

**ARTICLE IV - CLASSIFIED PERSONNEL**

**4.00 EMPLOYMENT SELECTION**

**4.01 TERM OF EMPLOYMENT**

**4.03 DUTIES AND RESPONSIBILITIES**

**4.04 TERMS OF PAYMENT**

**4.07 EMPLOYEE DUE PROCESS**

**4.09 WORK DAY/WEEK**

**4.10 HOLIDAY SCHEDULE**

**4.11 SICK LEAVE**

**4.12 PAY FOR UNUSED SICK LEAVE UPON RETIREMENT**

**4.13 VACATION**

**4.14 EMERGENCY/PERSONAL LEAVE**

**4.15 FAMILY AND MEDICAL LEAVE**

**4.16 WORKERS' COMPENSATION**

**4.17 LEAVE OF ABSENCE**

**4.18 JURY DUTY/WITNESS DUTY**

**4.19 VICTIMS' ECONOMIC SECURITY AND SAFETY ACT**

**4.20 PROFESSIONAL IMPROVEMENT**

**4.21 EARLY RETIREMENT NOTIFICATION**

**4.22 RETIREE INSURANCE COVERAGE**

**4.23 DRESS CODE**

**4.24 ALCOHOL AND DRUG ABUSE POLICY (incl DOT VEHICLE DRIVER)**

**4.52 SEVERE WEATHER/EMERGENCY CLOSING**

**ARTICLE IV - CLASSIFIED PERSONNEL**

**4.55 MENTORING**

## **ARTICLE IV - CLASSIFIED PERSONNEL**

### **4.00 EMPLOYMENT SELECTION**

All classified employees of the district shall be employed by the Board of Trustees upon the recommendation of the President of the College. All new full time positions will be advertised and posted in accordance with the state and federal laws governing equal opportunity employers.

### **HEALTH EXAMINATION**

The Board of Trustees reserves the right to require a candidate offered employment or re-employment to submit to and satisfactorily pass a physical examination by a physician to be designated by the College.

### **4.01 TERM OF EMPLOYMENT**

Unless defined as a condition of hire, classified personnel shall be employed from July 1 to June 30 subject to their services being satisfactory, as determined by the College, and subject to compliance with the employment policies of the College. Those individuals employed after July 1 shall be employed until June 30, if considered regular employees. Part-time employees may be employed for a specific task by the hour or day.

### **4.03 DUTIES AND RESPONSIBILITIES**

Classified personnel shall be responsible to the administrator, instructor, or other supervisor to whom they are assigned.

### **4.04 TERMS OF PAYMENT**

Administration shall maintain an annual salary schedule. The President's Council will approve placement on the salary schedule allowing credit for relevant prior experience.

1. Employees pursuing grants should submit salaries in line with the salary schedule.
2. When allowing credit for relevant prior experience, *relevant* will be narrowly defined as work that is closely aligned with the duties and responsibilities required in the MAC position.
  - a. Administration, Professional and Classified Staff will receive 1/3 years of credit for relevant work experience prior to MAC, 1/2 years for related MAC experience, year for year for current MAC job.

## **ARTICLE IV - CLASSIFIED PERSONNEL**

### **4.07 EMPLOYEE DUE PROCESS**

Employees may appeal any decision alleging a violation of written Board Policy. In all cases, the final board of appeal shall be the Board of Trustees, the governing body of the Community College District of the Mineral Area.

#### **Guidelines**

Except where a definite procedure exists, the following will serve as guidelines for all appeals:

1. Any employee wishing to make an appeal may have a Mineral Area College employee help advise and represent him/her in the due process procedure.
2. It will be the employee's sole responsibility to see that the appeal is placed through administrative channels within ten (10) days from the date of the alleged violation. Failure to satisfy the 10-day deadline will result in the dismissal of the appeal.
3. The President of the College will review the case referred to him/her and render a decision. In all cases, a decision will be made only after consultation with the employee and the supervisor and/or administrator.
4. If an employee disagrees with a decision made by the President of the College, he/she may submit an appeal to the Board of Trustees.

