

Section 6

Programs/Staff Development

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In support of its commitments to provide opportunities for revitalization and renewal of its Board-approved faculty and staff and to provide alternative means for staff development, Kirkwood Community College hereby adopts the following policies and considerations for implementation of a program for domestic and overseas employee assignments.

A. Definitions

1. Outgoing participant - a faculty or staff member leaving his/her present assignment for a temporary assignment outside Area X.
2. Incoming participant - a faculty or staff member from an outside educational institution who will be temporarily assigned to Kirkwood Community College.

B. Eligibility Requirement

1. Eligible participants must have been employed by Kirkwood for a minimum of two years.
2. Faculty participants must have the approval of their Dean and the International Programs Director before applying for an assignment.
3. All other participants must have the approval of their immediate supervisor and the International Programs Director before applying for an assignment.
4. Incoming faculty participants must meet the licensure requirements of Kirkwood Community College.
5. Employees serving on developmental track status will not be eligible to participate in the assignment program.

C. Number of Assignments

1. All assignments which occur at Kirkwood Community College will be approved by the President or designee based upon the availability of resources and the effect of the assignment upon the teaching and service functions of the college.
2. A maximum of two assignments will be approved per department per semester.
3. All external assignments must be approved by the Board of Trustees.

D. Length of Assignment

1. The length of any assignment will not exceed one year. Any exception to this policy must be approved by the Board of Trustees.

E. Compensation

1. In the case of domestic assignments, Kirkwood will continue to pay outgoing participants their regular salary and fringe benefits subject to the normal deductions and subject to reimbursement in dollars or any equivalent assignment from the receiving institution.
2. Compensation for individuals on international assignments will be arranged through discussions with the participant, the International Programs Director, and the Director, Human Resources.
3. Incoming domestic participants will be paid by the sending institution.
4. Kirkwood will reimburse its employees for the costs of one round trip to the site.

F. Vested Rights

1. All salary adjustments, wage increases, etc., provided normally will be continued while the individual is on assignment.
2. Seniority will be accrued while on assignment.

G. Assignment and Obligations

1. The assignments, obligations and other understandings for any participant for the period of assignment will be detailed in a Letter of Understanding that must be signed by the appropriate administrator or his/her designee.
2. Upon return, the outgoing participant will be responsible for making a presentation to appropriate college groups for the purpose of sharing the experience with Kirkwood staff.

H. Facilities and Resources

1. Kirkwood will provide incoming participants with the same access to opportunities and resources as it does for its own employees, including but not limited to travel pay, office space, clerical assistance and staff development services. Any exception or prohibitions will be stated in the Letter of Understanding.

I. Housing and Relocation

1. Kirkwood cannot guarantee housing, but will provide assistance in making accommodations. Kirkwood will not provide relocation costs.

Staff Development

6.2

Kirkwood's Staff Development Program is designed to provide programs that contribute to the personal and professional growth and development of employees.

Program topics range from general interest to specific skill-oriented workshops. Examples include a worker right-to-know, bloodborne pathogens standards, caregivers information, and customer service training and a variety of other topics on a need-to-know basis.

Each year in January, the Kirkwood Foundation sponsors a Kirkwood Staff Development Day. This entire day is devoted to staff and personal enhancement. Keynote speakers and multiple seminars make the day extremely worthwhile to all who attend.

In addition to the above on-campus programs that are offered at no cost to employees, Staff Development funding is available to Board-approved non-faculty staff members to cover registration fees for off-campus workshops or seminars. Employees must obtain an application for funding from the Human Resources office to be submitted for approval prior to the workshop date.

A Tuition Reimbursement program is also available to full-time non-faculty employees. Please see Section 4.22 for details on this program.

For additional information regarding Staff Development programming or funding, call Kirkwood's Human Resources Office at 398-5572.

College Committees

6.3

Employees are invited and encouraged to participate on college committees. If an employee has information they would like to submit to a committee or they would like to become a member of any of these committees, please contact Human Resources for the name of the chairperson.

Active committees are listed below.

