
Paris Junior College

Employee Procedures Handbook

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Employee Procedures Handbook

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Paris Junior College Accreditation and Mission

Vision

An open door community college meeting the educational and cultural needs of all students and citizens of the area.

Mission Statement

Paris Junior College is a comprehensive community college serving the region's educational and training needs while strengthening the economic, social and cultural life of our diverse community.

Standards for Texas Public Junior Colleges

Texas Education Code 130.003

The purpose of each public community college shall be to provide:

1. Technical programs up to two years in length leading to associate degrees or certificates;
2. Vocational programs leading directly to employment in semi-skilled and skilled occupations;
3. Freshman and sophomore courses in arts and sciences;
4. Continuing adult education programs for occupational or cultural upgrading;
5. Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
6. A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
7. Workforce development programs designed to meet local and statewide needs;
8. Adult literacy and other basic skills programs for adults;
9. Such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of post-secondary education in Texas.

Strategic Goals

- Diversify the revenue mix to reduce the reliance on state appropriations.
- Provide a high quality, relevant and current education for success after transfer and success in the workforce.
- Provide access to state-of-the-art technology for operational and student use.
- Provide business and industry driven workforce training throughout the service area.
- Increase retention rates and increase completion rates for certificates and associate degrees.
- Increase the awareness of service area residents, through branding, marketing, and reputation, of the resource the college is and what it offers the communities served.
- Provide facilities that insure adequate teaching space to meet the needs of the most current instructional methods and programs offered.

Accreditation

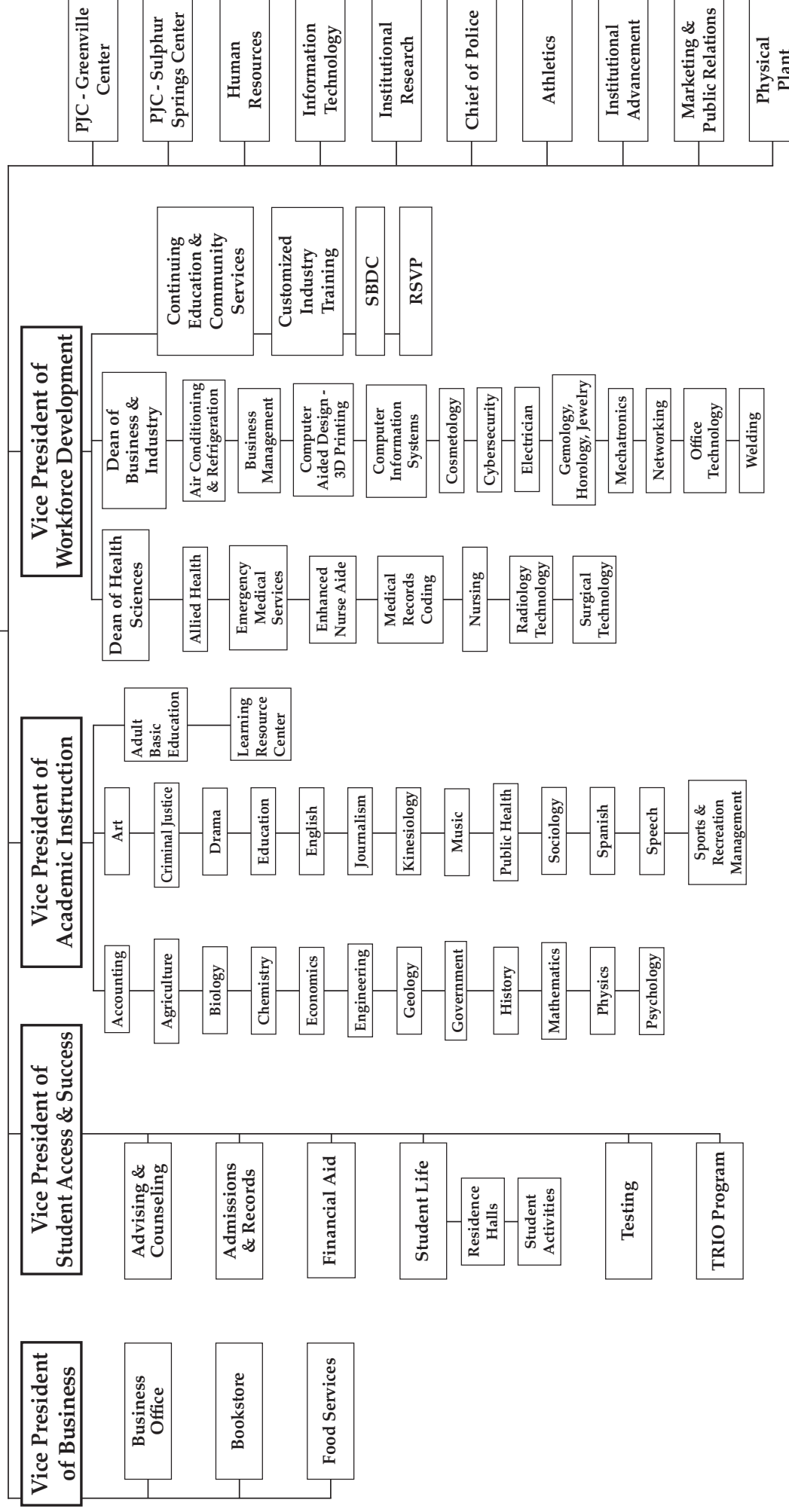
Paris Junior College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate of arts degree, the associate of science degree, the associate of arts in teaching degree, the associate of applied science degree, and certificates of proficiency. Questions about the accreditation of Paris Junior College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).



PARIS JUNIOR COLLEGE ORGANIZATIONAL CHART

Board of Regents

President



Institutional Planning and Evaluation Processes

Strategic Planning

The use of comprehensive strategic planning requires input from the community and from College personnel. Every five years the college community examines the external and internal environments, identifies the strengths and weaknesses of these environments, and reviews the opportunities and threats facing the College. Upon completion of this analysis, critical issues are highlighted, and specific strategic goals are established by the Board of Regents. The College administration sets objectives to meet the strategic goals. Departments work toward these institutional objectives. Budget requests are linked to strategic goals.

Mission/Purpose Review

The college reviews the mission every five years at the same time strategic goals are being set.

Resource Planning

The facilities, employee, budget, program, services, and technology planning occur formally and informally through institutional standing committees, faculty advisory council meetings, staff development activities, advisory committees, review of results from institutional planning, program review and evaluation, and departmental/division meetings. Data is provided and used at all levels to determine the effectiveness of the use of resources.

Effectiveness Planning and Evaluation

Educational programs, administrative units, and educational support units have yearly activities that include setting outcomes, development and assessment procedures, and using these assessment results to enhance programs, services, and operations. The Quality Assurance Committee provides assistance to these units through an established three-year cycle assessment plan.

Community Advisory Committees

Paris Junior College offers a variety of business/technical and industrial education programs, as well as general education courses, designed to serve the needs of our district. Advisory committee members provide important content and curriculum design recommendations for each of our associate degree and certificate programs. For information relating to advisory committees, please refer to the *Paris Junior College Advisory Committee Handbook*.

Institutional Administration and Structure

Open Door Policy

Paris Junior College operates under an open door admissions policy. Students who are 18 years of age or older with a high school diploma or equivalent are eligible for admission. Other students may be admitted under special admission requirements. The College reserves the right to guide the placement of students through assessment.

Administrative Organization Plan

A copy of the Paris Junior College organization chart may be accessed at www.parisjc.edu. The chart is located in the Faculty and Staff Area under “PJC Organizational Charts”.

Institutional Standing Committee Assignments

Membership is appointed to standing committees by the President, with recommendations from vice presidents, and with consultation with the individual involved. Generally, personnel are appointed to no more than two committees (one standing committee membership and one special committee membership). A list of appointments is distributed at the beginning of each academic year. All committee chairpersons will meet at the beginning of each academic year to discuss functions, responsibilities, and guidelines for the committee.

Student Representation on Planning Committees

A student shall be appointed by the Director of Student Life to serve a yearly term as an advisor to the administration of the College. This student shall serve on all student service related committees for purposes of involving student body of the College in the processes of decision making that concern student life on campus. Typically, this individual would be the president of the Student Government Association.

A full-time student with 24 or more credit hours shall serve the yearly term from June 1 of the current year through May 30 of the following year. An alternate with the same qualifications will be selected to serve in the absence of the student advisor. This student advisor and alternate shall be of just character and shall maintain a 3.0 cumulative grade point average at Paris Junior College. The student advisor shall serve on the Student Services standing committee.

The student advisor shall inform the Student Government Association of all pertinent student service related information. All reports to the Student Government Association are subject to approval by the Director of Student Life. Any failure to maintain the requirements and/or obligations of this position shall subject the student to removal from the position.

The Faculty Association

The Faculty Association shall serve as a body for communication and advisory purposes. Officers of the Association and members of the Faculty Advisory Council shall be professional-level employees other than the President and Vice Presidents of the College. This Association is for professional matters and is not an organization concerning abridgment of rights of employees; such matters as rights and abridgment thereof are the concern of the personnel grievance procedure established for this purpose.

The Faculty Association shall have a minimum of three meetings each academic year: General Faculty Meeting, Fall Semester, General Faculty Meeting, Spring Semester, Final Faculty Meeting, and end of Spring Semester (elect nominating committee of five to serve 12 months). Other Association meetings are to be called by the Association President, as he/she deems necessary.

Faculty Advisory Council

The Faculty Advisory Council serves in an advisory capacity to college administration. Recommendations from college administration for Board of Regents consideration concerning working conditions of instructional employees are to be reviewed and discussed by the administration with the Faculty Advisory Council. The council may initiate questions of educational policy with the administration or act upon questions referred to it by standing committees or individuals. All professional employees are free to make suggestions to the Faculty Advisory Council concerning educational policy and problems for consideration. Members include officers of the Faculty Association as well as one representative from each division.

Faculty Code of Professional Ethics

Professional educators affirm the inherent worth and dignity of all persons and the right of all persons to learn. Learning best occurs in an environment devoted to the pursuit of truth, excellence, and liberty. These flourish where both freedom and responsibility are esteemed. In order to express more adequately the affirmation of professional responsibilities, the faculty members of the College adopted the Texas Community College Teacher Association Code of Professional Ethics in February 1997. To review the Faculty Code of Ethics, please refer to PJC Policy DH (LOCAL) (Exhibit).

Staff Office Locations and Extension Numbers

The names, titles, office locations, and telephone extension of all administration, instruction, and support staff is published at least annually in the *Paris Junior College Campus Phone Extensions* and on the PJC website (www.parisjc.edu). Please be sure to obtain an updated hard copy from the Human Resources Office or your supervisor or go online for the web version.

Instructional Divisions

Paris Junior College has the following instructional divisions reporting to the Vice President of Academic Instruction.

- **Communications and Fine Arts** includes English, Foreign Languages, Journalism, Art, Drama, Music, Speech, and Developmental Reading and Writing.
- **Math & Sciences** includes Accounting, Agriculture, Biology, Chemistry, Geology, Kinesiology, Physical Sciences, Physics, Math and Developmental Math.
- **Social Sciences** includes Economics, Government, History, Psychology, and Sociology.

The Vice President of Workforce Education:

- **The Business and Technologies Division** includes Business, Computer Information Services, Computer Sciences, Cosmetology, Criminal Justice, Office Technologies, Gemology, Horology, and Jewelry.
- **The Health Occupations Division** includes Associate Degree Nursing, Emergency Medical Services, Licensed Vocational Nursing, Radiology Technology, Surgical Technology, Medical Coding Technology, and Enhanced Nurse Aide.
- **The Industrial Technologies Division** includes Air Conditioning, Drafting, Mechatronics, Welding, Electrician, and Plumbing.

Employment Responsibilities

Paris Junior College Policy Manual

The Paris Junior College Policy Manual contains the policies that govern the district. The Board of Regents and the College Administration are responsible for maintaining the policy manual, which is located online.

Equal Employment Opportunity Statement

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Employment Responsibility

The Director of Human Resources is responsible for the adherence to the procedures of employment of personnel and for the appropriate management of recruitment, staffing, and employee relations of personnel of the Paris Junior College District. The Director of Human Resources shall maintain a personnel file system as required by the Texas Higher Education Coordinating Board, the Southern Association of Colleges and Schools, and other appropriate agencies, both state and federal.

Hiring Procedures - Staff

Assignment and Transfer of Personnel

The administration shall assign and transfer personnel in compliance with all state and federal laws. The Director of Human Resources shall be responsible for reviewing the requirements for qualifications and all other regular requirements for personnel employment in the Paris Junior College District. The Director of Human Resources shall coordinate with the administrator, division director or dean, or director in recommending employment, assignment, transfer, and placement of personnel to the College President for final determination. An individual who has been discharged for cause shall not be re-employed or reinstated except with the expressed approval of the Board of Regents.

Job Descriptions

Descriptions of the job responsibilities for positions in the District may be found online or are available in the Human Resources office. Job descriptions must be reviewed as needed and generally during the employee performance evaluation. The job description must be reviewed when a job becomes vacant. Supervisors should maintain current job descriptions on the positions under their supervision.

Position Requisition

A position requisition form must be completed for every existing and proposed position, except adjunct faculty, to be filled at Paris Junior College. The supervisor of the position may secure a form online, complete the pertinent information and submit the request attached to a new, revised, or reviewed job description to the Director of Human Resources. The request will be reviewed by the director and forwarded to the President for final approval before the position may be announced.

Announcement of Vacancy

When vacancies occur and with prior approval by the President, the Director of Human Resources will issue an Announcement of Vacancy, which will include the job title, minimum qualifications, job responsibilities essential job functions, the salary range and benefits. Applicants must submit application and required documents to Human Resources in order to be considered.