The Board may hear the appeal or affirm the decision of the President without a meeting with the employee.

5. In order to protect the welfare of the employee, all appeals shall be reviewed and resolved in a timely manner.
6. No reprisals of any kind shall be taken against any employee for participation in the due process procedure.

### **4.09 WORK DAY/WEEK (EXCLUDES GENERAL SERVICES AND CAMPUS POLICE)**

Unless defined as a condition of hire, the number of working hours per day during the academic year shall be seven (7) hours exclusive of lunch time. During the balance of the school year the number of working hours per day shall be six (6). The time of work each day shall be determined by the immediate supervisor.

**ARTICLE IV - CLASSIFIED PERSONNEL**

**WORK DAY/WEEK – CONTINUED**

Employees are normally expected to work Monday through Friday unless other arrangements are made by the immediate supervisor and approved by the President of the College. A workweek is defined as the period beginning on a Sunday and ending on a Saturday.

**WORK DAY/WEEK (GENERAL SERVICES AND CAMPUS POLICE)**

The number of working hours per day shall be eight (8) hours, exclusive of lunch time, except during emergencies. The working hours or shifts worked for General Services will be determined by the Supervisor of General Services. The working hours or shifts worked for Campus Police will be determined by the Director of the Department of Public Safety.

Employees are normally expected to work forty (40) hours per week. A workweek is defined as the period beginning on a Sunday and ending on a Saturday.

**4.10 HOLIDAY SCHEDULE**

Personnel will be allowed the following holidays based upon the needs of the College and the day on which the holiday falls.

New Year's Day	--	1 day
Presidents' Day	--	1 day
Spring Break	--	5 days*
Memorial Day	--	1 day
Juneteenth	--	1 day
Independence Day	--	1 day
Labor Day	--	1 day
Veterans Day	--	1 day
Thanksgiving	--	2 days
Christmas	--	6 days*
Martin Luther King, Jr.	--	1 day
Spring Holiday	--	1 day

\*General Services and Information Technology supervisors will schedule duties during college breaks; employees working holidays will be allowed to take supervisor approved time off at later dates.

## **ARTICLE IV - CLASSIFIED PERSONNEL**

### **4.11 SICK LEAVE**

*For classified employees who began working for the College prior to July 1, 2023:*

The primary purpose of sick leave is to protect the staff member against losses due to incapacitating illness. All full-time staff members are eligible for sick leave. Each full-time staff member (excluding General Services and Campus Police) shall accrue unlimited sick leave at the rate of 6.75 hours for each calendar month of contracted service. General Services employees and Campus Police Officers shall accumulate 8 hours of sick leave for each contracted month of service.

Whenever any full-time staff member is compelled to be absent from duty due to personal illness, full compensation for the maximum accumulated sick leave shall be allowed. Sick leave may be taken in increments of no less than one hour.

At the beginning of each school year, the amount of unused sick leave will be transferred to the new contract year and additional accumulations will be made, as earned.

For absences in excess of 21 consecutive hours, the employee may be required to submit to the responsible administrator medical documentation or other acceptable evidence of incapacity to work.

Employees absent for longer than 21 hours, related to the same illness or injury, are required to notify the Human Resource Office so that it may be determined whether the leave qualifies as family and medical leave.

Paid sick leave may also be used by employees with disabilities for the purpose of securing necessary treatment. Employees may be required to use their accrued sick time during a leave of absence for their own serious health condition.

In the event of campus closure due to emergency or inclement weather, employees who have scheduled sick leave are not required to utilize paid time off for the amount of time campus is closed.

*For classified employees who began working for the College on or after July 1, 2023:*

The primary purpose of sick leave is to protect the staff member against losses due to illness. All full-time classified employees are eligible for sick leave. Each full-time classified employee shall accrue sick leave at a rate of 8 hours for each calendar month of contracted service. Whenever any full-time classified employee is compelled to be absent from duty due to personal illness, full compensation for

## **ARTICLE IV - CLASSIFIED PERSONNEL**

### **SICK LEAVE - CONTINUED**

the maximum accumulated sick leave shall be allowed. Sick leave may be taken in increments of no less than one hour.