- Academic Diversity
- Academic Policies and Procedures
- Adjunct Faculty Advisory
- ADA (Americans with Disabilities Act) Case Management
- Art Acquisition
- Career Program Assessment
- Communications Council
- Curriculum and Instruction
- Ecology
- EEO/AA Advisory
- Employee Recognition
- Events Committee
- Faculty Professional Development
- Farm Board
- Honors
- Insurance Committee
- KFA Executive Board
- KSA Executive Board
- KSA Leadership Committee
- KSA Meet & Confer
- Learning Technology Advisory
- Martin Luther King Day Planning
- Professional Preparation
- Professional Renewal
- Safety
- Staff Development
- Student Success Council
- Wellness

Wellness Program

6.4

Kirkwood's Wellness Program provides employees the opportunity to participate in a variety of health-related programs and activities designed to enhance individual well being. The purpose of the program is to promote healthy lifestyle behaviors in employees by providing accurate, up-to-date information on wellness issues in an environment which is convenient and supportive of wellness activities.

The Wellness Program sponsors a variety of informational programs on topics such as nutrition awareness and self-esteem; health and fitness screenings; and other physical activities such as aerobics, walk days, racquetball and tennis ladder, and access to an on-campus wellness facility. Employees are also encouraged to enroll in the various health and wellness classes offered through regular credit and continuing education programs. Employees are invited to go online to see the wellness calendar that lists upcoming and ongoing events. You get view this at the Human Resources website.

Full-time, part-time benefits eligible and adjunct employees may also subscribe free of charge to Vitality, a monthly wellness magazine. Those who wish to subscribe should contact the Human Resources office at 398-5640.

All wellness programs are offered free of charge (with the exception of on-campus mammograms, which are covered under the employee's health insurance plan, and the Weight Watchers at Work Program) to full-time employees, benefits eligible part-time employees, adjunct faculty and retirees. Other part-time employees, spouses and family members may participate at cost if a fee is charged.

In addition to the on-campus programming, employees are encouraged to participate in the health screenings and physical exams covered by his/her medical insurance plan. Kirkwood Wellness will reimburse full-time employees the co-insurance or co-payment dollar amount paid to the provider for a physical exam. Receipts should be sent to Human Resources, 313 Kirkwood Hall, for reimbursement.

A wellness facility located in Johnson Hall is available to all Kirkwood students, staff and faculty. A variety of aerobic fitness equipment, including treadmills, a stairclimber and stationary bikes, as well as self-contained weight stations are available to employees during designated facility hours. A valid staff identification card is required to use the facility. An employee's spouse, significant other and children age 14 and older may also use the facility, as long as they are accompanied by the employee.

All Kirkwood employees are strongly encouraged to take an active role in the promotion of their own healthy wellness lifestyle. For information regarding events, suggestions for wellness activities or for further information about Kirkwood's Wellness Program, please call Kirkwood's Wellness Coordinator at 398-5640.

The college has developed a procedure of evaluating the job performance of its employees as a means of measuring efficiency and effectiveness of our operations, providing employees with meaningful information about their work and aiding the college in making personnel decisions related to such areas as staff development, job assignments, promotion and long-range planning in Kirkwood's operations. Evaluation of employees is intended to be participatory in nature, involving the employee's input as much as the rating supervisor, thereby helping employees to contribute to the betterment of Kirkwood Community College.

Administration/Managerial Personnel

Administrative/managerial personnel should receive an annual written performance evaluation from their supervisor by July 1 of each year. Feedback from individuals the administrator/manager works with and a self-review may be solicited to enhance the scope of the review. The evaluation will be reviewed with the individual administrator/manager after which he/she will be given the opportunity to make a written response to the evaluation. The evaluation shall be signed by both parties and forwarded to the Human Resources office to become a part of the individual's official personnel file.

Exempt and Non-Exempt Personnel

Exempt and non-exempt personnel should receive an annual written performance evaluation by July 1 of each year.

The immediate supervisor will complete the standard evaluation form for exempt or non-exempt staff and the evaluation will be reviewed with the individual employee. The original evaluation form and the self-review, signed by both the supervisor and employee, will be forwarded to the Human Resources office by July 1 of each year and will be retained in the individual's official personnel file.