Recruiting Procedures

Available positions are advertised in local newspapers, regional newspapers as well as in professional journals and online sources. Positions are also listed with the Texas Workforce Commission, listed on the Paris Junior College web site and are emailed to all employees. The position will simultaneously be made available to current qualified employees. The Director of Human Resources will be responsible for ensuring that all stipulations in state and federal plans have been satisfied in the recruitment of personnel. If qualified personnel are available within the college organization to fill openings, the vacancy may or may not be publicized outside the institution. Any internally advertised positions will follow the prescribed procedures for interview and selection.

Nepotism

The District may employ no person related to a member of the Board of Regents by blood (consanguinity) within the third degree, or by marriage (affinity) within the second degree. The method of determining degree of relationship is based on civil law and is outlined in PJC Policy DBE (legal). Also, employees with responsibility for recommending for hire or supervising other College personnel shall not recommend for hire or directly or indirectly supervise relatives within the first degree by blood or marriage. "Indirectly supervise" is defined as having any authority or input over promotions, dismissal, evaluations, or recommendations for salary placement or increases.

Application for Employment

To be considered for employment within the Paris Junior College District, applicants must complete the Paris Junior College Application for Employment form. Applicants for professional positions should also provide a letter of application stating qualifications and submit official transcripts with degree designations. Candidates for faculty positions will be required to submit a written statement of educational philosophy. Applicants should be aware that references, and other individuals with knowledge of the applicant's work performance may be contacted prior to an offer of employment. It shall be the responsibility of the applicant to furnish accurate information, and any falsification of either information or credentials shall be cause for dismissal or denial to employ. In no event may an individual who has been discharged for cause be re-employed or reinstated except with the expressed approval of the Board of Regents. Employment procedures are administered by the Director of Human Resources as outlined in the Paris Junior College Policy Manual and by the following employment procedures. Applicants requiring special needs should request accommodations from the Director of Human Resources.

Applications from Current Employees

If a current employee is interested in an announced position, he/she may contact the Human Resources Office to apply for the position. The current employee will be asked to complete a new application form, to supply an updated resume, current official transcripts, and all other required documents found in the vacancy announcement. Current employees must have been in their current position for at least six months to apply for a transfer into another position.

Interview Procedures

Once a vacancy has been announced for at least 10 business days (may be less for business necessity), the Director of Human Resources and ad hoc search committee will review all applicants for the position. Those applicants who meet the minimum qualifications of the position will become candidates. This committee generally consists of the supervisor of the area, who will serve as committee chair, and one to three other employees of the college or community members who, because of their employment/community position, will be working closely with the position, and a representative from the Human Resources Office. Diversity within the committee is always a consideration. The Director of Human Resources oversees every search committee and represents Equal Employment Opportunity (EEO) considerations. The search committee will evaluate and consider all qualified candidates and make recommendations for interviews. They must conduct the interview process in the appropriate manner (EEO).

The Director of Human Resources is responsible for supervising the selection for employment and promotion of personnel by the Paris Junior College District to assure that all laws, policies, and procedures relating to personnel are followed and adhered to in employment or promotion of the highest qualified personnel available. Personnel selected for employment, assignment, transfer, and placement are recommended to the College President for approval. The College President recommends professional level personnel to the Board of Regents for approval.

Institutional Considerations when Filling Vacant Positions

The following administrative procedures will be used when practical to reduce, through attrition, the size and cost of the workforce. If possible, positions are absorbed when vacancies occur through division of responsibilities and assignments to other personnel. When absorption is not practical, steps are taken to ensure that employees who are qualified for promotion to the position have opportunity to apply for the vacancy. If promotion from within the organization occurs, the lower level position will be evaluated to ascertain the practicality of absorption of the position through reallocation of responsibility. If, in the judgment of the College President, the interest of the institution would best be served by promotion, reorganization of a given personnel unit, combining positions, transferring staff, or other variation from

college policy, then the College President has the authority to act in the most expedient and efficient manner. The President will inform the Director of Human Resources of such decision by written communication so that such action may be implemented as soon as practical. Such variation from regular employment procedures will be reported to the Board of Regents at the next regularly scheduled meeting.

Demonstration of Skills

All candidates for full-time and part-time teaching positions must demonstrate written communications skills through a statement of the candidate's philosophy of education. Applicants for full-time and part-time teaching positions will be required to perform oral communications skills through a teaching demonstration or other method deemed appropriate by the instructional vice president. Applicants for support positions may be required to successfully complete a skills demonstration such as keyboarding, basic mathematics, and/or alphabetizing. Any required demonstration will be listed in the *Announcement of Vacancy*.

Reference Checks

Search Committee chairs and the Director of Human Resources are expected to check work references for candidates before making a final recommendation to the President.

Offers of Employment

After the completion of interviews and any required demonstrations, the Search Committee may make a recommendation for employment to the College President. Once the President has approved the recommendation, the candidate may be contacted and an offer of employment extended. All full-time faculty and professional positions are subject to approval by the Board of Regents at the next regularly scheduled meeting.

Investigative Consumer Reports

Paris Junior College requires an investigative consumer report and a background check for all full-time and part-time internal employees upon hire once a conditional offer of employment has been extended by the President. This requirement may exclude work-study student employees.

Although a disqualification is possible, in accordance with federal and state laws, a previous conviction does not automatically disqualify an applicant from consideration for employment with Paris Junior College. Depending on a variety of factors (for example, the nature of the position, the nature of the conviction, age of the candidate when the illegal activity occurred), the candidate may still be eligible for employment with Paris Junior College. However, if an applicant attempts to withhold information or falsify information pertaining to previous convictions, the employee will be disqualified from further employment consideration in any position with Paris Junior College due to falsification of an application. An offer of employment may be extended to an applicant prior to the completion of the investigative consumer report and background check. However, the applicant's first day of work in the position must not be prior to the satisfactory completion of the investigative consumer report and background check.

Hiring Procedures - Faculty

Employment of Faculty

Paris Junior College is committed to employing the finest faculty and staff in the region. Full-time faculty are the foundation of the teaching staff; however, adjunct faculty are used where appropriate and when exceptional instructors are available and needed. Adjunct faculty bring a unique perspective to the classroom and are often key players in establishing that essential “real world” credibility in many occupationally oriented programs. Paris is proud of the reputation of its faculty and staff and acknowledges the critical role each plays in the successful accomplishment of its mission.

Teaching Credential Requirements for All Faculty

For faculty teaching in the academic and college transfer teaching disciplines, the Southern Association of Colleges and Schools Commission of Colleges (SACSCOC) requires that “the institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

Credential Guidelines:

- a. Faculty teaching general education courses at the undergraduate level: doctor’s or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctor’s or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor’s degree in the teaching discipline, or associate’s degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching in certificate programs should have a minimum of documented work experience, demonstrated competencies in the teaching field and a minimum of a certificate in the area or associate degree.

Documentation of Credentials

The Paris Junior College District adheres to the The Principles of Accreditation adopted by the Southern Association of Colleges and Schools Commission of Colleges (SACSCOC) and all state requirements. Therefore, all faculty members, full-time and part-time, must possess and provide documentation for the minimum qualifications as outlined in the credential guidelines. The documentation for college course work should be in the form of an official transcript from the awarding institution. Only those transcripts bearing the official seal and signature of the institution will be accepted as proper documentation. Paris Junior College accepts official transcript sent via U.S. Mail or through electronic transcripts or equivalent, directly from the issuing institution. Official transcripts, as well as other appropriate certificates, licenses, etc. must be received in the Human Resources Office by the date of hire. Undergraduate transcripts are only required if it is the instructor’s highest degree, or for documentation of qualifications to teach a specific course. If documentation is not on file in the Human Resources Office at the close of the first semester of teaching, that instructor will not be eligible for rehire.

In exceptional cases, faculty may have qualifications that are based on extensive work and/or other significant credentials in lieu of formal education preparation from a regionally accredited institution. In those cases, the Director of Human Resources and the instructional vice president of the teaching area will determine the proper documentation required of the instructor.

All faculty members must have an approved *Faculty Statement of Qualifications* in the Human Resources Office by the close of the first semester of employment. *The Faculty Statement of Qualifications* (FSOQ) is prepared by the appropriate vice president, signed by the faculty member and approved by the appropriate Vice President.

All professional staff members are required to submit official transcripts of all college course work.

Falsification, misrepresentation, or omission of credentials, transcripts, or other employment information requested by, or submitted to, the College shall be grounds for termination of employment.

Tenure Status for Faculty

Tenure was eliminated at Paris Junior College in July 1983; therefore, there is no tenure-track system within the District.

Employment Records Retention and Maintenance

Application materials submitted to Paris Junior College should be original documents. Any documents submitted, upon receipt by the Human Resources Office, become the property of the College, and originals, except for foreign transcripts, will not be returned to the applicant. Employment applications and supporting documentation received from individuals who apply to Paris Junior College but are not employed will be retained and destroyed in accordance with the retention schedule as suggested by the Texas State Library and Archives Commission.

Employees with Special Needs

Special services for employees with disabilities are available through the Director of Human Resources. Individual, qualified employees have the right and the responsibility to decide whether and when to pursue reasonable accommodations. Employees are eligible if they have a disability that in some way affects their ability to function in their position in accordance with the Americans with Disabilities Act (ADA). Any person employed by Paris Junior College who can provide documentation of a disability from a physician, agency, or other appropriate source is eligible to apply for reasonable accommodation(s). The employee must contact the Director of Human Resources to complete necessary documentation and assess accommodations. All documents and information are confidential and only shared on a need-to-know basis.

Administrative Procedures for Determining and Providing Reasonable Accommodations for Employees with Disabilities

The employee must contact the Director of Human Resources to complete the necessary documentation and assess needs. The Director of Human Resources will collect the documentation and verify employee needs and the reasonability of the accommodation. Once the accommodation is approved, it is the supervisor's responsibility to ensure that the accommodation is provided. Only necessary information will be shared with the supervisor; the supervisor may contact the Director of Human Resources for clarification or assistance in providing the accommodation.

New Employee Orientation

All new employees should complete the Paris Junior College New Employee Checklist with the Human Resources staff or their supervisor on the first day of employment. Vice Presidents are responsible for

completing the orientation and checklist with part-time instructional employees. The checklist must be filed in the employee's personnel file.

Employee Assignments

Teaching Load for Full-Time Faculty/Instructors

Regular course and class assignments shall consist of no less than 15–16 credit hours, 24 clock hours, or a combination of hours and commensurate duties during the required 35 duty hours per week. An instructor shall be assigned additional instructional duties without extra compensation if he or she is assigned to instruct lecture/lab classes where the instructor's total contact hours are less than 5,600 for a five course, three semester credit hour (SCH) load or 8,400 for a four course, four SCH load. Contact hours should reflect Workforce Education Course Manual (WECM) mirror courses. Exceptions to load requirement would be because of accreditation or state licensing regulations, facilities, program requirements, and safety issues.

Teaching load of faculty members who have administrative assignments shall be determined by the College President. By accepting their position, instructors agree to provide instruction in such courses, day or evening, as assigned. A private instruction hour and a tutor hour shall be determined in accordance with the following::

1. One private instruction hour = two-thirds SCH; three private instruction hours = two SCH.
2. One tutor hour = one-half SCH; three tutor hours = one and one-half SCH.

Overload Assignments for Full-Time Faculty

Overload guidelines are designed to prevent faculty effectiveness from being diminished by overloads. The integrity of 15 to 16 load hours being a full load for a full salary shall be protected. Instructors are permitted to assume overload assignments under the following guidelines:

1. The assignment of one-course overload shall be the vice president's discretion.
2. The assignment of two courses overload shall require approval by the vice president of the instructional area. Such approval shall be in writing with a copy being forwarded to the Director of Human Resources.
3. Any overload assignment above two courses shall require approval of the College President. Requests for such approval shall be accompanied by a statement signed by the instructor agreeing to the overload and by a statement of justification from the vice president.
4. When a faculty member teaches a course in another department on an overload basis, it shall be approved by the immediate director and vice president. Multiple overloads created by assignment outside the division shall follow this stipulation as well as those stated in items 2 and 3 above.
5. Courses taught in continuing education shall be subject to these guidelines also. Requests for director approval for a faculty member to teach a course for continuing education shall be sent to the area Vice President of Instruction by the Director of Continuing Education.
6. Any college credit course taken for credit shall be considered as an overload assignment in this context so that the combination of overload assignment and credit courses taken shall be consistent with these guidelines.
7. Any overload shall be in addition to the required 35 duty hours per week.
8. In order to make, a class must have adequate student enrollment. Classes with fewer than 15 students will make at the vice president's discretion, considering such factors as student enrollment, number of preparations, available space, and the like. If the class is an overload and does not have an adequate student enrollment, the pay may be prorated at the vice president's discretion.
9. The availability of programs depends upon adequate student enrollment; therefore, factors such as

state aid and tuition and fees shall constitute income; salaries, equipment, and S&S shall make up expenditures. These are basic factors to consider when determining individual faculty load.

