

Northwestern Michigan College

Administrative, Professional and Technical/Paraprofessional Staff Resource Guide



**Revised September 2003
Northwestern Michigan College is an
Equal Opportunity Employer**

TABLE OF CONTENTS

POLICY OF NONDISCRIMINATION	3
MISSION	4
VALUES	4
VISION	4
GENERAL INFORMATION ABOUT NMC	4
Governance and Organization	5
NMC EMPLOYMENT	6
Your Paycheck	7
Probationary Period	7
CLASSIFICATION AND COMPENSATION	7
Administrative, Professional or Technical/Paraprofessional Staff	7
Employment Categories	7
CHANGING POSITIONS	9
YOUR BENEFIT PROGRAM	9
TRAINING AND DEVELOPMENT	9
Educational Benefit	9
NMC Four Year College and University Scholarship Program	9
In-Service Training	9
GRIEVANCES AND PROBLEMS	10
Discrimination	10
Appeals Regarding Job Classification	10
Sexual Harassment	10
Conflict of Interest	10
LEAVING EMPLOYMENT WITH THE COLLEGE	13
Continuation of Health Coverage	14
Retirement	14
Layoffs/Retrenchment	14
SAFETY AND HEALTH	17
Injuries on the Job	17
Hazard Communication Program	17
Communicable Disease Policy	17
Substance Abuse and other Personal Problems	17
Drug Free Workplace	17
MISCELLANEOUS	18
Parking System	18
Telephone System	18
Keys	18
Smoking Policy	19
Campus Mail	19
Library Service	19
Employee of the Semester	20
Health and Fitness	21
Administrative/Professional and Technical/Paraprofessional Staff Councils	21
Appendix A	22

PREFACE

This resource guide is published to provide administrative, professional and technical/paraprofessional staff members with a convenient reference regarding employment policies, benefits, and the NMC community in general.

Because policies are subject to change and since the information is summarized, this booklet can serve only as a guideline. Nothing in these summarizations is intended to be construed as changing or supplementing in any manner the meaning of any policies, contracts, or other related documents. Details of actual policy and procedures may be found in the Northwestern Michigan College Policy Manual on the web at <http://www.nmc.edu/policies/nmc/>.

The Board of Trustees reserves the right to change its employment policies and benefits at any time.

Additional copies of the Resource Guide for Administrative, Professional and Technical/Paraprofessional Staff may be obtained from the Human Resources Office. Human Resources staff will also be glad to help you with any questions regarding the policies of NMC.

POLICY OF NONDISCRIMINATION

It shall be the policy of Northwestern Michigan College to comply with federal and state laws and regulations prohibiting discrimination and to comply with all requirements and regulations of the U.S. and Michigan Department of Education. Northwestern Michigan College is an Equal Opportunity Employer.

Northwestern Michigan College does not discriminate in admission, campus activities, education, employment, housing, public accommodation or public service on the basis of age, color, creed, disability, handicap, height, marital or familial status, national origin, political affiliation, race, religion, sex, sexual orientation, service in the military, veteran's status, weight or any other legally protected status under federal, state, or local law. No act of retaliation shall occur to any person making a charge, filing a complaint, testifying or participating in any discrimination investigation or proceeding.

MISSION

Northwestern Michigan College provides lifelong learning opportunities to our communities.

VALUES

NMC is responsive to our communities.

NMC meets the educational and cultural needs of our communities while honoring history and tradition.

NMC provides a caring environment.

NMC fosters a cooperative, healthy, and safe environment in which to learn, work, and live.

NMC focuses on learning.

Students are primary to NMC, and the College provides an environment in which they can learn. Everyone at NMC is both a learner and an educator.

NMC strives for excellence.

NMC sets high academic standards, provides quality education for our students, and strives for excellence in everything we do.

NMC practices responsible stewardship.

NMC recognizes our responsibilities for the human, capital, financial and environmental resources entrusted to our care. The College exercises sound judgment in deciding how to meet community needs.

NMC exemplifies ethical behavior.

NMC practices and teaches trust and integrity through example.

VISION

We will improve our changing world by strengthening the communities we serve - one learner at a time.

MAP

To view a map of NMC's campus, go to <http://www.nmc.edu/info/maps/main-campus.html>, or to view a map of all NMC campus sites go to <http://www.nmc.edu/info/maps/all-campus.html>.

