9, then 911. NMC has a complete emergency notification and incident reporting system. For more information, contact Facilities (ext. 5-1111).

Keys to campus buildings are issued by Facilities. If you need a key for your building or office area, please request one through your supervisor. You will need to sign a key issue form for each key you receive.

short seminars, state of the College and legislative updates, and an all-College breakfast.

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*"The term community should be defined not only as a region to be served,
but also as a climate to be created."*

The network of community, technical, and junior colleges in America is unique and extraordinarily successful. It is, perhaps, the only sector of higher education that truly can be called a movement, one in which the members are bound together and inspired by common goals.*

From the very first, these institutions, o

increase their capacity and ur

This revision of the Employee Guide includes policies and procedures that are relevant to administrative, professional, technical/ paraprofessional staff. This guide is intended to provide broad concepts of responsibilities and a practical resource for specific policies. It does not, however, contain all the policies that affect employees at Northwestern Michigan College. See NMC's Policies and Procedures and HR policies and procedures on the web at: <https://www.nmc.edu/about/policies/>

The Administrative/Professional/Technical/Paraprofessional Staff Section contains employee category specific information as part of the Employee Guide. The full version may be found on the website at <http://www.nmc.edu/hr/> (click on Employee Guide) For questions regarding NMC's policies or other information contained in this Employee Guide, contact Human Resources.

May be subject to fill in for other positions to meet staffing requirements.

- E. Supplemental** - Available for on-call or supplemental service, but not on a regular work schedule or annual appointment. Works less than 900 hours per year. Is not placed in classification compensation plan; consistent pay levels are established administratively. No guarantee of continuing employment.
- F. Temporary** - Contracted or scheduled to fill a short-term need for a specified period of time, or to replace a regular employee on leave. Is not placed in classification compensation plan; consistent pay rates are established administratively. If substituting in a regular position, the pay rate will be at least the minimum of the salary range of the regular position.

The Classification and Compensation Plan provides for salary ranges (minimum and maximum) for each grade. The staff salary schedule has five levels. The expectation is that employees with satisfactory performance should move up in their respective salary level; employees with unsatisfactory performance will not advance.

Staff who are interested in pursuing a bachelor's or higher level degree who have been regular employees at NMC for at least two years may apply for a Four Year Scholarship Program. NMC may provide \$3,000 tuition reimbursement to approved applicants annually to regular staff at Northwestern Michigan College who attend a four-year college or university pursuing courses or an advance degree. To view eligibility requirements and complete the application, go to S:\Human Resources\Public\Forms\Staff Tuition Assistance Application. The maximum award per staff member per fiscal year is \$3,000 per fiscal year. Emails are sent out each semester requesting applicati

The administrative/professional, and technical/paraprofessional staff elect members to serve on their respective staff councils. The Councils consist of five members elected for one or two- year terms. The purpose of the Councils is to represent the assembly of administrators/professional, technical/paraprofessional and support staff in matters pertinent to professional development, salaries, benefits, and general welfare of NMC, and to act as liaison with other bodies of the College. As a staff member, you will receive emails and committee updates from your respective Council.

The Family Educational Rights and Privacy Act (FERPA) requires "the consent in writing by the student before personally identifiable records or information may be released." Section 438 of the General Education Probn01-0.007 abou ftsc -0.0n

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SUPPORT STAFF SECTION

This revision of the Employee Guide includes policies and procedures that are relevant to support staff, who are non-exempt, hourly employees. The guide is intended to provide broad concepts of responsibilities and serve as a practical resource for specific policies. It does not, however, contain all the policies that affect employees at Northwestern Michigan College.

See NMC's Policies and Procedures and HR policies and procedures on the web at:

<https://www.nmc.edu/policies-procedures>

Work Week. The normal work

administra

If layoffs or retrenchment become necessary within the College due to budget shortfall or structural changes. NMC will make attempts to support its employees, which may include retraining, reassignment within the institution, or other retrenchment assistance. Please refer to the retrenchment staff policy for detailed information.

[D-707.00 Retrenchment](#)

[D-707.02 Retrenchment of Staff Procedure](#)