Teaching Load for Part-Time Faculty

Part-time faculty members for Paris Junior College must not exceed 19.5 hours of work per week for a period longer than one semester or 90 working days or 4.5 months. The part-time faculty member must not earn a salary greater than one-half the normal full-time salary paid for performance of that work on a full-time basis. Weekly hours worked is defined as actual time spent in the classroom weekly multiplied by 2.25 (representing a combination of teaching or classroom time and time performing related tasks such as class preparation and grading of examinations or papers), plus an hour of service per week for each additional hour outside of the classroom the faculty member spends performing duties he or she is required to perform such as required office hours or required attendance at faculty meetings. Therefore, adjunct faculty members are permitted to teach no more than 8 hours per week (maximum two courses) during any regular length fall or spring semester, and a proportionate amount for shortened and summer semesters. All work for which the part-time faculty member receives pay from the College is calculated into the contract. For example, if an adjunct faculty member teaches credit courses, the number of tutoring hours, courses taught in continuing education, or work in other areas of the College must be limited (TRS Laws and Rules, Chapter 25). Consult the Director of Human Resources for the number of hours per week an adjunct may work outside of the hours of instruction.

Retirees under Teacher Retirement System of Texas (TRS)

It is the responsibility of the TRS retiree to understand and adhere to all rules and regulations of the Teacher Retirement System of Texas pertaining to employment after retirement and to alert the Director of Human Resources of his/her status with TRS and any changes in employment/retirement status. TRS participants who retired may teach no more than half-time.

Off-Campus and Out-of-District Scheduling and Staffing

The director of each off-campus center or out-of-district location will develop a proposal for all credit courses to be offered at the center based on a survey of students, prospective students, and local area needs. The director may propose the types of courses and the dates and times for such classes. The proposed schedules must be sent to the Vice President of Academic Instruction and Vice President of Workforce Education. The Vice President will secure the faculty members to teach the courses on the approved schedule. The appropriate Vice President will approve the qualifications of the faculty and assure the orientation and evaluation of the faculty.

Paris Junior College District Hours of Operation

Paris Junior College regular work hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. Staff are expected to work 40 hours per week. Summer hours may vary, but will be posted. Notice of changes in these hours for holidays and special occasions will be issued from the College President and are published in the PJC Calendar if time permits.

Learning Resources Center Hours of Operation

Paris Campus Learning Center (Library) hours for the fall and spring semesters:

Monday through Thursday 7:30 a.m. – 10:00 p.m.

Friday 8:00 a.m. – 5:00 p.m.

Sunday 5:00 – 9:00 p.m.

Summer Hours (Non-Semester):

Monday through Friday 8:00 a.m. – 5:00 p.m.

Summer Hours (Summer I & II):

Monday through Thursday 7:30 a.m. – 5:00 p.m.

Friday 8:00 a.m. – 5:00 p.m.

Opening evenings by instructor request

Sulphur Springs Learning Center hours:

Monday through Thursday 7:30 a.m. – 8:30 p.m.

Greenville Learning Center hours:

Monday through Thursday 7:30 a.m. – 8:30 p.m.

Employment Responsibilities for Faculty Members

Faculty Responsibilities

Each faculty member's major responsibility is to provide quality instruction to students. This responsibility does not end in the classroom, however. The faculty member, whether full-time or part-time, is also responsible for record keeping details required by the College as well as staff development sessions as provided by the College. Committee activities are also an inherent part of faculty responsibility.

Additionally, faculty members are encouraged to stay abreast with what is happening in the College in terms of growth and expansion, services available to students, and in-service development opportunities. In addition to the information provided here, faculty members are expected to be generally familiar with the contents of the *Paris Junior College Catalog*, the *Paris Junior College Policy Manual*, the *Employee Procedures Handbook*, and the *Paris Junior College Student Handbook and Calendar*. Specific responsibilities are outlined below:

- Complete all necessary personnel/payroll forms, file appropriate documentation of credentials, and sign and return contract in a timely manner.
- Complete the vita and syllabus template for the website in compliance with state law the first week of each semester.
- Comply with all approved course guidelines, texts, policies, and procedures provided through the instructional supervisor.
- Obtain attendance sheets, class rosters, official rolls, parking permit, and other materials.
- Distribute approved course syllabus to all students during the first week of instruction.
- Inform students that textbooks and other class materials are available through the College Store.
- Meet all scheduled classes up to and including the final day of the semester. "Walks" are not permitted. Many students drive long distances to attend classes, and the College is obligated to have instructors in the classroom. The division director or dean and the vice president must approve arrangements for substitutes. Informal arrangements for covering classes (with spouse, friend, etc.) are not permitted. If an absence from a class is necessary, plans must be discussed with the vice president. When an instructor cannot meet a class and he/she knows only a short time before the class is due to meet, he/she must notify the division director, dean or the appropriate vice president. Upon return to campus, an absence report must be completed and submitted to the vice president. If the instructor knows a day or more in advance that a class cannot meet, the instructor should make arrangements with the division director or dean. The absence report should be completed and submitted to the vice president for approval. Efforts will be made to assign a qualified substitute. Please refer to *Absence from Class* in the *Leaves of Absence* section of this handbook.
- Be adequately prepared for every class with the knowledge and materials required to teach the class. The instructor must conduct class activities in such a manner as to communicate effectively with the majority of the students in the classroom (explanation of contents, answering questions, lecturing, instructional technology, etc.)
- Use examinations and/or other instruments which measure specific learning objectives.
- Maintain accurate attendance and progress records. These are crucial to both the student and the College. These records affect students' financial aid awards, graduation eligibility, transferability and other important issues; and these records directly affect the funding of the College. Every instructor is expected to comply with the College regulations and deadlines for reporting information.
- Review class rosters prior to the Official Reporting Date (Census Date) and notify the Registrar of any students who are attending and not listed on the class roll and those students who have never attended.

- Understand and adhere to the procedures for Students with Disabilities (see next section).
- Enforce the no smoking (including smokeless tobacco and electronic cigarettes), no food or drink rules in the classroom and labs. Most rooms are used so frequently that they cannot be cleaned between classes; therefore, instructors should help keep rooms reasonably clean for the instructors and students who use the room after them.
- All instructors are required to adhere to all timetables established by the College, especially for signing employment/commitment letters and completing personnel/payroll forms; submitting a schedule of class and office time and course syllabi; certifying official reporting day roll and submitting mid-term and final grades.

For more explanation of the specific duties of the instructor, refer to the specific job description.

Faculty Responsibilities toward Students with Disabilities

It is the responsibility of all full-time and part-time faculty members and staff to understand the procedures for assisting students with disabilities. Therefore, all employees should be familiar with the *Handbook for Students with Disabilities* as published by Counseling/Advising. All faculty are bound by the Paris Junior College contract to adhere to the policies and procedures relating to assisting students with special needs and providing accommodations as prescribed by the Director of the Counseling/Advising. Intentional failure to comply with these requests are cause for termination of employment.

Faculty Duty Hours

All full-time faculty members are expected to work a 35-hour duty week, including class hours and office hours. Full-time faculty members should schedule at least 10 hours per week of office time and should schedule these times around class hours and for the convenience of the student. Two of the office hours must be scheduled on Friday. Faculty must add workhours to their duty week when teaching an overload to accommodate the added hours of the course.

Student's Access to Faculty Members

All faculty members are expected to be accessible to students and are required to provide students with the instructor's email address, office number, office phone number, and times of availability to student. This information should be in the course syllabus.

Performance Evaluations

Evaluation Policy

According to the Paris Junior College Policy DLA (local), “all new personnel shall be formally evaluated on an annual basis after one year of service and then annually until the completion of five years of service. Employees with five or more years of service shall be evaluated every three years. The status of an employee may require more frequent evaluation.” Part-time instructors shall be formally evaluated during the first course taught and thereafter at the discretion of the Vice President as needed. The purpose of the evaluation is to raise the quality of service, raise the standard of performance, and aid the individual employee to grow and improve, and to determine an individual employee’s future employment potential with the College.

Evaluation Procedure

Job descriptions, which outline the scope of duties and responsibilities, are developed for each job area and are distributed to employees and supervisors. The job description forms the foundation of the evaluation. During each year, the employee is expected to discharge the responsibilities of the job description and take advantage of training opportunities. During the year, the supervisor should complete incident reports as warranted to document unusual occurrences of either a positive or negative nature involving the employee. Copies of such reports shall be provided to the employee and maintained in the supervisor’s files. The Human Resources Office will send an email with the evaluation packet to each employee being evaluated and the supervisor. The packet will include evaluation tools for the employee’s self-evaluation, if required. The packet will also contain a copy of the current job description for review and return the signed document to the Human Resources office. The employee will distribute the evaluation tools as appropriate and then complete the self- evaluation.

For summative evaluations, the supervisor of the employee being evaluated receives the self-evaluation and completes the formal evaluation of the employee, taking into consideration these reports and other information as appropriate. Comments should be noted on the evaluation instrument. Any ratings other than “expected performance” must be documented with specific comments to substantiate the rating. A formal appraisal interview to discuss the evaluation shall be scheduled by the supervisor. The supervisor’s evaluation of both positive and negative characteristics of the employee’s job performance should be discussed in detail. The employee may add comments to the evaluation form and both the employee and the supervisor should sign and date the evaluation form.

Should an employee feel that a supervisor rating is arbitrary or in error, the employee may discuss the matter with the supervisor in an attempt to reconcile the matter and may note any disagreement on the evaluation form. If the employee does not agree with the information on the form, he/she may submit a written response to the administrative head of the department within five (5) business days of the meeting. Should this process not resolve the disagreement to the employee’s satisfaction, the employee may appeal following the grievance procedure outlined in Paris Junior College Policy DGBA (local). All evaluations remain on file in the Human Resources Office as stipulated in the State of Texas Library and Archives Commission records retention schedule.

Performance Evaluation Procedures for Full-Time Faculty Members

The Human Resources Office sends an evaluation via email for full-time faculty members to the division director or dean. The email includes the evaluation tool, a job description, and an instruction sheet. If the faculty member’s primary teaching assignment is at an off-campus center, the email will contain an *Off-Campus Director(s) Comments Concerning Instructional Performance* form. Human Resources sends the *Off-*

Campus Director(s) Comments Concerning Instructional Performance form to the employee, division director or dean, and off campus director(s). The faculty member forwards the self-evaluation and the other copy of the evaluation form to the division director or dean. The off-campus director(s) sends the completed *Off-Campus Director(s) Comments Concerning Instructional Performance* form directly to the faculty member's division director or dean. Once the division director or dean receives the materials, he/she completes an evaluation of the faculty member's performance. The faculty member's growth goals should also be considered in the evaluation process. The division director or dean and the faculty member then meet to discuss the evaluation and the Faculty Growth Goals and both sign the form. If the faculty member does not agree with the information on the form, he/she may submit a written response to the Vice President within five (5) business days of the meeting. The Vice President forwards all materials, including a written response, to the Human Resources office via the President. Should this process not resolve the disagreement to the employee's satisfaction, the employee may appeal following the grievance procedure outlined in Paris Junior College Policy DGBA (local). All evaluations remain on file in the Human Resources Office as stipulated in the State of Texas Library and Archives Commission records retention schedule.

Performance Evaluation Procedures for Part-Time Faculty Members

The Human Resources Office emails evaluations for first semester, part-time faculty members to the division chair approximately during the ninth week of the first semester in which the part-time faculty member teaches. The email contains the evaluation tool, a job description, and an instruction sheet. If the faculty member's primary teaching assignment is at an off-campus center, the email will contain an *Off-Campus Director(s) Comments Concerning Instructional Performance* form. The division chair sends the *Off-Campus Director(s) Comments Concerning Instructional Performance* form to the off-campus director(s) and a copy of the evaluation to the part-time faculty member. The part-time faculty member and the off-campus director(s) complete the forms and forward them to the division chair. Once the division chair receives the materials, he/she completes an evaluation of the faculty member's performance. The division chair and the faculty member then meet to discuss the evaluation and both sign the form. If the faculty member does not agree with the information on the form, he/she may submit a written response to the division chair/instructional Vice President within five (5) business days of the meeting. The division chair/instructional Vice President forwards all materials, including a written response, to the Human Resources office via the instructional Vice President of the area. Should this process not resolve the disagreement to the employee's satisfaction, the employee may appeal following the grievance procedure outlined in Paris Junior College Policy DGBA (local). All evaluations remain on file in the Human Resources Office as stipulated in the State of Texas Library and Archives Commission records retention schedule. Once the part-time faculty member has been evaluated during his/her first semester to teach, the division chair/instructional Vice President may initiate any subsequent evaluation as he/she deems necessary by contacting the Human Resources office for the materials.

Faculty Growth Goals

Faculty growth goals must be completed every fall semester and should address the department's institutional effectiveness plans, comments from *Student Survey of Instruction*, and the summative evaluation completed by the employee and the supervisor. These goals must be submitted to the instructional supervisor and once the first cycle has been completed, the instructor will provide a brief progress report every October on the previous year's growth goals. These documents will be maintained in the instructional supervisor's files.

Student Survey of Instruction

Students shall complete formative evaluations of each instructor during each long semester. Formative evaluations (Student Survey of Instruction forms) are used to improve teaching performance and bring about positive changes in instruction. Evaluative summaries and transcribed data from the student survey

forms done for each instruction will be generated by the Institutional Research Office and sent to the instructor's supervisor. After the supervisor has reviewed the summaries and transcribed data from the forms, the summary and transcribed data shall be returned to the instructor after grades for the semester are submitted to the Records Office. These forms are not retained in the faculty member's personnel file nor are they considered for employment decisions.

Benefits

The Paris Junior College District provides benefits for regular, full-time employees in addition to the employee's salary or hourly compensation as a condition of employment as outlined in PJC Policy DEB. Please consult the policy or the Director of Human Resources if you have questions about your eligibility.

Worker's Compensation Program

According to PJC Policy CKE (legal), Paris Junior College covers every employee paid by the hour, day, week, month, or year of the District with worker's compensation insurance. Worker's compensation insurance coverage protects the employee in the event of work-related injury and occupational disease or illness. Additional information about your worker's compensation rights and responsibilities may be obtained from the Office of Human Resources, any office of the Texas Worker's Compensation Commission, or by calling 1.800.252.7031.