GENERAL INFORMATION ABOUT NMC

Northwestern Michigan College was founded in 1951 by a group of local citizens who wanted to provide an affordable college education for area residents. In 1955, NMC became Michigan's first community college under the Michigan Community College Act. It is fully accredited by

the North Central Association of Colleges and Secondary Schools.

NMC is a comprehensive community college providing three major types of education:

- 1) Transfer program of study, or the equivalent of the first two years of study
- 2) Occupational curriculum that offers a wide variety of one and two-year programs for students with immediate plans are to enter careers immediately after graduation from NMC
- 3) Non-credit and training courses through Extended Educational Services and M-TEC Training and Research.

NMC also provides a strong system of student support services, such as academic advising and counseling, career counseling, job placement assistance, special needs, health services, and admissions and financial aid support.

In addition, the NMC University Center hosts baccalaureate and advanced degree programs from several of the state's colleges and universities.

Campus residence halls and apartments provide living accommodations for up to 528 students. Campus dining facilities in West Hall serve residence hall and commuting students.

The main campus is a 146-acre tract of wooded land situated in a residential area near Grand Traverse Bay. The NMC Technical Campus is located a mile from the main campus on eight acres of waterfront property on West Grand Traverse Bay. The College's Aviation Center is adjacent to the Cherry Capital Airport on Aeropark Drive, and the NMC Observatory is located on five acres less than a 15-minute drive from NMC's main campus. The University Center Campus is on Cass Road on the west shore of Boardman Lake. NMC also has a satellite campus in Cadillac, Michigan. In addition, NMC has an interactive distance-learning network, called Project Interconnect, which has classrooms in each high school in the five-county area.

NMC has approximately 4,000 students enrolled in credit programs, and over 8,000 in non-credit. Approximately 59% are female; average age is 27. Forty percent are full-time students (12 or more credits), 34% taking 6-11 credits, and 26% taking 1-5 credits. Fifty-four six percent live in Grand Traverse County.

Governance and Organization

NMC is governed by a seven-member Board of Trustees, who are elected by constituents of NMC's service area. The Board meets monthly.

The President is appointed by the Board of Trustees to serve as the chief executive and administrative officer of the college. Any questions regarding the Board or Board meetings may be referred to the President's office.

The NMC governance system is defined in the Governance manual, which may be obtained from the President's office.

NMC EMPLOYMENT

As a new employee, you will need to visit the Human Resources the first day of employment in order to complete sign-up procedures, make arrangements for payroll and benefits, and establish your personnel records. The following information will be required before payroll checks can be issued.

- Proof of eligibility to work in the U.S. You will need to produce either a) your passport, or b) a driver's license AND social security card or birth certificate. Other documents may be legally acceptable if these are not available.
- Home and campus address and phone numbers
- Number of exemptions (federal and state W-4's)
- Employee Data Sheet
- Resume or application form
- Beneficiaries (for insurance and retirement purposes)
- Birth dates of you and your spouse and children
- Social Security number
- Enrollment in Michigan Public School Employees Retirement System (MPERS)

If your status changes while employed at NMC due to marriage, death, moving, divorce, or other similar events, it is your responsibility to change your employment records. If changes need to be reported, please check with Human Resources (5-1026) for the proper forms.

Your supervisor will begin your orientation, including familiarizing you with your job, work area, co-workers, and the NMC campus.

Your Paycheck

You are paid every other Friday. Administrative, professional and technical/paraprofessional staff are not required to turn in time sheets. Any leave time, however, must be reported to the Human Resources Office. Paychecks and earnings statements are delivered by campus mail to your office. Any questions regarding paychecks can be directed to Payroll (5-1942).

Probationary Period

New employees are on probation for the initial three-month period of employment, unless this time is extended by the supervisor (not to exceed six months). Transferees to other positions within the College are also on a three-month probation, with possible extension to six months.

After you have served six weeks of the probationary period, the supervisor will review your performance with you. At the end of the probationary period, the supervisor will make a written assessment, which will be placed in your file.

Employees performing satisfactorily will be removed from probationary status at the end of the probationary period. If performance is not satisfactory, reasons will be provided in writing as to why the employee is not being retained.

CLASSIFICATION AND COMPENSATION

Administrative, Professional or Technical/Paraprofessional Staff

Responsibilities are primarily administrative, professional or technical/paraprofessional. Position is classified in the classification compensation plan. Exempt from provisions of Fair Labor Standards Act—not eligible for overtime premium pay; paid annual salary rather than hourly wage. The expectation of employees working in these categories is that they will work the prescribed base hours or account for hours not worked with approved leave time. An employee absence report should be used to report time-off when base hours are not worked. Some leaves need to be approved in advance. See the benefit section regarding leave time for more information.