At the beginning of each school year, the amount of unused sick leave will be transferred to the new contract year and additional accumulations will be made, as earned, at the rate of 8 hours per contract month.

Sick leave may not accrue beyond 1040 hours; once that maximum is reached, the classified employees will not accrue more sick leave until the accrual amount is less than 1040 hours.

For absences in excess of 21 consecutive hours, classified employees may be required to submit medical documentation or other acceptable evidence of incapacity to work.

Employees absent for longer than 21 hours, related to the same illness or injury, are required to notify the Human Resource Office so that it may be determined whether the leave qualifies as family and medical leave.

Paid sick leave may also be used by employees with disabilities for the purpose of securing necessary treatment. Employees may be required to use their accrued sick leave during a leave of absence for their own serious health condition.

In the event of campus closure due to emergency or inclement weather, employees who have scheduled sick leave are not required to utilize paid time off for the amount of time campus is closed.

Upon separation of employment with Mineral Area College, classified employees forfeit any accrued unused sick leave.

#### **4.12 PAY FOR UNUSED SICK LEAVE UPON RETIREMENT**

Employees may accumulate unused sick leave.

Any employee who: (1) began working for Mineral Area College on or before July 1, 2023; and who (2) either retires from Mineral Area College or has been employed by Mineral Area College at least 10 years will receive reimbursement for accumulated sick leave according to the following rate determined by the appropriate formula.

## **ARTICLE IV - CLASSIFIED PERSONNEL**

### **PAY FOR UNUSED SICK LEAVE UPON RETIREMENT-CONTINUED**

For General Services and Campus Police Officers:  
average salary for top five years of employment or part  
thereof/1300=amount/8=dollar amount per hour

For all other Classified Staff:  
average salary for top five years of employment or part  
thereof/1300=amount/6.75=dollar amount per hour

#### **4.13 VACATION**

*For classified employees who began working for the College prior to July 1, 2023:*

General Services employees and Campus Police Officers will be allowed 80 hours of vacation each year for the first 5 years of employment. Thereafter, the vacation allowance will be 120 hours. All other classified employees will be allowed 67.5 hours of vacation each year for the first 5 years of employment. Thereafter, the vacation allowance will be 101.25 hours. General Services employees and Campus Police Officers serving less than a full year shall receive vacation in the amount equal to 6.67 hours per month worked. All other classified staff employees serving less than a full year shall receive vacation in the amount equal to 5.63 hours per month worked.

The time shall be scheduled in accordance with the needs of the College and, as nearly as possible, at the convenience of the employee. It may be necessary to divide the allowed vacation time into two or more periods. Vacation requests shall be made to the immediate supervisor and approved by the respective dean. Vacation time may be taken in increments of no less than one hour.

Classified employees may accumulate a maximum of 135 hours of vacation during the first five (5) years of employment (160 for General Services employees and Campus Police Officers) and 202.5 hours thereafter (240 hours for General Services employees and Campus Police Officers.) However, this does not in any way alter the statement, "Vacation accrued during any fiscal year should be taken by the end of the following fiscal year unless other arrangements are made with the supervisor and approved by the President." When an employee resigns, retires or is terminated, accrued vacation must be used before the separation date.

In the event of campus closure due to emergency or inclement weather, employees who have scheduled vacation leave are not required to utilize paid time off for the amount of time campus is closed.



## **ARTICLE IV - CLASSIFIED PERSONNEL**

### **VACATION - CONTINUED**

*For classified employees who began working for the College on or after July 1, 2023:*

In addition to normal school holidays, full-time classified employees of Mineral Area College will accrue vacation at the following rates:

0-5 years of employment with the College: 10 days a year (70 hours)

5+ years of employment with the College: 17 days a year (120 hours)

Maximum accumulated vacation time will be 17 days or 120 hours.

The time of vacation shall be scheduled in accordance with the needs of the College and, as nearly as possible, at the convenience of the classified employees. It is doubtful that the entire vacation can be scheduled at any one time period. Vacation approval is contingent upon work completion and submission of requested reports. Vacation requests shall be made to the immediate supervisor and approved by the respective dean. Vacation time may be taken in increments of no less than one hour.