Worker's Compensation Procedures

If an employee is injured on the job and the injury is such that it requires immediate medical attention, the employee is directed to seek that medical attention with a local hospital emergency room or local minor emergency clinic. If the injury is not one that requires emergency attention, the employee should contact his/her supervisor immediately. The injured employee or the supervisor must complete and file a *First Report of Injury* with the Human Resources Office as soon as possible after the injury, but not later than 3 work days after the injury. **This report is required regardless of the need to seek medical attention.** The employee will receive a summary of the employee's rights and responsibilities under the Texas Administrative Code after the receipt of the injury report. For more information on worker's compensation benefits or procedures, please contact the Human Resources office.

Health Insurance

Health insurance is provided by the District through the Employees Retirement System of Texas (ERS). Please refer to the summary of benefits booklet or access the website for detailed information (www.ers.state.tx.us).

Optional Insurance Coverage

Optional life, disability, accidental death, and dental insurance is provided by the Employees Retirement System of Texas (ERS). Please refer to the summary of benefits booklet or access the website for detailed information.

Tax Sheltering Program (*Cafeteria Program/Chapter 125 Plan*)

TexFlex is a tax-sheltering program for employees through ERS. Through ERS, all employee health and optional coverage premiums, except dependent life and disability premiums, are tax-sheltered. Employees may also elect pretax accounts for health care and dependent care. Please refer to the ERS web page for detailed, current information.

Retirement Programs

All full-time employees must enroll in a retirement program through Paris Junior College. There are two programs and each are based on eligibility. All full-time employees are eligible for Teacher Retirement System of Texas (TRS). All instructional and administrative staff are eligible for TRS or the Optional Retirement Program. Part-time employees otherwise enrolled in the Teacher Retirement System of Texas (TRS) are required to notify the Director of Human Resources upon employment. The employee is required by TRS regulations to participate in the program and must contribute the required percentage of salary to the retirement account. The percentages are established by the Texas Legislature and may

fluctuate over time. The Teacher Retirement System of Texas (TRS) web address is www.trs.state.tx.us.

Optional Retirement Program (ORP)

The Optional Retirement Program (ORP) is regulated by the Texas Higher Education Coordinating Board. The ORP is an individualized retirement plan in which each participant selects from a variety of investment products provided by several companies authorized to offer ORP products to Paris Junior College employees. An ORP participant has the opportunity and the responsibility to manage a personal retirement plan suited to his or her particular needs. The ORP is funded by tax deferred contributions made by both the employer and the employee and is authorized by section 403(b) of the Internal Revenue Code. The percentages are established by the Texas Legislature and may fluctuate over time.

ORP Eligible Positions

To be eligible to participate in the ORP, an individual must be employed fulltime in an ORP-eligible position. For more information on the Optional Retirement Program, please obtain a copy of "*An Overview of TRS and ORP for Employees Eligible to Elect ORP*" prepared by the Texas Higher Education Coordinating Board from the Human Resources Office or on the THECB website at www.thecb.state.tx.us/orp.

Tax Sheltered Annuities/Mutual Funds

All employees, regardless of full-time or part-time status, may contribute to pre-tax annuity or mutual fund programs. The carrier must be from the list of carriers published by the Human Resources Office. There is no employer match for this program.

ORP Carrier Listing

Please refer to the current ORP/TSA carrier listing for companies who are authorized to represent PJC employees.

Paris Junior College Rules and Regulations for Optional Retirement Program (ORP) and Tax Sheltered Annuity (TSA) Programs.

This document will give an overview of the rules and regulations governing the ORP and TSA programs according to federal, state, and local guidelines.

Social Security

All employees of Paris Junior College, except student positions, must participate in the Federal Social Security program. In this program, the employee contributes the current tax rate of taxable income each pay period. The employer matches the current tax rate. The Social Security tax is broken into two categories on the employee's paycheck stub: Medicare and O.A.S.D.I. (Old Age and Surviving Dependent's Insurance). For more information, please visit the Social Security Administration web site at www.ssa.gov.

Employee/Dependent Tuition Scholarship Program

Full-time employees may be eligible for a waiver for tuition for up to 8 hours each semester for credit courses or pertinent non-credit course taken at Paris Junior College for courses toward improving work skills or toward a degree program. Dependents of full-time employees may be eligible for a scholarship for tuition of credit courses at Paris Junior College. The dependent scholarship is based on the in-district tuition rate and the dependent is responsible for the difference between the out-of-district and in-district rate plus all fees. This scholarship does not apply to Digitex (formerly VCT) courses. Refer to PJC Policy DEB (local) for more details. Scholarship forms must be completed and approved in advance of registration for the course.

Paris Junior College Rules and Regulations for Optional Retirement Program (ORP) and Tax Sheltered Annuity (TSA) Programs

The following are requirements to be met by companies seeking authorization to solicit and service Optional Retirement Program (ORP) and Tax Sheltered Annuity (TSA) accounts for Paris Junior College. *Company* or *companies* refers to each insurance company, bank, investment company, or other corporate entity seeking to offer benefits under the ORP or TSA programs. *College* refers to the Paris Junior College. These requirements are based on recommendations and/or regulations of the Texas Higher Education Coordinating Board ORP Division.

Requirements for Participation

1. Companies must agree that officers, licensed agents, representatives, and employees associate with programs or products offered will comply with all federal, state, Texas Higher Education Coordinating Board, and institutional requirements.
2. Companies must agree to offer only programs authorized by the College.
3. Companies must agree to be evaluated annually by the Paris Junior College Fringe Benefits Committee to determine continued authorization.
4. Authorization is rescinded for companies and programs that do not have at least one participant from Paris Junior College.
5. Companies must provide the Chairperson of the PJC Fringe Benefits Committee and the Director of Human Resources with a current list of the names and addresses of licensed agents who have been authorized by the company to solicit and service the ORP and TSA accounts. Only licensed agents included on the current company list will be permitted to solicit and service accounts for the College.
6. Companies must agree to respect the working hours and responsibilities of employees when making appointments to discuss accounts.
7. Companies must certify that contracts, accounts, policies, and programs to be offered to the employees of the College are in compliance with ORP rules and regulations established by the State of Texas and the Higher Education Coordinating Board.
8. Companies must certify that contracts, accounts and policies to be issued to the employees of Paris Junior College are in accordance with all applicable opinions of the Attorney General of Texas.
9. An insurance company must certify that it is qualified to do business in Texas according to the rules and regulations of the Texas State Board of Insurance and the account to be offered has the approval of the Texas State Board of Insurance.
10. An insurance company must specify whether fixed or variable annuities will be offered and whether individual or group contracts will be offered.
11. An investment company must certify the contract or policy to be offered has the approval of the Texas State Securities Board, pursuant to the securities act and that all contracts, policies, or accounts will be offered in compliance with the Securities and Exchange Commission releases.
12. A national bank must certify that it is chartered by the Controller of Currency and that the account to be offered has the approval of the Controller of Currency.
13. A Texas State Bank must certify that it is chartered by the Texas State Banking Board and that the account to be offered has the approval of the Texas State Banking Board.
14. A foreign corporation must certify that it has a certificate of authority to transact business in Texas.
15. Companies must certify that the contracts, accounts, policies, and procedures to be used are qualified under Section 403(b) of the Internal Revenue Code, as amended.

Solicitation Practices

1. An authorized company is one that has been recommended by the College's Fringe Benefit

Committee and admitted by the Board of Regents to solicit and service the ORP and TSA programs at the College.

2. All unauthorized companies are prohibited from soliciting on the College campus or campus centers.
3. All companies are prohibited from conducting campus bulk mailing or telephone campaigns.
4. All companies are prohibited from providing direct or indirect gifts and monetary rewards for information about newly hired employees.
5. Licensed agents from authorized companies will be permitted to make sales presentations to eligible employees on the premises of the College but only at the employee's request, as a guest of the employee and administration and must abide by the College's rules and regulations.
6. The College reserves the right to restrict solicitation privileges of licenses agents from authorized companies based on violations of solicitation regulations established by the Texas Higher Education Coordinating Board and the College's rules and regulations.
7. Licensed agents for authorized companies are responsible for providing appropriate sales literature and service at locations as designated by the College.

Auditing Procedures

1. All companies that enroll ORP participants and receive contributions must submit, at least annually, a report or reports to each participant containing the following:

For all Accounts:

- Name and address of participant
- Identifying number
- Total payments received this reporting period
- Expense charges this reporting period
- New payments this reporting period
- Total value of account at the end of this reporting period
- New cash surrender value of the account at the end of this reporting period reflecting all potential charges against the account if they were surrendered for cash as of the last day of this reporting period.

For Fixed Annuity Accounts:

- Interest rate or rates paid on this account from the previous reporting period to the end of the current reporting period.
- Where multi-level rates of interest were paid on an account, a breakdown showing the amount in the participant's account at each interest level, the amount of interest earned at each interest level, and the rates of interest.

For Variable Annuity and Custodial Accounts:

- Units of each fund or investment or account purchased this reporting period.
 - Total units of each fund or investment account in the account at the end of this reporting period.
2. All companies that enroll ORP participants and receive contributions must submit confirmation of receipt of funds directly to each participant at least quarterly. The report must contain the date and amount of each payment received during this reporting period.
 3. All companies that enroll ORP participants and receive contributions must, immediately upon execution of a transfer from one fund or investment or account to another fund, or investment, or account, submit a confirmation directly to the participant. This confirmation must include all transfer information, including a statement of charges made for the transfer, if any.
 4. ORP payments must be forwarded to companies within three business days of the legal availability of funds. Where possible, the State share of the payment should be forwarded with the employee's share to which it applies. Where that is not possible, the employee's share should be forwarded

upon withholding and the State's share forwarded upon receipt.

Number of Authorized Carriers

1. Carrier is defined as a company that sells Optional Retirement Program (ORP) products. Products will be defined as the insurance product or mutual fund sold by a carrier.
2. Paris Junior College will provide a selection of at least four ORP carriers who are qualified and admitted to do business in Texas and a selection of at least four TSA carriers who are qualified and admitted to do business in Texas; however, the number of carriers may not exceed 15 at any time. Carriers will be evaluated every two years for new member transactions. If there have been no new member transactions, the carrier will be removed from the ORP list. However, existing employees will have the option to remain with the carrier.
3. Products must conform to ORP guidelines and each carrier must list the products they wish to sell. Each carrier will be limited to four products at any one time. A carrier may make changes between July 1 and July 31 of each year by submitting the required documentation to the Director of Human Resources before the deadline.
4. Each parent company may or may not designate a carrier/broker to be the sole representative for that product on the Paris Junior College campus.

Selection of Carriers and Programs

The PJC Fringe Benefits Committee and the Board of Regents will not endorse or recommend any company or program. Employees are responsible for selecting their own carriers and programs.

Change of Carriers and Salary Reduction Agreements

Paris Junior College will honor employee decisions to make changes to ORP and/or TSA program carriers and/or the decision to enter into a new salary reduction agreement. A completed salary reduction agreement must be received by the Human Resources Office by the payroll deadline of each month for changes to be effective on that month's payroll.

Requests for Authorization

1. The PJC Fringe Benefits Committee will not accept requests for company authorization to solicit and service ORP and TSA program accounts for Paris Junior College from company officials, licensed agents, or representatives.
2. Requests for company authorization to solicit and service ORP and TSA program accounts for Paris Junior College must be made by the College employee who will be participating in the requested program.
3. The College employee requesting authorization must submit a written request to the Chairperson of the PJC Fringe Benefits Committee that includes the name of the employee making the request, the type of program that is requested, the name, business address and telephone number of the licensed company agent who is soliciting the employee, and the name, business address and telephone number of the company that is offering the requested program.
4. The company offering the requested program must submit the following information to the Chairperson of the PJC Fringe Benefits Committee: the president, general counsel or authorized official of the company seeking authorization to provide ORP and TSA services at Paris Junior College must certify that the company meets all the College's requirements. The certification must respond specifically to each item pertaining to the type of company seeking authorization; a current list of the names and addresses of licensed agents who have been authorized by the company to solicit and service the ORP; current publications that contain detailed information about the company and the program requested.
5. The Chairperson of the PJC Fringe Benefits Committee will submit the employee's request and

the company information to the Fringe Benefits Committee for review and to the Board of Regents for approval. The Chairperson of the PJC Fringe Benefits Committee will notify the employee and the company of the final decision.

**Paris Junior College
Optional Retirement Program (ORP) and Tax Sheltered
Investment Plan Carriers
ORP and TSA (403b)**

Selection of the Optional Retirement Program (ORP) in lieu of the Texas Retirement System of Texas (TRS) entails certain responsibilities for the employee, including the selection and monitoring of ORP companies and investments. Paris Junior College has no fiduciary responsibility for the market value of ORP participant's investments or for the financial stability of the ORP companies chosen by the participants. Please refer to the Paris Junior College *Employee Procedures Handbook* and the *Texas Higher Education Coordinating Board* www.theccb.state.tx.us/orp for more information.