Full-time Staff Example: An employee works a regular eight-hour day on Monday, attends a special meeting that evening, meets with an employee at 7:00 a.m. on Tuesday morning and decides to leave at 1:00 p.m. on Friday afternoon. Since this is not part of a Flexible Hours Agreement (see page 10), the expectation is that an eight-hour day will be completed on Friday. It is the understanding that because of the nature of exempt positions staff may be required to meet at special times and put in hours above the base hours on occasion.

Employment Categories

- A. Full-time, regular** - Annually contracted or scheduled to work at least 80 hours biweekly for 52 weeks.

- B. Full-time, limited** - Annually contracted or scheduled to work at least 80 hours biweekly for less than 52 weeks but at least 35 weeks per year. May be subject to fill in for other positions to meet staffing requirements.
- C. Part-time, regular** - Scheduled or contracted on an annual basis to work less than 80 hours but at least 40 hours biweekly for 52 weeks per year. May be subject to fill in for other positions to meet staffing requirements.
- D. Part-time, limited** - Scheduled or contracted on an annual basis to work less than 80 hours but at least 40 hours biweekly for less than 52 but at least 35 weeks per year. 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.

Classification and Compensation Plan

Administrative, professional and technical/paraprofessional staff are covered under the staff classification and compensation plan. . A full copy of the 3Cs Classification & Compensation plan may be viewed at: <http://www.nmc.edu/hr/faculty-staff/compensation/class-comp-plan.pdf>.

Job descriptions should be kept updated; a file of all current descriptions is kept in Human Resources, and can be viewed upon request. Any changes should be submitted through your supervisor to Human Resources. Jobs having significant changes may be reviewed to make sure the classification is still appropriate.

If you feel that your position is inappropriately classified, you may request a classification review. You will need to update your job description and submit a Request for Classification Review form, which can be obtained from Human Resources. The Classification Compensation Committee will review the position and make a recommendation to the President, who will make a final decision. If you wish to appeal the decision, you need to send a memo to Human Resources within ten working days of the President's decision. The plan document explains this review procedure in greater detail.

See the Classification and Compensation Plan for more detailed information regarding the salary schedules, salary determination and salary increases.

CHANGING POSITIONS

If you are interested in a transfer or promotion within the College, watch for the postings. A staff member may apply for any position that is open and posted for which you qualify. The postings are sent as everyone emails and are placed on the bulletin board outside the Human Resources Office and on the Human Resources website at <http://www.nmc.edu/hr/>. Job descriptions may be reviewed in the Human Resources Office to identify the qualifications required for positions at the College. This may help you be prepared when openings occur.

YOUR BENEFIT PROGRAM

When you begin employment with NMC, you will receive a benefit packet which has various booklets describing benefits available to you. For a printable summary of benefits, please visit the Human Resources website at: www.nmc.edu/hr and click on benefits.

TRAINING AND DEVELOPMENT

There are many ways in which NMC supports your professional development.

Professional development opportunities are available at NMC. For more information, visit <http://www.nmc.edu/hr/policies/1467-00.pdf> to view the Professional Development policy and click <http://www.nmc.edu/hr/policies/1467-01.pdf> to view the Professional Development Procedure.

Educational Benefit

As described in the Summary of Benefits at <http://www.nmc.edu/hr/benefits/Benefits%20Summary%20All-Revised%205-3-06.pdf>, staff members may attend classes at NMC with tuition paid by college scholarship funds. Release time to take a class during the workday that is relevant to your work position will be considered on an individual basis, taking into account the nature of the class, time of the class, workload of the position, etc. Flex time arrangements may also be made for the purpose of taking courses.

NMC Four Year College and University Scholarship Program

NMC provides \$1,000 tuition and fee assistance annually to regular staff at Northwestern Michigan College who attend the NMC University Center or another four-year college or university pursuing courses or an advance degree/certificate. The maximum award per staff member per fiscal year is \$1,000. Emails are sent out each semester requesting applications.

In-Service Training

The Human Resources Office, Wellness and Ergonomics Committee and other groups sponsor training sessions on various topics throughout the year. All staff are welcome to attend. Watch for mailings, postings and notices in the *Intercom* announcing the sessions.