In the event of campus closure due to emergency or inclement weather, employees who have scheduled vacation are not required to utilize paid time off for the amount of time campus is closed.

Upon separation of employment with Mineral Area College, the College will pay classified employees for accrued, but unused vacation at the employee's most recent hourly rate.

No more than two vacation days may be used during the final two weeks of employment prior to separation.

#### **4.14 EMERGENCY/PERSONAL LEAVE**

All full-time classified employees will accrue three days of personal leave as of July 1 of each contract year. This amount will be pro-rated for employees who start work after July 1.

Personal leave can be used for any reason and does not accumulate beyond three days. Personal leave may be taken in no less than one hour increments.

## **ARTICLE IV - CLASSIFIED PERSONNEL**

### **4.15 FAMILY AND MEDICAL LEAVE**

Mineral Area College complies with the Family and Medical Leave Act, a federal law providing employees the right to take a leave of absence for family, medical reasons, and military reasons.

### **4.16 WORKERS' COMPENSATION**

Mineral Area College complies with the Missouri Workers' Compensation Law, a state law providing benefits to injured workers. When a Mineral Area College employee is injured on the job, the injury should be reported to the employee's supervisor immediately.

### **4.17 LEAVE OF ABSENCE**

Leave of absence may be granted to classified personnel without remuneration. Leave must be requested in sufficient time to permit securing an adequate temporary replacement.

### **4.18 JURY DUTY/WITNESS DUTY**

Mineral Area College encourages employees to fulfill their civic responsibilities by serving jury duty when required and will grant limited paid leave from work for jury duty. An employee must provide written documentation of a jury summons to his/her supervisor as soon as possible so that accommodations for his/her absence may be made. Employees are expected to report to work whenever the court schedule permits.

### **4.19 VICTIMS' ECONOMIC SECURITY AND SAFETY ACT**

Employees who are victims of domestic or sexual violence or who have a family/household member who is a victim of domestic or sexual violence will be provided reasonable accommodations and up to two workweeks of unpaid leave during a twelve-month period.

## **ARTICLE IV - CLASSIFIED PERSONNEL**

### **VICTIMS' ECONOMIC SECURITY AND SAFETY ACT - CONTINUED**

Affected employees may take the leave to:

- Seek medical attention or recover from the physical or psychological injuries caused by domestic or sexual violence to them or their family/household member.
- Obtain services from a victim services organization for themselves or their family/household member.
- Obtain counseling for themselves or their family/household member.
- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase their safety or the safety of their family/household member.
- Seek legal assistance or remedies to ensure their health and safety or the health and safety of their family/household member, including preparing for or participating in any civil or criminal legal proceeding related to the domestic or sexual violence.

Employees who seek to use such leave must provide notice as prescribed by the Victims' Economic Security and Safety Act. The statute requires forty-eight hours of advance notice to the employer unless providing such notice is not practicable.

#### **4.20 PROFESSIONAL IMPROVEMENT**

Each staff member is encouraged to continue his/her professional improvement. The Board of Trustees recognizes the value of continued professional improvement to Mineral Area College, to the student, to the community, and to the individual staff member.

A staff member pursuing an advanced degree or a program which broadens the scope of his/her abilities and knowledge, may apply to the President of the College, through the appropriate administrator, for reimbursement for professional improvement expenses. If the request is approved, reimbursement may be paid upon successful completion of the course. Reimbursement will be based on charges made by the University of Missouri (Columbia) for similar credits and based upon availability of funds.

#### **4.21 EARLY RETIREMENT NOTIFICATION**

The College strives to recruit, employ and appropriately train replacement employees in a timely fashion. To enhance the College's hiring process, full-time employees who have worked full-time for at least 5 years may qualify for a monetary incentive in an amount to be set by the Board of Trustees. The monetary incentive is contingent upon the Board of Trustees receiving, by February 1, the employee's written intent to retire effective beginning the following fiscal year, or in special circumstances with at least 4 months' written notice.