Ryan Lassiter, Rep
Edward Jones Investments **Franklin Templeton**
3270 Lamar Ave **ASPIRE**
Paris, TX 75460
903-737.9816 888.737.9816

Brent Napier & Robert Smith, Reps
Wells Fargo Advisors **Franklin Templeton**
1323 Lamar Ave **ASPIRE**
Paris, TX 75460
903.785.4584

Jeff Cade, Rep
Edward Jones Investments **Franklin Templeton**
2807 Clarksville Street
Paris, TX 75460
903.737.0112

Chad Harris
3513 Spectrum Blvd Suite 200
Richardson, TX 75082 **PlanMember Sec**
972.470.0595 x 118 **National Life (LSW)**
CHarris@inspirefg.com

Lawrence "Chip" Gift, Jr., Rep **VOYA Funds**
Morgan Stanley
1330 Post Oak Boulevard Suite #900
Houston, TX 77056
800.359.4358 713.968.3130
Chip.gift@morganstanley.com

Mike or Sharon Hinton, Rep
5403 Plaza Drive **PlanMember Sec**
Texarkana, TX 75503 **National Life (LSW)**
866.850.0600

Hugh Hamilton, Rep **VOYA Funds**
Morgan Stanley
1330 Post Oak Boulevard, Suite #900
Houston, TX 77056
800.359.4358 713.968.3129
Hugh.hamilton@morganstanley.com

TIAA-CREF
www.tiaa-cref.org
800.842.2006

Damian Caruso, Rep
PO Box 150639 **Lincoln Invest Plan**
Austin, TX 78715-0639
972.359.1827

USAA
9800 Fredericksburg Rd
San Antonio, TX 78288
800.531.8292

David Cook/Texarkana **VALIC**
14643 Dallas Pkwy #775
Dallas, TX 75254-8839
903.293.4048
david.cook@valic.com

Chris Tacey, Rep **ISC Group**
3500 Oaklawn Avenue, Suite 400
Dallas, TX 75219
214.520.1115
800.888.3520 972.467.5119

TexasSaver (457 through ERS only)
Empower Retirement
www.texasaver.com
800.634.5091
Not an ORP Option

Leaves of Absence

When an employee must be absent from duty, prior arrangements should be made with the immediate supervisor. The supervisor must approve arrangements made for the proper handling of all duties and responsibilities scheduled for the day of absence. In emergency situations, when prior notification is impossible, the employee should notify the supervisor at the earliest possible time. Below is a brief outline of personnel absences. All absences must be requested in writing and approved on the *PJC Absence Report* and submitted to the Human Resources Office in a timely manner. For further information, review PJC Policy DEC (local and legal).

- **Instructor Absence from Classes**

When a full-time faculty member must be absent from class, he/she must complete a Request for Absence for Faculty form to show the dates of the absence(s) and how classes were accommodated; the form is to be submitted to the appropriate director or dean and vice president. If possible, the form should be submitted before the absence occurs. If the situation prevents the submission of the form before the absence, the form should be submitted immediately following the instructor's return to the classroom.

A part-time faculty member should notify the division director or dean or off-campus director as soon as he/she knows an absence will occur. If a part-time faculty member at an off-campus site is absent from a class, the director will notify the appropriate division director or dean and the Vice President by email with information regarding the absence and how classes were accommodated. This email will serve as documentation of the absence and the class activity in lieu of a faculty absence report.

If an instructor allows a class to meet without supervision or without notification of necessary absence of the instructor, that instructor has committed one of the most serious acts of professional incompetence and is subject to disciplinary action.

- **Cancelled Classes**

In the event the institution cancels classes due to special circumstances, it shall not constitute a non-working day. Unless otherwise publicly notified, all employees shall be expected to report to work. College personnel leave policies shall apply if an employee misses work in such an event.

- **Temporary Absence for Employees**

When an employee is absent more than two weeks and the regular work of the employee is being performed by one or more other employees in addition to their full-time and regular work load, the covering employee(s) will be compensated for any additional hours worked. If the covering employee is an instructor, he/she will be compensated at the current scheduled rate for overload instruction; if the covering employee is non-faculty, he/she will be compensated at one and one-half times his/her regular rate of pay.

- **Jury Duty**

Personnel are expected to serve on jury duty when summoned except when conditions exist where absence from work would seriously affect the operation of the institution. Therefore, all arrangements for absence for jury duty should be made with the immediate supervisor. If the supervisor questions the hardship that jury duty would place on the institution, the supervisor should discuss the hardship with the respective vice president. If the hardship is deemed important enough for a request for release to be made to the court, it shall be made by the College President. If the court does not honor the request, the employee shall serve, regardless of hardship on the

institution. Jury duty absences should be recorded through the completion of the *Absence Report* form but will not be charged against the employee's leave.

- **Family and Medical Leave Act (FMLA)**

According to PJC Policy DEC (legal), "an employee of the College District...who has been employed by the College District for at least 12 months and for 1,250 hours during the previous 12-month period shall be entitled to a total of 12 workweeks of leave, without loss of any employment benefit accrued prior to the beginning of the leave, during any 12-month period for one or more of the following reasons:

1. Because of the birth or adoption, including placement for foster care, of the employee's child and in order to care for the child, provided the leave is taken within the 12 months of the birth, adoption, or placement. By agreement between the employee and the College district, this leave may be taken intermittently or on a reduced leave schedule.
2. To care for the employee's spouse, child, or parent if the spouse, child, or parent has a serious health condition.
3. Because of the employee's serious health condition that makes the employee unable to perform functions of his or her position."

For more information on the FMLA, consult the policy or contact the Director of Human Resources.

- **Sick Leave**

Each regular full-time employee will accrue sick leave at the rate of eight (8) hours per month. Unused days earned may be carried forward up to a maximum of 480 hours. Employees may be required to submit a doctor's certification for personal illness after three days of consecutive absence. Sick leave may also be used to care for immediate family members. Verification that such absence is necessary may be required from the family member's physician.

- **Vacation**

All 12-month full-time employees are eligible for vacation benefits after six months of employment. Employees with six months to one year of service shall be eligible for 40 hours of vacation leave. Employees with up to ten years of service are eligible for 80 hours of vacation leave per fiscal year. Executive administrators (College President and Vice-President) and employees with ten or more years of service are eligible for 120 hours of vacation leave. The additional vacation hours will begin the fiscal year following the employee's tenth anniversary date. If an employee leaves employment, he/she is eligible to use accrued vacation before the date of termination if he/she gives reasonable notice of voluntary termination. Unused accrued vacation is not paid out upon termination. All vacation earned must be taken within the fiscal year that it is earned and cannot be carried over unless approved in advance by the College President in writing on or before August 31 of the fiscal year. Instructional staff on 12-month contracts whose instructional programs are not 12 months in length must take vacation during the time classes are not being held. Employees must obtain written approval, via the absence report, from their immediate supervisor prior to scheduling vacation leave.

- **Holidays**

All employees are entitled to those holidays granted during their period of employment according to administrative decision and Board approved College calendar. It is within the discretion of the supervisor, with the College President's approval, to substitute any days other than those normally scheduled necessary for the protection and safe operation of the campus and/or physical plant, or

when it is deemed to be in the best interest of the College.

- **Discretionary Leave for Nine Month Faculty**

Nine-month faculty may be granted discretionary leave at the rate of 16 hours per fiscal year. Discretionary leave can be used any time during the year as allowable in no less than one hour increments. An absence report for discretionary leave shall be approved in advance by the immediate supervisor. Discretionary leave does not accumulate and cannot be carried over. Discretionary leave typically shall not be allowed in the following circumstances: the first day of instruction; the last day of a semester; graduation day; the day before or the day after a school holiday; or professional or staff development days.

- **Unpaid Health Leave**

If an employee uses all accumulated sick leave, the employee may request unpaid health leave. This request must be made to the supervisor and to the Director of Human Resources. The employee is responsible for health benefit costs as outlined by the Employee Retirement System of Texas and is subject to FMLA policies.

- **Worker's Compensation and Medical Leave**

An employee absent from work because of a job-related injury or illness will be assigned to family and medical leave, if applicable. The employee will inform the Director of Human Resources whether he or she chooses to use available paid leave. Any paid leave used shall not be offset against worker's compensation wage benefits according to Texas Worker's Compensation legislation. Refer to PJC Policy CKE (legal) for more information.

- **Funeral Leave**

Employees may be absent without loss of pay in the case of death of a mother, father, wife, husband, child, grandparent, or sibling for a period not to exceed three days per occurrence. This relationship may be by affinity or consanguinity (marriage or blood).

- **Educational/Professional Leave**

Educational leave of absence may be granted for purposes approved by the appropriate Vice President and the College President. Refer to PJC Policy DEC (local).

- **Federal Military Leave**

Any person who is absent from a position of employment by reason of voluntary or involuntary service in the uniformed services (the Armed Forces, the Army National Guard, and the Air National Guard when engaged in active duty training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Services, and any other category of persons designated by the President in time of war or emergency) shall be entitled to certain re-employment rights and benefits as outlined under the Uniformed Services Employment and Reemployment Rights Act of 1994. Consult PJC Policy DEC (legal).

- **State Military Leave: Short Term**

All employees of the College District who are members of the state military forces or of the reserve components of the United States Armed Forces shall be granted a leave of absence from duties without loss of time, efficiency rating, vacation time, or salary on all days during which they are engaged in authorized training or duty ordered or authorized by proper authority, not to exceed 15 days in a federal fiscal year. Such employees who are ordered to duty by proper authority shall be restored, when relieved from duty, to the position held by them when ordered to duty.

- **State Military Leave: Long Term**

Any employee, other than a temporary employee, who leaves a position with the College District to enter active military service is entitled to be reemployed by the College District in the same position held at the time of the induction, enlistment, or order or to a position of similar seniority, status, and pay. To be entitled to employment, the employee must be discharged, separated, or released from active military service under honorable conditions not later than the fifth anniversary after the date of induction, enlistment, or call to active military service and must be physically and mentally qualified to perform the duties of the position. Consult PJC Policy DEC (legal).

Medical Excuse

According to PJC Policy DEC (local), employees may be asked to submit a doctor's excuse for absences of more than three (3) consecutive days.

Medical Release to Return to Work

Any employee on medical leave for an extended period of time, particularly due to surgery, childbirth, or other serious medical illness or procedure, must submit a medical release to work to the Human Resources Office prior to being allowed to return to work.

Personnel File Information

As the custodian for employment records for all personnel, the Director of Human Resources must maintain any and all documents regarding credentials, employment history, compensation, transfer/promotion, discipline, etc. Records regarding insurance, disability accommodations, worker's compensation, performance evaluations, and financial records are in addition to personnel files and are under the custody of the Director of Human Resources. Although the personnel files are the property of the College District, employees are encouraged to periodically review his/her personnel file.

Maintaining Confidentiality

Because many items of personal, educational and financial information contained in College records and files are legally considered private and confidential, employees should exercise care to maintain confidentiality of all information, except those items excluded by the Family Educational Rights and Privacy Act (FERPA). Consult PJC Policy DBA (local) or contact the Coordinator of Student Records for further information.

Address Changes

All employees are required to notify the Human Resources Office of address changes by completing a change of address or name form. Full-time employees will be asked to change address information on insurance documents as well.

Compensation

Salary and Pay Practices for Faculty

Each year, the administration will submit salary recommendations for Board approval, which shall be calculated according to the Faculty Salary Schedule. The schedule for instructional personnel will be based on degrees earned and teaching or work experience.

Percentage Salary Schedule

The Faculty Salary Schedule is based on a percentage of the B-0 base in each education and experience category. Please refer to the Faculty Salary Schedule Percentage Scale for details.

Current Paris Junior College Faculty Salary Schedule

See the current faculty salary schedule in this section of the handbook.

Determination of Salary Category

For determination of salary schedule category level for academic positions, educational level is equated as follows:

- Category A = Bachelor's degree
- Category B = Master's degree
- Category C = Master's degree + 12 graduate hours
- Category D = Master's degree + 24 graduate hours
- Category E = Master's degree + 36 graduate hours
- Category F = Master's degree + 48 graduate hours

Public school teaching is equated on the basis of two years' experience for one year of credit at the post-secondary level. Post-secondary and above teaching experience will be equated on a one-to-one basis. Credit will not be given for less than full-time teaching, except where part-time teaching is more than half-time and is beyond the ordinary graduate fellowship type of instruction.

For determination of salary schedule category level for technical, skill-based positions, which do not require a Master's degree, experience prior to college employment is equated as follows:

- Category A = 3 years of skill experience
- Category B = 5 years of skill experience
- Category C = 7 years of skill experience
- Category D = 11 years of skill experience
- Category E = 15 years of skill experience
- Category F = 20 years of skill experience

Years of experience in excess of one category, but not enough for the next, shall be equated as years of teaching experience based on the equation of two years of skill experience for one year of teaching experience. Once the Master's degree is earned, only education levels will be used to determine advancement.

Advancement through the Degree Structure

Advancement through the degree structure for the Faculty Salary Schedule is based on the master's degree plus hours that add to the teaching discipline, community college philosophy, or teaching methodology approved by administration.

Advancement into the next category will be effective during the fiscal year following completion of the course(s), approval by the vice president, and receipt of the official transcript in the Human Resources Office. Personnel with a bachelor's degree are paid on the salary schedule below the master's degree up until the time the master's degree is awarded. Compensation for hours earned beyond the master's degree is paid only on those hours earned after the master's degree is awarded. Employees may advance only one category per calendar year.

No more than six hours of undergraduate credit may be applied to a step increase beyond the Bachelor's degree. Only those courses clearly related to the employee's work assignment are considered appropriate for advancement. Written approval from the Vice President and President must be obtained prior to the employee's enrollment in any undergraduate course to be counted for advancement.

Requirements for Consideration of Continued Employment

All professional personnel shall be expected to participate in workshops, attend conferences, and take advantage of opportunities that advance scholarship and teaching and which enhance professionalism at the college.

All professional staff will be required to provide official transcripts of all college work. It is the employee's responsibility to update transcripts on a regular basis.