Area Support

Some College areas have a budget to support the training and development needs of their staff. Talk to your supervisor about procedures for applying.

GRIEVANCES AND PROBLEMS

Most job-related problems or concerns can be resolved through a discussion between you and your discipline head. If you cannot resolve a problem at this level, you may take it through the grievance process outlined in Policies and Procedures.

In addition, you can always have a confidential discussion with the Human Resources Director or coordinator regarding a problem.

Discrimination

NMC is an equal opportunity employer. The college does not discriminate on the basis of sex, race, color, creed, national origin, religion, sexual orientation, age, height, weight, marital status or physical disability, except where such factors are a bonafide occupational qualification or justified by business necessity. Any complaints or concerns regarding discrimination may be directed to the Human Resources Director.

Appeals Regarding Job Classification

Refer to the Classification Compensation Plan document for more information regarding this.

Sexual Harassment

It is the policy of NMC that sexual harassment of students and employees is 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 discipline director or to the Human Resources Director. 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.

Conflict of Interest

It is the policy of Northwestern Michigan College to establish appropriate, credible, and ethical relationships between and among faculty and staff and all those with whom the college has an academic, business, or professional relationship. All employees of NMC shall act in a manner which is consistent with the objectives of this policy.

A. Definitions

1. **Family member (or familial relationship):**
 - a. Spouse or child of the employee;
 - b. Brother, sister, or parent of the employee or of the employee's spouse; or
 - c. Any person living in the employee's household or in a financially dependent or co-dependent relationship with the employee.
2. **Service area:** Antrim, Benzie, Grand Traverse, Kalkaska, Leelanau, Wexford and Missaukee counties.

B. Sale and Development of Products and Services

An employee of Northwestern Michigan College on regular faculty or staff annual appointment shall not...

1. Participate in the selection or award of any college contract or purchase where the employee or employee's family members would personally benefit as a result of the transaction.
2. Solicit or accept anything of value from persons or firms conducting business with the college (except for natural and ordinary social courtesies) which could reasonably be expected to influence the manner in which the employee performs work or makes decisions.
3. Schedule any outside consulting duties, speaking or other personal engagements, or supplemental employment at times which interfere with the employee's NMC responsibilities.
4. Participate for personal gain in the sale of goods or services to the college or to students or employees of the college.
5. Receive financial or other remuneration for providing any service to the public within NMC's service area which is provided for a fee by the college or for which the employee is contracted. If it is not clear whether the college is engaged in the sale of a service for which an individual may be remunerated, the faculty or staff member should consult with his/her supervisor and/or the appropriate executive officer for determination as to whether the proposed activity represents a conflict of interest.
6. Use NMC facilities, equipment, supplies or other resources to support non-college, income-generating activities for personal gain.

In many disciplines, distinguishing oneself in an area is a desirable enhancement of the college's image. In such instances, an individual embarking on a special activity which may result in a sale of such a product should consult with his/her supervisor to determine the appropriateness of the proposed action. An executive officer may approve of the sale of a product if it is determined that the work was above the normal expected activities of

the faculty member and/or the sale would bring distinction to the college. All such exceptions will be appropriately recorded with Human Resources.

If NMC facilities or equipment are used in the development of products which result in a sale (such as art pieces and course materials), the individual faculty member must reimburse the institution for the value of the use and/or materials. Rates will be established between the department and the Business Office.

It is recognized that any employee who, outside of the normal contract responsibilities, on his/her own time and at his/her own expense, develops or produces educational material or media for publication, maintains the full rights for patent or copyright and any royalties resulting from said publication unless other written agreements exist.

It is the obligation of any employee to discuss with his/her supervisor any activities in which he/she may be about to engage which may be considered a conflict of interest under the above provisions. Exceptions on the basis of extenuating circumstances may be granted by the appropriate executive officer.

C. Joint Ventures

Any individual or group may apply for financial and/or resource support from the college in the development of special products or services. Such an application will require the applicant to enter into a contract with the college and to negotiate pertinent factors. As appropriate, patents and copyrights should be applied for and issued to the originator.

Agreements: All agreements shall be reviewed by the Director of Administrative Services for their appropriateness and consistency. Factors for consideration as agreements are reached regarding the sale of materials or services, which are in any way supported by the college, may include, but will not be limited to:

1. How the dollars generated will be distributed
2. How costs will be determined
3. How revenues accruing to NMC will be designated (for what purposes)
4. Who is paid first and how
5. What the marketing/sales strategies will be
6. Fair costs for services provided or equipment utilized
7. Relative access that community members at large have to the same service, such as use of library, computer labs, Internet, etc.