## **ARTICLE IV - CLASSIFIED PERSONNEL**

### **4.22 RETIREE INSURANCE COVERAGE**

Per RSMo 169.590, any employee retiring shall have the option of continuous insurance coverage. Retirees are responsible for payment of insurance premiums.

### **4.23 DRESS CODE**

MAC employees are expected to dress in a professional manner that adheres to the standards appropriate for the nature of their work as defined by their supervisor. Employees are expected to dress in a manner that is not offensive, suggestive, distracting, or insulting to others. Supervisors are responsible for setting and enforcing these expectations.

### **4.24 ALCOHOL AND DRUG ABUSE POLICY**

- A. All members of the campus community (students, faculty, staff, alumni, and guests) must adhere to all applicable state and local laws and college regulations related to the sale and use of alcoholic beverages and other drugs.
- B. No faculty or staff member shall secure or serve illegal drugs to any student engaged in any college related activity.
- C. The consumption, possession, or sale of alcoholic beverages is strictly forbidden on campus, except for special circumstances approved by the President of the College. The President must notify the Board of Trustees of any exceptions.
- D. Anyone under the influence of alcohol or illegal drugs or otherwise violating college policy regarding drug abuse shall be subject to disciplinary action.
- E. An educational program shall be provided addressing the problems of alcohol and drug abuse. The program will include information services, posters, and brochures.
- F. Counseling will be available to all personnel identified as having drug and/or alcohol related problems, leading to appropriate referrals.
- G. Disciplinary proceedings for drug/alcohol related abuses shall be conducted using current policies of Mineral Area College.

### **DRUG AND ALCOHOL POLICY FOR DOT VEHICLE DRIVERS**

The Board of Trustees authorizes the administration to establish procedure for compliance with U.S. Department of Transportation Section 382.601, pertaining to the development of a safety compliance manual for truck and van drivers. The administration will review the procedure annually.

## **ARTICLE IV - CLASSIFIED PERSONNEL**

### **POLICY FOR A DRUG-FREE WORKPLACE**

WHEREAS, it is recognized by the Mineral Area College Board of Trustees, Park Hills, Missouri, that it is necessary that all college employees report to work on time and in an appropriate mental and physical condition for work; and

WHEREAS, the Board of Trustees wishes to establish a policy pertaining to maintaining a drug-free workplace.

NOW, THEREFORE, BE IT RESOLVED that the following policy be adopted:

- A. The manufacture, distribution, dispensation, in the College District's workplace, of a controlled substance (as defined by Chapter 195 RSMo) is prohibited. Violations of this shall result in the immediate termination of the violating employee.
- B. The unlawful use of a controlled substance (as defined by Chapter 195 RSMo) is hereby prohibited and shall result in disciplinary action (including the possibility of suspension or discharge) to the violating employee.

Any employee who comes to work or is at work while under the influence of alcohol or who consumes alcohol at work shall be subject to the same disciplinary action as provided above for employees involved with the unlawful use of a controlled substance.

- C. Any employee convicted of a drug crime shall report their said conviction within two (2) days after said conviction.
- D. Compliance with the provisions of this policy is a condition of an employee's initial and continuing employment.

### **4.52 SEVERE WEATHER/EMERGENCY CLOSING**

General Services, Campus Police, and employees in positions required for the essential operation of the institution are needed to work when campus is closed due to emergency or inclement weather.

### **4.55 MENTORING**

New employees and their assigned mentors will meet regularly to discuss the mentoring checklist provided by the Human Resources Department.

At the end of each semester, mentees and mentors will complete an evaluation to aid in continuous improvement of the program.