Salary and Pay Practices for Part-Time/Overload Teaching Assignments

The pay scale for overload (including summer courses) and for part-time courses is as follows. All courses are paid over the semester in which the courses are taught: courses taught in the fall semester are paid over four months (September through December) and courses taught in the spring semester are paid over four months (February through May); courses taught in the summer I term are paid in June and July and courses taught in the summer II term are paid in July and August.

The following pay scale is effective September 1, 2021:

Three-hour course.....	\$1,854
One-hour physical activity course.....	\$618
Four-hour course (lecture and laboratory).....	\$2,472
One-hour laboratory.....	\$618
Eight-hour course.....	\$4,944

Salary and Pay Practices for Administration and Support Staff

The College administration will recommend salaries to the Board of Regents annually. Individual employee salaries for a particular position are based on a salary range for the position and then based on professional characteristics such as experience, educational preparedness, and professional attitude within

that range.

Overtime Compensation

Paris Junior College will compensate non-exempt classified staff employees required to work more than 40 hours per week by granting 1 1/2 payment per hour for overtime as outlined in the Fair Labor Standards Act. To be eligible for overtime compensation, prior authorization to work additional hours must be granted by the supervisor of the area or a designee.

Mid-Year Wage Rate Adjustments

Mid-year salary and wage rate adjustments shall be made only to meet provisions of the minimum wage law and for merit for exceptional performance. These changes shall be discussed with the Director of Human Resources and the College President. The College President shall submit the recommendation to the Board of Regents for approval. When approved by the College President, the Director of Human Resources will issue a revised contract or memo, based on employee's position, for the remainder of the fiscal year.

Payroll Procedures

Paris Junior College's payroll consists of two payrolls, one is bi-monthly for maintenance, police officers, and student workers; the second payroll is distributed on the last working day of the month. Contracts or memos for rate of pay are issued at the beginning of each fiscal year or during the employee's first week of employment. All changes, additions, etc. including payroll forms must be received in the Payroll Office by the due date provided each fiscal year by Human Resources. Any employee who is not paid because of late payroll forms may be paid on the next payroll cycle. Any person receiving pay for labor must go through the payroll by completing the necessary documents. Those paid by federal or state grants must complete a time and effort each payroll period.

Required Payroll Forms

Supervisors are responsible for ensuring that all newly hired employees report to the Human Resources Office on their first day of employment or have the new employee complete the required payroll forms. Each new employee must complete the following documents on the first day of employment:

- Paris Junior College Biographical Information
- Federal INS I-9 Employment Eligibility Verification
- Federal W-4
- Teacher Retirement System Enrollment (TRS-5), if the new hire is a current member of TRS or is a full-time employee
- College transcript request cards
- Paris Junior College Faculty Statement of Qualifications
- Direct Deposit
- Texas Worker's Compensation Information
- New Employee Checklist
- Full-time employees will be asked to complete additional benefit selection forms

Action Request Form

In order to generate a contract of employment for a new employee or to make adjustments to salary for a

promotion, transfer, or other wage adjustment, including account number changes, the supervisor of the area must complete and submit an Action Request Form. The Action Request Form must be signed by the appropriate administrative personnel and submitted to the Human Resources Office before work commences.

Part-Time/Faculty Overload Pay Forms

The Vice President generates a contract of employment for each part-time instructor which must be approved by the President.

Paycheck Disbursement

Paychecks are issued on the last working day of the month (and on the 15th of the month for bi-monthly personnel). Paychecks may be picked up in the Business Office on payday. The next day remaining checks are placed in the U.S. Postal Service mail. Checks are printed with the address as shown on the employee's W-4.

Direct Deposit

Direct deposit is the fastest, more reliable payment method. All employees on the payroll are eligible for direct deposit. The employee must complete the necessary form and attach a deposit slip or voided check and file with the Human Resources Office to activate direct deposit. The employee is responsible for maintaining accurate banking and account information with the Human Resources Office. Direct deposit information may be changed or terminated in writing and submitted to the Payroll and Benefits Coordinator by the payroll deadline.

Federal IRS W-4 Form

The IRS W-4 form must be completed before the employee's first payroll can be executed. Deduction changes must be made on the W-4 and submitted within payroll deadlines to activate those changes in payroll.

Deductions

Mandatory deductions include those that are required by state or federal law such as Federal Income Tax, retirement contributions (Teacher Retirement System of Texas or Optional Retirement Programs), and Social Security. Elected deductions include those deductions authorized by the employee, such as insurance premiums, tax-sheltered annuity programs, United Way contributions, scholarship contributions, campus rent, etc. These elected deductions must accompany authorization in writing by the employee and may be revoked at any time with written direction from the employee.

Verifying Employment for Credit

All verifications for employment are to be directed to the Human Resources Office. The HR Office will verify only employment status and other pertinent details for an employee making personal financial arrangements with lending agencies only with the employee's written permission. All arrangements will be based on the individual's credit responsibility and the College shall not in any way be involved with these arrangements.

PARIS JUNIOR COLLEGE

Faculty Salary Schedule

2021-2022

	A 3 yrs and/or Bachelors	B 5 yrs and/or Masters	C 7 yrs and/or Masters+12	D 10 yrs and/or Masters+24	E 15 yrs and/or Masters+36	F 20 yrs and/or Masters+48
0	\$43,376	\$46,842	\$47,826	\$48,903	\$50,121	\$51,479
1	\$44,359	\$47,826	\$48,809	\$49,887	\$51,105	\$52,463
2	\$45,343	\$48,809	\$49,793	\$50,870	\$52,088	\$53,477
3	\$46,327	\$49,793	\$50,777	\$51,854	\$53,072	\$54,430
4	\$47,498	\$51,011	\$51,948	\$53,025	\$54,243	\$55,601
5	\$48,669	\$52,135	\$53,119	\$54,196	\$55,414	\$56,773
6	\$49,840	\$53,306	\$54,290	\$55,367	\$56,585	\$57,944
7	\$51,011	\$54,477	\$55,461	\$56,538	\$57,756	\$59,115
8	\$52,182	\$55,648	\$56,632	\$57,709	\$58,927	\$60,286
9	\$53,728	\$57,194	\$58,178	\$59,255	\$60,473	\$61,831
10	\$55,274	\$58,740	\$59,724	\$60,801	\$62,019	\$63,377
11 (11-15 years)				\$62,394	\$63,658	\$65,017
12 (16-20 years)					\$65,391	\$66,750
13 (20+ years)						\$68,577

The horizontal (A-F) columns are based on education for academic areas or industry experience in the technical areas; the vertical rows (1-13) represent years of teaching experience for the academic areas or additional experience or teaching experience in the technical areas. College teaching equates 1:1; secondary teaching equates 2:1; industry experience is per the categories. Graduate fellowship or part-time teaching is not included. This salary schedule is based on a 9-month contract.

Equal Employment Opportunity Laws

Equal Employment Opportunity/Affirmative Action

Paris Junior College is an affirmative action and equal opportunity institution and does not discriminate on the basis of sex, disability, race, creed or religion, color, age, national origin, veteran status or any other protected group status.

- **Title VII of the Civil Rights Act of 1964, as amended in 1972, 1978, and the Civil Rights Act of 1991**

Title VII is a major federal law which prohibits employment discrimination by public and private employers in any personnel transactions because of race, color, national origin, religion or sex:

- Race: Identifiable classes of people that can be viewed as genetically separate (for example, Caucasian American, African American, Asian American, Pacific Islander American, Native American, and Alaskan American)
- Color: The skin pigmentation of a person not classified as white.
- National Origin: An individual's place of birth, the place of birth of the individual's ancestors or an individual who retains the cultural characteristics and/or language of the individual's ancestor (for example, Hispanic American)
- Religion: A set of traditional, sincere beliefs, values, and practices based upon a God or Supreme Power
- Sex: Male or female

The United States Equal Employment Opportunity Commission (EEOC) enforces this law. A complaint must be filed with the EEOC before the case can be filed in court. Remedies available include equitable and compensatory (if intentional discrimination). The law prohibits retaliation against an employee for opposing employment discrimination or a person assisting in the investigation of a complaint of employment discrimination.

- **Equal Pay Act of 1963**

This law prohibits employment discrimination of compensation based on sex and outlines a policy of equal pay for equal work when terms and conditions of employment are the same. The United States Equal Employment Opportunity Commission (EEOC) enforces this law. Remedies available include equitable and liquidated damages.

- **Age Discrimination in Employment Act of 1967, as amended**

The law prohibits employment discrimination by public and private employers in any personnel transaction because of a person's age (40 years and older). The United States Equal Employment Opportunity Commission (EEOC) enforces this law. In Texas, a complainant has 300 days to file with the EEOC after the alleged discrimination. A complainant must file with the EEOC before filing a lawsuit in federal court.

- **Americans with Disabilities Act**

The ADA prohibits employment discrimination by public and private employers in any personnel transactions because of a mental or physical disability. An individual with a disability is a person who (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of such impairment, (3) or is regarded as having such an impairment. The employer has an affirmative duty to make a reasonable accommodation that does not constitute an undue hardship. A reasonable workplace accommodation allows the individual with

the disability to perform at the same level of effectiveness and efficiency as any other qualified individual. The United States Equal Employment Opportunity Commission (EEOC) enforces this law. In Texas, a complainant has 300 days to file with the EEOC after the alleged discrimination. A complainant must file with the EEOC before filing a lawsuit in federal court. Remedies available include equitable and compensatory (if intentional discrimination) damages.

- **Genetic Information Nondiscrimination Act of 2008 (GINA)**

This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members (i.e. an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

- **Equal Employment Opportunity Commission (EEOC) Guidelines Defining Sexual Harassment**

Sexual harassment is a form of sex discrimination, which is a violation of Title VII of the Civil Rights Act of 1964, as amended. The Commission's guidelines define sexual harassment as including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment.

Illegal employment discrimination based on sex occurs when the unwelcome sexual conduct of a verbal or physical nature results in a quid pro quo (this for that) and/or hostile work environment. *Quid pro quo* harassment occurs when submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual. *Hostile work environment* occurs when unwelcome sexual conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment.

When investigating allegations of sexual harassment, the EEOC looks at the entire record and a determination on the allegation is made from the facts on a case-by-case basis. The employer is held responsible for acts of sexual harassment in the workplace if the management knew, or should have known, of the misconduct. The employer has an affirmative duty to maintain a workplace free of sexual harassment. An employer is responsible for having a policy prohibiting sexual harassment (refer to PJC Policy DHA).

(Source: William M. Hale. *Employment Discrimination Training Materials for New State Employees*. General Appropriations Act, 76th Legislature, Chapter 21, Sec 21.010 Texas Labor Code. 2000).

Paris Junior College Administrative Investigation Procedures for Sexual Harassment Complaints

Any allegation of sexual harassment will be investigated thoroughly, in accordance with the following procedures:

- Any college employee or student with a complaint of sexual harassment may file a complaint through notifying the immediate supervisor of the employee, the Vice President of the area, or with the Director of Human Resources.
- After the supervisor or Vice President hears a complaint of sexual harassment, he or she is to remove the individual from the situation as quickly as possible until the situation has been settled. The supervisor/Vice President must contact the Director of Human Resources immediately.
- The individual with the complaint and the subject of the complaint may file statements with the Director of Human Resources. A committee of three, consisting of the Director of Human Resources and two Vice Presidents, or other designees from the College President, will meet to review the statements as well as question all involved parties. Everyone, student or employee, involved in the investigation will be expected to maintain confidentiality. The committee will make recommendations to the College President. If the committee's recommendation is unacceptable to either party, the appropriate procedure for grievance may be followed.
- Any college employee who, under the procedures set forth herein, is found to have engaged in the sexual harassment of a subordinate employee, co-worker, or student will be subject to disciplinary sanctions. Such sanctions may include, but not be limited to, written reprimand, demotion, transfer, required professional counseling and/or termination of employment.

Bad faith allegations or use of this policy for purposes unrelated to its clear intent are expressly prohibited and could result in termination or expulsion.

Pertinent Personnel Policies

Employees Standards of Conduct

All employees are expected to adhere to the standards of conduct outlined in PJC Policy DH.

Dress and Appearance

Dress and appearance should always be in good taste and modesty. Dress that results in the distraction of others or a disruption of the work of the department, as determined by the supervisor, will not be permitted. Faculty and staff should dress in a fashion that matches their duties and responsibilities. Casual dress may only be worn on days designated for special activities which call for less formal wear. Employees may wear jeans with a Paris Junior College shirt on Friday's.

Conflict of Interest

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the College District.

The College President shall file an affidavit with the Board President disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the College President or any of his or her relatives in the first degree may have.

Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest as defined by Local Government Code 171.002 shall file an affidavit with the College President; however, the employee shall not be required to file an

affidavit for the substantial interest of a relative.

The College President shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.

No employee other than the College President shall be required to file the conflicts disclosure statement, as promulgated by the Texas Ethics Commission and as specified by Local Government Code 176.003-.004. [See BBFA]

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CDE]

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the employee during non-school hours, unless the product, material, or service is recommended, endorsed, or required for a course the employee teaches and is reasonably related to the subject matter of the course and the course syllabus. No employee shall require students to purchase a specific brand of supplies if other brands are equal and suitable for the intended instructional purpose. An employee's position in the College District shall not be used in any way in news items, ads, and the like associated with any second employment.

An employee shall not use his or her position with the College District to attempt to sell products or services, unless the product or service is recommended, endorsed, or required for a course the employee teaches and is reasonably related to the subject matter of the course and the course syllabus.

An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the College District.