D. Consensual Relationships

Employees are strongly discouraged from participating in a consensual romantic or sexual relationship with another employee whom they supervise. No employee shall participate in a consensual romantic or sexual relationship with a student about whom the employee makes academic, employment or other decisions.

E. Nepotism

1. Nepotism in the workplace applies to the hiring and supervision of family members.
 - a. *Hiring.* If the question occurs of hiring a person with whom a familial relationship exists, the person responsible for the hiring must delegate this responsibility to an appropriate professional colleague. The responsible party must make every attempt to ensure a fair and open search for the best candidate, including a search of current Human Resources files and advertising for the position.
 - b. *Supervision.* Evaluations, salary recommendations, and other related decisions shall also be delegated to another person. If a familial relationship arises after initial employment at NMC, the responsibility for supervision, evaluation, and salary recommendations shall also be delegated to another person.
2. In the Classroom

When the family member of an instructor is enrolled in the instructor's class, the instructor must notify his or her immediate supervisor and ask for collaboration in the evaluation of that family member.

LEAVING EMPLOYMENT WITH THE COLLEGE

When the time comes to leave the college, either by resigning your employment or retiring, there are checkout procedures which need to be followed.

You will need to provide a written resignation, either by letter or filling out a resignation form (obtained from the Human Resources Office). This will need to state your reasons for leaving and your last day of work. Please submit your notice as far in advance as possible in order to allow adequate time to search for a replacement.

You will then need to complete a Checkout Sheet (available in the Human Resources Office). This needs to be processed and sent to Payroll before your last paycheck may be released. An exit interview will be scheduled with the Human Resources Director.

Continuation of Health Coverage

According to the requirements of federal law, you will be able to purchase continuation of your group health benefit at group rates for a period of time after leaving employment. Notification will be sent to you informing you of your rights and responsibilities regarding continuation coverage.

In addition, continuation coverage may be available to your spouse and dependent children in the event of your death, termination of employment, reduction of hours, divorce or legal separation from spouse, eligibility for Medicare, or if the child ceases to become a dependent. It is the responsibility of you or a family member to inform Human Resources if any of these events occur.

For more information regarding this, contact the Human Resources Office at 995-1362.

Retirement

If you plan to retire, contact the Coordinator of Benefits/Human Resources, extension 1148, for information regarding retirement under the Michigan Public School Employees Retirement System (MPERS). The sooner you start this process, the better.

There is no mandatory retirement age at NMC.

Retirees are welcome to attend NMC functions and utilize NMC facilities such as the Library and Faculty and Staff Dining Room. Retirees may receive a staff parking permit and the retiree may attend classes at NMC tuition-free.

Layoffs/Retrenchment

If layoffs or retrenchment become necessary within the College due to financial emergency, the college maintains its commitment to its employees. Retraining and/or reassignment within the institution or assistance in finding employment elsewhere are examples of assistance the college provides. Please refer to the retrenchment staff policy in the policy manual for detailed information.

I. Notice of Retrenchment

If it is necessary to undertake retrenchment at Northwestern Michigan College, upon completion of the actions described in the NMC policy on retrenchment, notice of retrenchment will be given to those staff members who are in positions being considered for retrenchment.

A. Retrenchment Within an Area

Every effort will be made to give notice of retrenchment to staff members no less than 120 calendar days prior to the end of their current annual appointments, but under no

circumstances will less than 90 calendar days' notice be given.

B. College-wide Retrenchment

Notice of retrenchment will be given as soon as is practicable.

The retrenchment notice will be in writing and will state that the staff member will be reassigned, laid off, or have a reduction of contract upon expiration of the current appointment unless other opportunities within the college can be arranged according to the procedures below.

II. Reassignment to Other Positions within NMC

- A. Once it has been determined that a given staff member is to be considered for retrenchment, the appropriate executive officer will work with said staff member in the reassignment process.
- B. The executive officer and the staff member will discuss the options and procedures which are to be pursued in receiving consideration for continued employment within the institution.
- C. Upon notification by the appropriate executive officer that retrenchment will be necessary, the affected staff member will generate a current resume and a letter outlining his or her perceptions of administrative strengths and vocational skills and specifically express interest in those areas in which he or she feels most qualified to work.
- D. Options will be pursued in the following order:
 - 1. Opportunities and needs within the area of current employment.
 - 2. Other opportunities and needs within the college.