Supervisors may conduct a performance evaluation at any other time during the year they feel it is necessary. All written documentation concerning evaluation of performance should be forwarded to the Human Resources office for the employee's official file. Any material that serves as an evaluation of an employee's performance must be discussed with that employee and signed by both parties.

Faculty

Evaluation procedures for employees covered by a negotiated agreement will be as provided for in the Master Contract Agreement.

Temporary Part-Time

Part-time employees will be evaluated by their immediate supervisor prior to initial and subsequent benefits eligibility determination. Benefits eligible part-time employees will be evaluated annually, prior to renewal of benefits on July 1.

Performance Development Procedure (for Board-Approved Employees) 6.6

Should an employee's performance be rated unacceptable or marginal by the immediate supervisor, he/she may recommend that the employee be placed on a performance development program. Determination of placement in this program and the length of time of involvement (not less than 60 calendar days nor more than six months) will be made by the Director of Human Resources in consultation with the appropriate administrative staff. Notification of placement shall be given orally and in writing. A copy signed by the employee will be placed in the employee's official personnel file.

Specific recommendations to reach acceptable levels of performance will be in writing. A time schedule will be included to determine progress. This progress will be reviewed with the employee throughout the performance development experience.

Within five days prior to the conclusion of the program period, the supervisor will prepare a written evaluation which will be discussed with the employee. This will be forwarded to the Human Resources office with a recommendation to either restore the employee to regular status or to terminate employment.

Employees covered by a negotiated agreement will receive performance evaluations as outlined with the Master Contract Agreement.

Employee Discipline (for Board-Approved Employees) 6.7

Employees shall perform their assigned job, obey Board policy and the law. The President, or designee, will administer appropriate disciplinary action resulting from misconduct by employees during hours in which they are on the job. Such action will be fair and consistent and in accordance with established personnel procedures.

Each violation of employment policies, procedures or standards will be dealt with on an individual basis considering all the circumstances involved in the incident. Additionally, the impact on students, co-workers and the community, as well as the general image of Kirkwood, will be considered in disciplinary actions. Therefore, there may be incidents which are deemed serious enough that immediate suspension or termination will take place. In other circumstances, the procedures listed below will be followed.

Oral Reprimand

Given by the immediate supervisor to the employee. This should be documented by the supervisor and filed in the departmental office.

Prior to any of the next three steps taking place, the supervisor should schedule a meeting with the Director of Human Resources for review.

Written Reprimand

Formal notice to the employee stating that if corrective action is not taken on a particular problem or efficiency within a certain time period, a recommendation for suspension from work

will be made. A copy of this written reprimand will be forwarded to the Human Resources office to be placed in the employee's official personnel file.

Suspension

The President, or designee, is authorized to suspend a licensed employee pending Board action on a discharge, for investigation of charges against the employee or for disciplinary purposes. Suspension without pay may be used for disciplinary purposes provided no discharge proceeding has been initiated.

The President is authorized to suspend a support employee pending Board action on a discharge, for investigation of charges against the employee or for disciplinary purposes.

It shall be within the discretion of the President to suspend any employee with or without pay.

Discharge

Before any employee will be discharged, a meeting between the supervisor(s), employee and Human Resources will be held to review the situation.

Sponsored Programs Policies and Procedures

6.8

The Sponsored Program Policies and Procedures Manual sets out the college's policies and procedures for college employees to follow in the implementation of sponsored projects to ensure that applicable federal rules and regulations are met. Sponsored projects are those projects supported by external college public dollars, which can come from grants, cooperative agreements, subcontracts, or other types of partnership arrangements.

The Kirkwood Community College Resource Development Department, Grants Division maintains and updates these policies and procedures and keeps them current in the Sponsored Program Policies and Procedures Manual. Copies of the manual may be requested from the Grants Division. Policies and procedures include, but are not limited to: Code of Conduct, Conflict of Financial Interest, Records Retention, Procurement, Contracting, and Time and Effort Tracking, Monitoring and Reporting.