The College District encourages the development of instructional materials such as books, articles, multimedia, and other products by employees. However, the College District recognizes that the potential for conflict of interest exists, and employees shall be aware of College District guidelines. Materials produced may be subject to copyright, if desired. These materials include:

1. Books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, and proposals.
2. Lectures, musical or dramatic compositions, and unpublished scripts.
3. Films, filmstrips, charts, transparencies, and other visual aids.
4. Video and audio tapes and cassettes.
5. Live video and audio broadcasts.
6. Programmed instructional materials.
7. Computer programs.
8. Trade secrets.
9. Other similar materials.

Materials such as literature are not subject to the following guidelines. The following guidelines shall apply to locally produced materials:

1. All materials produced by a staff member on personal time without the assistance of College

District personnel, equipment, materials, or facilities shall be the exclusive property of the individual.

2. All materials produced by a staff member using College District time, personnel, equipment, materials, and/or facilities shall be the property of the College District. A copyright may be applied for under the following conditions:
 - a. The individual makes known to the appropriate College District designee the desire to apply for a copyright.
 - b. The individual submits the material for review by the College President or designee and approval by the Board.
 - c. Written permission is given by the College District for the individual and College District to apply jointly for a copyright. The College District reserves the right to require that materials to be copyrighted under this section to be of high educational standards. The College President shall elect a committee to perform an institutional review of the materials and make recommendations to the College President. The College President and the instructional vice presidents shall give final approval of the materials.
 - d. The staff member and/or College District may market the materials upon written notification to the other party. An agreement upon the division of any royalties received shall be made between the staff member and the College District. The division of any royalties received shall be contingent upon the approximate amount of participation in the project by each party as determined by the College President and staff. All developmental expenditures incurred by the College District for that project, including stipends paid to the developer (over and above contract salary), prorated support staff salaries, supplies, costs of filing patents and copyrights, and other expenses related to the creation of the materials or objects shall be recovered. Thereafter, all remuneration as a result of copyright publication or patented sale shall go to the creator(s) of the materials or objects. The cost of filing for copyright shall be shared by the individual and the College District.
 - e. It is the intention of the Board that any employee developing materials, and the like, under the terms of this section shall be permitted to participate in any royalties received.
 - f. The officers and employees of the College District shall be protected and indemnified from all liability arising from the development, marketing, or use of the particular intellectual property, if such damage or liability is not due to negligence of the person(s) developing the project.
 - g. The employee shall be required to comply with all applicable federal, state, and local laws and regulations, particularly those concerning biological materials and necessary testing and approval by the Federal Drug Administration.
3. No College District employee shall realize a profit from materials sold exclusively to College District students. The following guidelines shall apply:
 - a. Any College District employee who intends to create any materials or objects developed wholly or partially using College District time, equipment, materials, or facilities and who intends to copyright, patent, or otherwise merchandise those materials or objects shall inform the Board through the College President of the intent.
 - b. The College President shall establish procedures to administer this policy.

Intellectual Property

All copyrights, trademarks, and other intellectual property rights shall remain with the College District at all times.

Students

A student shall retain all rights to work created as part of instruction or using College District technology resources.

Employees – College District Ownership

As an agent of the College District, an employee, including a student employee, shall not have rights to work he or she creates on College District time or using College District technology resources. The College District shall own any work or work product created by a College District employee in the course and scope of his or her employment, including the right to obtain copyrights.

Employee Ownership

If the employee obtains a patent for such work, the employee shall grant a non-exclusive, non-transferable, perpetual, royalty-free, College District-wide license to the College District for use of the patented work. A College District employee shall own any work or work product produced on his or her own time, away from his or her job and with personal equipment and materials, including the right to obtain patents or copyrights.

Permission

A College District employee may apply to the College President or designee to use College District materials and equipment in his or her creative projects, provided the employee agrees either to grant to the College District a non-exclusive, non-transferable, perpetual, royalty-free, College District-wide license to use the work, or permits the College District to be listed as co-author or co-inventor if the College District contribution to the work is substantial. College District materials do not include student work, all rights to which are retained by the student.

Works for Hire

The College District may hire an independent contract for specially commissioned work(s) under a written works-made-for-hire agreement that provides that the College District shall own the work product created under the agreement, as permitted by copyright law. Independent contractors shall comply with copyright law in all works commissioned.

Return of Intellectual Property

Upon the termination of any person's association with the College District, all permission to possess, receive, or modify the College District's intellectual property shall also immediately terminate. All such persons shall return to the College District all intellectual property, including but not limited to any copies, no matter how kept or stored, and whether directly or indirectly possessed by such person.

Copyright

Unless the proposed use of a copyrighted work is an exception under the "fair use" guidelines maintained by the College President or designee, the College District shall require an employee or student to obtain a license or permission from the copyright holder before copying, modifying, displaying, performing, distributing, otherwise employing the copyright holder's work for instructional, curricular, or extracurricular purposes. This policy does not apply to any work sufficiently documented to be in the public domain.

Technology Use

All persons are prohibited from using College District technology in violation of any law including copyright law. Only appropriately licensed programs or software may be used with College District technology resources. No person shall use the College District's technology resources to post, publicize, or duplicate information in violation of copyright law. The Board shall direct the College President or designee to employ all reasonable measures to prevent the use of College District technology resources in violation of the law. All persons using College District technology resources in violation of law shall lose user privileges in addition to other sanctions. [See BBI and CR]

Electronic Media

Unless a license or permission is obtained, electronic media in the classroom, including motion pictures and other audiovisual works, must be used in the course of face-to-face teaching activities as defined by law.

Designated Agent

The College District shall designate an agent to receive notification of alleged online copyright infringement and shall notify the U.S. Copyright Office of the designated agent's identity. The College District shall include on its Web site information on how to contact the College District's designated agent and a copy of the College District's copyright policy. Upon notification, the College District's designated agent shall take all actions necessary to remedy any violation. The College District shall provide the designated agent appropriate training and resources necessary to protect the College District.

If a content owner reasonably believes that the College District's technology resources have been used to infringe upon a copyright, the owner may notify the designated agent.

Trademark

The College District protects all College District and campus trademarks, including names, logos, mascots, and symbols, from unauthorized use.

College District-Related Use

The College District grants permission to students, student organizations, parent organizations, and other College District-affiliated college-support organizations to use, without charge, College District and campus trademarks to promote a group of students, an activity or event, a campus, or the College District, if the use is in furtherance of College District-related business or activity. The College President or designee shall determine what constitutes use in furtherance of College District-related business or activity and is authorized to revoke permission if the use is improper or does not conform to administrative regulations.

Public Use

Members of the general public, outside organizations, vendors, commercial manufacturers, wholesalers, and retailers shall not use College district trademarks without the written permission of the College President or designee. Any production of merchandise with College District trademarks for sale or distribution must be pursuant to the trademark licensing agreement and may be subject to the payment of royalties.

Any individual, organization, or business that uses College District trademarks without appropriate authorization shall be subject to legal action.

Employee Standards of Conduct

All College District employees shall perform their duties in accordance with state and federal law, College District policy, and ethical standards.

All College District personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District.

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Professional Integrity

Exercise of professional integrity by professional employees of the College District as educators and scholars includes maintenance of competence in fields of specialization and the exhibition of such competence in lectures, discussions, or publications.

Exercise of professional integrity by an instructor includes recognition that the public will judge the teaching profession and the College District by statements made. Therefore, the instructor shall strive to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to avoid creating the impression that the individual is speaking or acting other than as a private person.

Recognizing that the College District is inescapably related to community values and attitudes toward education, the instructor shall be judicious in the use of controversial material in the classroom, introducing such material only as it has unmistakable relationship to the subject field.

Each employee has the responsibility to provide due notice of the intention to interrupt or terminate institutional service. An educator employed by the College District therefore assumes the obligation to act in accordance with accepted standards of the educational profession.

Violations

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DDC and DM series]

Electronic Media

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and Web-based applications.

Record Retention

An employee shall comply with the College District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CIA]

Personal Use

Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media violates state or federal law or College District policy, or interferes with the employee's ability to effectively perform his or her job

duties, the employee is subject to disciplinary action, up to and including termination of employment.

Safety Requirements

All employees shall adhere to College District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Alcohol and Drugs

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided each employee at the beginning of each year or upon employment.

Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at the College District or at College District-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

Exceptions

An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee’s personal use shall not be considered to have violated this policy.

Notice

Each employee shall be given a copy of the College District’s notice regarding a drug-free workplace. [See DI (EXHIBIT)]

Arrests, Indictments, Convictions, and Other Adjudications

An employee shall notify his or her immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or any offense involving moral turpitude.

Moral Turpitude

Moral turpitude includes but is not limited to:

1. Dishonesty, fraud, deceit, theft, misrepresentation;
2. Deliberate violence;
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period;
or
6. Acts constituting abuse under the Texas Family Code.

FACULTY CODE OF PROFESSIONAL ETHICS

Professional Educators affirm the inherent worth and dignity of all persons and the right of all persons to learn. Learning best occurs in an environment devoted to the pursuit of truth, excellence, and liberty. These flourish where both freedom and responsibility are esteemed.

In order to express more adequately the affirmation of our professional responsibilities, we the faculty members of the College do adopt, and hold ourselves and each other subject to, the following Code of Professional Ethics:

1. The Professional Educator shall treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as ethnicity, creed, gender, disability, or age.
2. The Professional Educator shall strive to help each student realize his or her full potential as a learner and as a human being.
3. The Professional Educator shall by example and action encourage and defend the unfettered pursuit of truth by both colleagues* and students supporting the free exchange of ideas, observing the highest standards of academic honesty and, integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.
4. The Professional Educator shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.
5. The Professional Educator shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor which might damage or embarrass or violate the privacy of any other person.
6. The Professional Educator shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate preparation and performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.
7. The Professional Educator shall make the most judicious and effective use of the college's time and resources.
8. The Professional Educator shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which he or she is not qualified nor assign tasks to unqualified persons.
9. The Professional Educator shall support the goals and ideals of the college and shall act in public and private affairs in such a manner as to bring credit to the college.
10. The Professional Educator shall not engage in sexual harassment of students or colleagues and shall adhere to the college's policy on sexual conduct.
11. The Professional Educator shall observe the stated policies and procedures of the college, reserving the right to seek revision in a judicious and appropriate manner.
12. The Professional Educator shall participate in the governance of the college by accepting a fair share of committee and institutional responsibilities.
13. The Professional Educator shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.
14. The Professional Educator shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.
15. The Professional Educator shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of his or her public position for private or partisan advantage.

*In this code the term "colleague" refers to all persons employed by colleges in the educational enterprise.

REFERENCE: Texas Community College Teachers Association, February 20, 1997.

Employee Grievance

If an employee feels that rights under EEO, institutional policy, and/or administrative procedures are violated, the employee has the published PJC Grievance procedure as recourse.

DGBA(LOCAL)

The purpose of this procedure is to provide a timely and orderly process for the resolution of employee complaints. The Board of Regents intends that, whenever feasible, complaints be resolved at the lowest possible administrative level.

The subject of the complaint through this procedure may be an individual employee's wages, hours, or conditions of work. The definition of complaint shall also include specific allegations of unlawful discrimination in employment on the basis of the employee's exercise of constitutional rights. The complaint must establish the individual harm suffered.

Other review processes govern some topics. Employee termination procedures are found in PJC Policy DM. The dismissal or non-renewal of an employee shall not be subject of a complaint under this policy. Demotion of a contract employee is found in PJC Policy DLC and may be subject of a complaint under this policy.

Complainants whose legal rights have been adversely affected such that they are entitled under the law to a due process hearing shall be offered a full hearing before the Board of Regents or its designee at a Level Four, unless the complainant is entitled to a due process hearing under another specific policy. If the Board of Regents uses a designee, the designees shall make a recommendation to the Board of Regents at the conclusion of the hearing, and the employee shall be given an opportunity to respond to the recommendation either orally or in writing.

No reprisals or retaliation of any kind shall be taken at any level against an employee for bringing a complaint. Complaints shall not be referred to in an employee's personnel file unless so requested by the employee.

The employee filing a complaint or any employee who is the subject of a complaint may be represented at his or her own expense by a fellow employee, attorney, person, or an organization that does not claim the right to strike. The District may be assisted in processing complaints, as it deems appropriate.

The following shall be general provisions for processing complaints:

1. Complaints shall be heard in informal administrative conferences.
2. All time limits shall be strictly complied with, except if extended by mutual consent.
3. If the employee is not satisfied within seven days of a complaint conference, the complaint shall be considered denied. The employee may immediately proceed to the next level. The complaint shall be considered concluded if at any level it is not appealed within the given time limit.
4. Costs of any complaint shall be paid by the party incurring them.
5. All complaints arising out of an event or series of events must be addressed in one complaint. An employee is precluded from bringing separate or serial complaints arising from an event or series of events previously complained of.

Level One: Any employee having a complaint shall meet with the immediate supervisor within fifteen calendar days of the time the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

Level Two: If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the vice president or designee to appeal the Level One decision. The appeal notice must be filed in writing, on a form provided by the College District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

Level Three: If the employee is not satisfied with the disposition of the grievance at Level Two, or if no disposition has been made within ten work days of such meeting, the employee may request a conference with the College President to appeal the Level Two decision. The College President shall assign the grievance to a committee within ten days.

The grievance committee shall have ten work days to decide if a grievance exists and to resolve the grievance. The committee may hear testimony from all persons having a direct connection with the grievance and shall decide as to the relevancy of evidence or testimony. A representative of the Human Resources Office may attend, when requested, as a nonvoting, objective individual on the grievance committee only for the purpose of clarifying questions as to policy and/or procedure.