Once the staff member reaches a point of pursuing opportunities outside his or her area, other relevant executive officer(s) will join the effort to pursue options within other areas of the college.

- E. Staff and faculty members are not entitled to bump other staff and faculty members of the college.
- F. If a staff member transfers to a new area and the receiving department or discipline leader believes it appropriate, the staff member may be placed on probation appropriate to the new position and classification, and therefore is subject to the same evaluation procedures, support, and guidance as all other probationary staff. On the recommendation of the discipline director, the staff member may be placed on non-probationary status at any time during the probationary period.

- G. Staff members reassigned to positions in a lower classification level will maintain their current rate of pay until such time as their pay falls within the salary range of the new pay level. Insurance and leave benefits will not change as a result of reassignment to a lower classification.

III. Notice of Layoff

If the reassignment process described in Section II is not successful, final layoff notice will be given to the staff member.

A. Retrenchment within an Area

Final notice of layoff will be given no less than 45 calendar days prior to discontinuation of employment. The final work schedule will be determined by the supervisor, the employee, and the executive officer.

B. College-wide Retrenchment

Final notice of layoff will be given as soon as is practicable.

IV. Layoff Benefits

The following benefits will apply when staff members are to be laid off. These benefits do not apply to employees covered under a collective bargaining agreement. A staff member who is laid off will:

- A. Be compensated for the balance of their vacation days
- B. Continue to have health and dental coverage provided by the college for three full calendar months after the last day of employment
- C. Be given information regarding medical and dental continuation coverage
- D. Be given continuation of tuition benefits for themselves and any current eligible dependents for one year from the last date of employment in his/her regular appointment
- E. Be given information regarding available out-placement services
- F. For a period of three years, will be given first consideration for any position vacancies within the college for which they may qualify (although first consideration does not guarantee employment when a vacancy occurs); and
- G. Will have all years of service credit as of the date of layoff reinstated if rehired within three years.

SAFETY AND HEALTH

Injuries on the Job

Any injuries on the job should be reported immediately and in writing to your supervisor and Human Resources for Workers' Compensation purposes.

Hazard Communication Program

You have a right to be informed of any hazardous chemicals in your workplace, according to the Michigan Right to Know Law. You can make a request with either your supervisor or the Purchasing Department to view the Material Safety Data Sheets on the hazardous chemicals in your workplace. In addition, you should receive training on the proper handling of these chemicals before working with them. All hazardous chemicals are to be properly labeled. A complete copy of the Hazard Communication Program may be obtained from the Vice President for Administrative Services.

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

Communicable Disease Policy

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 has a communicable disease that poses a health hazard to others, report it immediately to the Director of Student Health Services. Confidentiality and privacy rights will be respected.

Faculty, staff and student employees with a communicable disease will be treated consistently with other employees as long as they are able to meet acceptable performance standards and do not pose a health hazard to others. An employee's health condition is personal and confidential and should be treated as such. See the Policy Manual for information regarding Communicable Disease Policy. Questions or concerns may be directed to the Director of Student Health Services.

Substance Abuse and other Personal Problems

Many resources exist within the College and the community for assistance with abuse problems. If you, a co-worker, a student or a family member have a problem, you can ask for information from the Employee Assistance Program, or Human Resources. Confidentiality and privacy rights will be respected. The EAP can be contacted by calling 947-8387.

Drug Free Workplace

It is the intent of Northwestern Michigan College to comply with the provisions of the Drug-Free

Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on the NMC premises, including the premises on which NMC programs are conducted. Please refer to the NMC Alcohol and Illicit Drugs Policy (Section D-403.00).

1. As a condition of employment, all employees will receive a copy of the NMC Policy on Alcohol and Illicit Drugs and shall abide by its provisions.
2. Any employee who has been convicted for violation of any criminal drug statute, which occurred in the workplace, shall notify Human Resources in writing no later than five working days after receiving notice of such conviction. Human Resources will be responsible for ensuring that any applicable agencies granting federal funds are notified within ten days.
3. An employee who has been so convicted will be subject to appropriate Human Resources action (including disciplinary sanctions up to permanent discharge) and/or will be provided the opportunity to participate in a rehabilitation program. NMC will require a physician's verification of participation in such a rehabilitation program.
4. A drug-free awareness and education program will be maintained for NMC faculty and staff through Human Resources, Wellness Committee and other applicable college services.