## **ARTICLE IV - CLASSIFIED PERSONNEL**

*Article 4 approved by Board 6-11-15*

*Article 4 revisions to leave policy approved 8-10-17 (sections 4.30, 4.31, 4.40, 4.43)*

*Article 4 amended 11-16-17 to add section 4.52*

*Article 4 amended 6-14-18 to add section 4.61*

*Article 4 approved 10-10-19 to add section 4.63*

*Article 4 approved 5-13-21 to amend 4.41; delete 4.42 (effective 7-1-21)*

*Article 4 approved 8-12-21 to amend 4.41 to include Juneteenth*

*Article 4 approved 10-14-21 to add section 4.34 (VESSA policy)*

*Article 4 approved 4-18-23 to add section 4.55 (mentoring)*

*Article 4 amended 6-15-23 with changes to 4.30, 4.31, 4.40, 4.43 (effective 7-1-23)*

*Article 4 amended 12-14-23; terms of payment and incorporate policy renumbering*

*Article 4 amended 2-12-24 for employment laws; section 4.15 and section 4.16*

## ARTICLE IV - CLASSIFIED PERSONNEL

In spring 2022 an ad hoc committee representing all employee categories formed to align board policy numbering creating consistent numbers for topics among board policy chapters.

Shared Policy Numbers	
.00 Selection (Includes Health Examination)	4.00 RESPONSIBILITY →4.03 DUTIES AND RESPONSIBILITIES
.01 Term of Employment	4.01 WORKING DAY (EXCLUDING GENERAL SERVICES AND CAMPUS POLICE) →4.09 WORK DAY/WORK WEEK
.02 Letter of Employment	4.02 WORKING DAY (GENERAL SERVICES AND CAMPUS POLICE) →4.09 WORK DAY/WORK WEEK
.03 Duties and Responsibilities	4.03 WORK WEEK (EXCLUDING GENERAL SERVICES AND CAMPUS POLICE) →4.09 WORK DAY/WORK WEEK
.04 Terms of Payment	4.04 WORK WEEK (GENERAL SERVICES AND CAMPUS POLICE) →4.09 WORK DAY/WORK WEEK
.05 Evaluation	4.10 EMPLOYMENT →4.00 EMPLOYMENT/SELECTION
.06 Dismissal	4.11 HEALTH EXAMINATION →4.00 EMPLOYMENT SELECTION
.07 Employee Due Process	4.12 TERM OF EMPLOYMENT →4.01
.08 Reduction in Force	4.13 EMPLOYEE DUE PROCESS →4.07
.09 Work Day/Week	4.20 SALARY SCHEDULE →4.04 TERMS OF PAYMENT
.10 Holiday Schedule	4.21 EDUCATION/LONGEVITY INCENTIVE →4.51
.11-.14 PTO BLOCK	4.30 SICK LEAVE →PTO BLOCK
Sick Leave/Pay For Unused Sick Leave/Vacation/Emergency Personal Leave	4.31 PAY FOR UNUSED SICK LEAVE UPON RETIREMENT →PTO BLOCK
.15 Family and Medical Leave	4.32 WORKERS COMPENSATION →4.16
.16 Workers' Compensation	4.33 FAMILY AND MEDICAL LEAVE →4.15
.17 Leave of Absence	4.34 VICTIMS' ECONOMIC SECURITY AND SAFETY ACT →4.19
.18 Jury Duty/Witness Duty	4.40 VACATION →PTO BLOCK
.19 Victims' Economic Security and Safety Act	4.41 HOLIDAY SCHEDULE →4.10
.20 Professional Improvement	4.43 EMERGENCY/PERSONAL LEAVE →PTO Block
.21 Early Retirement Notification	4.44 LEAVE OF ABSENCE →4.17
.22 Retiree Insurance Coverage	4.45 JURY DUTY →4.18 JURY DUTY/WITNESS DUTY
.23 Dress Code	4.46 SEVERE WEATHER/EMERGENCY CLOSING →4.52
.24 Alcohol and Drug Abuse Policy	4.50 PROFESSIONAL IMPROVEMENT →4.20
.25 Sabbatical Leave	4.51 RETIREE INSURANCE COVERAGE →4.22
.26 Property Rights and Publications	4.52 EARLY RETIREMENT NOTIFICATION →4.21
	4.60 ALCOHOL AND DRUG ABUSE POLICY →4.24
	4.61 DRUG AND ALCOHOL POLICY FOR DOT VEHICLE DRIVERS →4.24
	4.62 POLICY FOR A DRUG-FREE WORKPLACE →4.24
	4.63 DRESS CODE →4.23