MISCELLANEOUS

Parking System

You will need to obtain a parking permit from the Cashier's Office. This will allow you to park in the lots listed on the permit. There is a nominal annual parking fee.

Telephone System

The NMC telephone system has many helpful features. Telephone operations will be glad to demonstrate the system right in your office. Call extension 1110 for an appointment or to obtain a Telephone Users Guide.

For police, fire, or medical emergencies dial 9, then 911. NMC has a complete emergency notification and incident reporting system. Call Facilities (ext. 1111) for a current copy.

Keys

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.

Smoking Policy

NMC has banned smoking in all of its buildings.

Campus Mail

NMC has an internal campus mail system in addition to processing U.S. mail, express mail and parcel delivery. Mail is picked up and delivered to divisional offices twice daily. Use of the college mail system should be limited to official college business. Call the Mail Room (5-1131) with any questions about the mail system.

Library Service

The Mark and Helen Osterlin Library serves the students, faculty and staff of NMC in support of the instructional and service needs of the College. In so far as possible, it also serves area citizens not affiliated with NMC. Think of it as your library. The library can help you find books, magazines, documents, references, reviews, addresses, and phone numbers to help you with your job here at NMC. If they do not have something, they can get it from a library that does through interlibrary loan. (The library will also help you find books and magazines in your own personal interest areas.)

Invite your family to come in and browse. The library has unique materials in area history and genealogy. The library is open more hours than any other place on campus. Call extension 1060 with any questions.

Remember, nobody was born knowing how to use a library. Ask the staff--they want to help you with your information needs.

Educational Media Technologies

Media Library: NMC maintains a library collection consisting of over 3,000 video and other media titles.

Media Distribution: We provide two distribution options: Video Distribution where the media is sent over closed-circuit cable directly to the display system in the classroom or equipment delivery where our staff delivers to and sets up the equipment at your campus location.

Please call the Media Services director or secretary at extension 1075, or stop in with questions and requests regarding any of the many services provided, or to request a copy of the Media Services Handbook.

Employee of the Semester

Each semester a staff member is selected as Employee of the Semester. Nominations come from co-workers. Criteria for the award include interest and pride in work, positive and supportive attitude, skill and proficiency in work, cooperation, initiative, professional appearance, courtesy, and concern and helpfulness to others. The Employee of the Semester receives a reserved parking spot, certificate, a special gift, and other recognition. Watch for nomination forms.

NMC Publications

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

- **Intercom**—Weekly information newsletter emailed to everyone on campus, published by the College Relations Office.
- **NMC Catalog**—Master information on NMC programs and course offerings. Published every two years and available on the website at <http://www.nmc.edu/programs/catalog/2006-7/nmc-catalog-2006-7.pdf>.
- **Schedule of Classes**—Printed each semester showing class schedules and available on the web at <http://www.nmc.edu/programs/courses/schedules.html>.
- **Policy Manual**—NMC board and staff policies - published on the NMC website. For NMC policies, go to <http://www.nmc.edu/policies/> and click on NMC Policy Manual for General NMC policies, or [Faculty/Staff Policies & Procedures](#) for NMC Human Resource Policies.
- **Student Employment Bulletin**—Outlines employment policies for students.
- **Telephone Directory**—Directory printed each semester and is available at: <http://www.nmc.edu/staff/nmc-phone-directory.pdf>.
- **Faculty/Staff Directory**—Published by the Human Resources Office; (5-1362) contains names, addresses, titles, and phone numbers of all regular faculty and staff. This directory is for your information and not to be given out to anyone off campus.
- **NMC Facts**—This fact card has some basic information about NMC and is published by the College Relations Office.
- **White Pine Press**—Student operated newspaper.
- **NMC Magazine**—Quarterly magazine published by students.
- **Nor'Wester**—Newsletter published for NMC Alumni.
- **Student Bulletin**— Printed monthly; contains information for students.

Where to Eat?

Evergreen Commons, located in West Hall has good, reasonably priced meals. They are open during the regular school year. There is a faculty and staff dining room located in the cafeteria.

The first-year culinary arts students offer an **International Buffet Lunch** at the Great Lakes Campus throughout the semester. This is open to the public. Watch for posters on campus or check E-mail for the menus and dates, and times. For more information call extension 5-1196.

Health and Fitness

The NMC Wellness Committee sponsors many events and seminars designed to help you "feel good about yourself." Topics on fitness, diet, health, and mental well-being are addressed. Watch for announcements.

NMC has a Fitness Center in the Physical Education Building. It has a fitness circuit room containing exercise bikes, mini-tramps, rowing machines, and other equipment and a weight training room. Contact the PE Program Coordinator for more information.

Special Events

NMC has many special events which happen throughout the year. Some of these include:

- **Opening Conference** - Before school starts each semester, faculty and staff convene for a one-day conference. Normally, there are featured speakers and short seminars, and an all-college breakfast.
- **NMC Barbecue** - This is NMC's annual fundraiser held every May. Everyone in the community is invited to partake of buffalo burgers and enjoy the many fun family events. Many staff members volunteer to serve or prepare food.
- **Campus Clean-Up Day** - Just before the barbecue, you'll get a chance to join your fellow co-workers and help clean up the campus. A day is reserved to trade your computer for a rake and get outside. The work is followed by a picnic.
- **Graduation** - Held in May, this is a very special event you'll want to attend.
- **NMC Scholarship Open** - This golf outing is held every August. The proceeds go to
- **The Honors Student Scholarships**. Organized by the College Relations Office.
- **Miscellaneous** - Concerts, speakers, plays, art shows and other activities are sponsored throughout the year. Watch the *Intercom* for announcements.

Administrative/Professional and Technical/Paraprofessional Staff Councils

The administrative, professional and technical/paraprofessional staff as a whole elect members to serve on the Administrative/Professional and Technical/Paraprofessional Staff Councils. The Councils consist of five members elected for two-year terms. The officers are Chair, Vice Chair, Secretary-Treasurer, and immediate Past Chair. They regularly meet once a month and may call special meetings as necessary. The purpose of the Councils is to represent the assembly of administrators/professional and technical/paraprofessional staffs in matters pertinent to professional improvement, salaries, benefits, and general welfare of NMC, and to act as liaison with other bodies of the college. As an administrative, professional or technical/ paraprofessional staff member, you will receive a copy of all mailings and minutes from your respective Council.

Appendix A

What is a community College?

"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, often called "the people's colleges," have stirred an egalitarian zeal among their members. The open-door policy has been pursued with an intensity and dedication comparable to the Populist, the Civil Rights, and the Feminist crusades. While more elitist institutions may define excellence as exclusion, community colleges have sought excellence in service to the many. While traditional institutions too often have been isolated islands, community colleges have built connections beyond the campus.

The awarding of the first Associate of Arts degree at the University of Chicago in 1900, followed by the establishment of a junior college in Mexico, Missouri in 1901, and the upward extension of public high schools at Joliet, Illinois also in 1901, marked the beginnings of the community college movement. William Rainey Harper, President of University of Chicago and an aggressive advocate of the junior college, saw it as a place where students who would not otherwise attend an institution of higher learning could prepare for transfer to a senior college or could "stop naturally and honorably" at the end of the sophomore year.

As early as 1926, N.W. Walker, then president of the Association of the Colleges and Secondary Schools in the southern states, wrote: "The rapid rise of the junior colleges is one of the arresting facts of recent educational development in America. Within the past ten years," said Walker, "the junior college idea has been worked out in actual practice as perhaps no other single idea of so vast significance has ever been...in so short a period of time."

Since the 1920's, the public community colleges have dramatically expanded, far outnumbering their private counterparts. By 1960, there were about 400 public community colleges in the United States, enrolling a little over three-quarters of a million students. In the decade that followed, enrollments grew sixfold and new community colleges opened at the rate of about one a week.

Between 1965 and 1975, total enrollment at community, technical, and junior colleges grew by 240 percent. Today, these colleges enroll approximately 43 percent of the nation's undergraduates and 51 percent of all first-time entering freshmen...

At their best, community colleges recognize and enhance the dignity and power of individuals. Students come to colleges to pursue their own goals, follow their own aptitudes, become productive, self-reliant human beings, and, with new knowledge, increase their capacity and urge

to continue learning. Serving individual interest must remain a top priority of community colleges. But they can do much more. By offering quality education to all ages and social groups, community colleges can strengthen common goals as individuals are encouraged to see beyond private interests and place their own lives in larger context. Community colleges, through the building of educational and civic relationships, can help both their neighborhoods and the nation become self-renewing.

* In this report, the term "community college" will often be used to refer to the network of community, technical, and junior colleges that comprise the movement.

The above is excerpted from "Building Communities: A Vision For a New Century," a report of the Commission on the Future of Community Colleges, AACJC, 1988.