The decision of the committee shall be based upon the evidence presented, policies and procedures of the College, and federal and state regulation that may have a bearing on the complaint. The findings of the committee shall be forwarded to the College President for a decision. Written communication from the College President shall be provided to the employee within ten work days.

Level Four: If the employee is not satisfied with the disposition of the grievance by the College President, or if no disposition has been made within ten work days of the College President's receipt of the committee's recommendation, the employee may appeal the decision to the Board. The appeal notice must be filed in writing, on a form provided by the College within ten days after receipt of a response. The College President shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Board of Regents shall hear the parties on the grievance. The grievance shall be submitted to the Board based on the records developed before the grievance committee. No new evidence shall be submitted to the Board. The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three.

Executive Session: If the complaint involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee, it will be heard in executive session unless the employee requests it to be public. If the complaint involved complaints or charges about another employee, it will be heard in executive session unless the other employee requests it to be public.

Dismissal

Any employee may be dismissed for good cause before the completion of the term fixed in a contract. An employee who is dismissed is entitled to due process under the grievance procedure.

Resignation/Voluntary Termination of Employment

According to PJC Policy DMAC (local), all resignations should be submitted in writing to the College president. The length of notice is dependent upon the position classification (administrators should give 30 days notice, an instructor intending to resign at the end of the contract year, August 31, should give notice by May 30, and the support staff should give a minimum of two weeks' notice).

Clearance for Terminating Employees (Exit Interview)

When an employee terminates employment, the employee must meet with the Human Resources Office to complete necessary benefit forms and finalize any payroll questions. The employee may be asked to complete a voluntary exit questionnaire.

Workplace Violence

All employees, students, and visitors of the Paris Junior College District are expected to adhere to PJC Policy GFA (legal), which states that "a person commits an offense if, alone or in concert with others, intentionally engages in disruptive activity on the campus or property of the District." *Disruptive activity* is defined in the policy.

Paris Junior College Substance Abuse Policy and Procedures

GENERAL STATEMENT

Paris Junior College is committed to maintaining a safe, healthy, lawful, and productive working and educational environment for its students and employees. Studies have shown that excessive use of alcohol and use of illegal drugs and controlled substances increases the potential for accidents, absenteeism, tardiness, unsatisfactory performance, inefficiency, poor employee morale, and damage to the College's reputation.

The intent of this policy is to make Paris Junior College a better place to study and work through upgrading the mental and physical health of the total College community. It acknowledges the freedom of choice for those individuals who require or seek assistance and/or referral. The intent is not to restrict individual freedom but rather to encourage students and employees, principally through education and information efforts, to make intelligent choices about drugs, controlled substances, and alcohol use and abuse. As caring and concerned educational leaders, administrators, faculty, and supervisors must exercise sound and reasonable judgment when administering this policy. The appropriate vice president is expected to supervise the enforcement of this policy while protecting the rights of individual students, employees, and other personnel. Reason and common sense must be guidelines in the execution of the policy.

1. Definition of Legal Drugs: A "legal drug" is a prescribed drug or over-the-counter drug, which has been legally obtained and is being used for the purpose for which it was prescribed or manufactured.

2. Definition of Illegal Drugs: An "illegal drug or controlled substance" is any drug or controlled substance which is (1) not legally obtainable or (2) is legally obtainable but was not legally obtained. Illegal drugs include, but are not limited to: marijuana, hashish, cocaine, PCP, LSD, heroin, dilaudid, Quaaludes, and methamphetamine.

TRAINING

The subject of drug and alcohol abuse shall be included in College-sponsored student and employee training programs.

1. The College shall inform its students of this policy and referral services through various means, such as freshman orientation, brochures/fliers/posters, Counseling/Advising, club meetings, and other "drug-free" related activities each semester.
2. Employees shall be informed of the College's referral services and of this policy through various means, such as divisional and departmental meetings, staff development, wellness clinics, new employee orientation process, and a campus-wide public information document.

APPLICABILITY AND SCOPE

This policy applies to all students and employees of Paris Junior College and all organizational elements which occupy space in/on conveyances, offices, building, facilities, or grounds which Paris Junior College has custody and control, including but not limited to rentals and leasing of any College property. This policy does not cancel or supersede other laws, orders, instructions, or regulations which make the use, possession, and/or distribution of controlled substances illegal.

POLICY

The use, possession, and/or distribution of controlled substances which are not medically necessary and prescribed by a licensed physician are prohibited on campus. It is further the policy of the College to prohibit the possession, consumption, or distribution of alcoholic beverages on its campuses. The following guidelines apply:

1. The College recognizes that alcoholism, drug and/or controlled substance dependency are illnesses or "disorders", and the College will seek to provide channels of referrals for help; but it is the student's or employee's responsibility to seek help.
2. Students and employees are prohibited from reporting to class or work under the influence of alcohol,

drugs, or controlled substances.

3. As outlined in the College's leave policy (DEC), employees may utilize accumulated sick leave or a reasonable leave of absence without pay for the purpose of treatment or rehabilitation as in any other illness.
4. If an indefinite suspension or termination of employment is contemplated because of alleged drug or alcohol possession, distribution, or use on campus, and evidence of such allegation is not clearly established, then grounds for an indefinite suspension or termination should be poor performance and strictly a work-related or academic issue as opposed to alleged drug or alcohol use.
5. An employee or student need not be legally intoxicated to be considered "under the influence" of a controlled substance.

REFERRAL

When personal or behavioral problems begin to affect a student's academic performance or an employee's work as a result of substance and alcohol abuse, the individual should be referred to the Counseling/Advising (students) or the Director of Human Resources (employees) for assistance and/or referral to local community professionals. The following guidelines apply to all referrals:

1. The student or employee is responsible for any cost and/or fees incurred for professional services outside the Counseling/Advising.
2. Information concerning a student's or an employee's diagnosis, referral, treatment, and medical records will be kept strictly confidential.

ENFORCEMENT

Failure to comply with this policy may subject students and employees to administrative action, which may include dismissal from current classes or termination of employment. Violators other than student or employees may be removed from the campus or any of its activities.

SOURCE

The above policy comes from *Paris Junior College Policy DH* and the *Paris Junior College Employee Procedures Handbook*. These sources may be accessed through the College's web site: <http://www.parisjc.edu/index.php/pjc2/staff>.

Instructional Information

Academic Freedom

It is essential that an instructor of an institution of higher learning be able to pursue scholarly inquiry without undue restrictions, and be able to voice and publish free from fear that others may threaten the instructor's professional career or the material benefits accruing from it. The concept of academic freedom shall be accompanied by an equally demanding concept of responsibility shared by the Boards, administrators, and instructors/counselors. To fulfill this responsibility by the Board and the administration, Paris Junior College embraces the Standard for Colleges as adopted, updated, and revised by the Southern Association of Colleges and Schools. Instructional personnel are expected to maintain competence as scholars in their fields of specialization; exhibit competence as instructors/counselors of professional integrity as demonstrated through lectures, discussions, student relations, and/or publications; and carry out all instructional functions, policies, and procedures of the institution.

Intellectual Property

The College encourages the development of instructional materials such as books, articles, multi-media, and other products. However, the potential for conflict of interest exists and employees should be aware of the guidelines for materials subject to copyright in PJC Policy DBD (local).

The following guidelines shall apply to locally produced materials:

1. All materials produced by a staff member on personal time without the assistance of College District personnel, equipment, materials, or facilities shall be the exclusive property of the individual.
2. All materials produced by a staff member using College District time, personnel, equipment, materials, and/or facilities shall be the property of the College District. A copyright may be applied for under the following conditions:
 - a) The individual makes known to the appropriate College District designee the desire to apply for a copyright.
 - b) The individual submits the material for review by the College President or designee and approval by the Board.
 - c) Written permission is given by the College District for the individual and College District to apply jointly for a copyright. The College District reserves the right to require that materials to be copyrighted under this section to be of high educational standards. The College President shall elect a committee to perform an institutional review of the materials and make recommendations to the College President. The College President and the instructional vice presidents shall give final approval of the materials.
 - d) The staff member and/or College District may market the materials upon written notification to the other party. An agreement upon the division of any royalties received shall be made between the staff member and the College District. The division of any royalties received shall be contingent upon the approximate amount of participation in the project by each party as determined by the College President and staff. All developmental expenditures incurred by the College District for that project, including stipends paid to the developer (over and above contract salary), prorated support staff salaries, supplies, costs of filing patents and copyrights, and other expenses related to the creation of the materials or objects shall be recovered. Thereafter, all remuneration as a result of copyright publication or patented sale shall go to the creator(s) of the materials or objects. The cost of filing for copyright shall be shared by the individual and the College District.
 - e) It is the intention of the Board that any employee developing materials, and the like, under the terms of this section shall be permitted to participate in any royalties received.
 - f) The officers and employees of the College District shall be protected and indemnified from all liability arising from the development, marketing, or use of the particular intellectual property, if such damage or liability is not due to negligence of the person(s) developing the project.

- g) The employee shall be required to comply with all applicable federal, state, and local laws and regulations, particularly those concerning biological materials and necessary testing and approval by the Federal Drug Administration.

Core Curriculum Requirements

Paris Junior College has had a long-standing commitment in the offering of broad-based General Education Core Courses. Associate programs intended to lead to transfer to a university include core courses from each of the following areas: communication; mathematics; life and physical sciences; language, philosophy, and culture; creative arts; American history; government/political science; and social/behavioral sciences. Applied Associate degrees not intended to lead to transfer include courses from each of the following areas: communication/humanities/fine arts; social/behavioral sciences; and natural sciences/mathematics.

In compliance with the Texas Legislature and Texas Higher Education Coordinating Board, Paris Junior College has adopted a Core Curriculum to fulfill the mandate of this legislation and the Texas Higher Education Coordinating Board rules of selection. Regarding transfer situations, successful completion of the designated 42-hour core means that the block of courses must be substituted for the receiving institution's core curriculum. Students who transfer without completing the core curriculum shall receive academic credit in the core curriculum of the receiving institution for each of the courses that the student has successfully completed in the core curriculum of the sending institution, with certain exceptions noted in the Coordinating Board Rules (Chapter 5, Subchapter S, Section 5.391(d) and Section 5.403(f)).

The principal focus of the General Education Core Courses at Paris Junior College is to emphasize competencies like critical thinking, communication, empirical and quantitative skills, teamwork, social responsibility, and personal responsibility. Additionally, basic use of computers is a part of the general education core courses.

The advising process is a major function of student course selection. The incorporation of core courses with other content areas of emphasis is to structure a viable, goal oriented program map for eventual transfer to senior institutions, or to provide broad based general education to enhance the opportunity for entering the job market. Students earning Associate of Science or Associate of Arts degrees at Paris Junior College must complete selected General Education Core Courses in addition to major course and electives in their particular area of interest. Students should consult the current Paris Junior College catalog and an advisor to determine specific courses needed for graduation and transferability. The course numbers are a part of the Texas Common Course Numbering System.

Course Syllabus

Syllabi for all courses have been developed and are on the PJC website and on file with the vice president. Faculty members are required to follow the syllabus for the course.

Class Syllabus

Instructors are expected to develop a class syllabus for each course they are teaching using the adopted Syllabus Template. The syllabus should include instructor information such as office location, email address, telephone number, availability to students, course objectives, textbook/materials requirements, attendance requirements, grading policy, and other information relevant to the student. The syllabus should also include information about the relevance of the course to the student's educational program as well as the marketable skills which will be addressed in the course. A copy of each class syllabus must be provided to all students during the first week of instruction and filed with the division chair and the vice president each semester and are available on the PJC website.

School Year and Calendar

A long semester (fall and spring) normally consists of 15 weeks of instruction and one week for final examinations or two 8 week terms with 7 ½ weeks of instruction and two days for final exams. Summer sessions are generally not less than 5 1/2 weeks in length. Mini-term sessions are a minimum of three weeks in duration in order to provide time for preparation, reflection and analysis. All registration dates, regular semester beginning and ending dates, as well as holidays are published each year in the PJC Student Handbook and Academic Calendar. Faculty are encouraged to review this calendar at the beginning of each fall semester and adhere to the schedule when developing class schedules and lesson plans. Each term faculty are provided a list of important dates.

Course Schedule and Length of Course

All classes will meet the number of hours per week as scheduled in the catalog, for a total of 16 weeks, or the equivalent. Any class hours missed by the instructor for any reason will be completed by assignments so that all goals, objectives, and/or outcomes are satisfied.

Class Schedule and Class Periods

To efficiently organize courses of study to meet student needs, class sessions shall be 75 minutes Monday through Thursday. Between classes, a fifteen-minute intermission shall be allowed for student to move from one class to another. The established schedule is as follows:

8:00 a.m. – 9:15 a.m.
 9:30 a.m. – 10:45 a.m.
 11:00 a.m. – 12:15 p.m.
 12:15 p.m. – 1:00 p.m. Activity Period
 1:00 p.m. – 2:15 p.m.
 2:30 p.m. – 3:45 p.m.
 6:00 p.m. – 9:00 p.m.

Evening and summer classes shall meet at the hours indicated on the general class schedule. Normally, evening classes will be three hours in length, on a one class per calendar week basis in a long semester. Summer session classes will meet daily for day classes, Monday through Thursday or three hours on Friday; evening classes will meet twice weekly.

Family Rights and Privacy Act (FERPA)

Education records are defined in PJC Policy FJ (legal) as “those records, files, documents, and other materials that contain information directly related to a student and are maintained by an education agency or institution or by a person acting for such agency or institution.” The District maintains educational records on all students enrolled from the time of registration to withdrawal or graduation. Access to the education records of a student who is or has been in attendance in the District is granted only to the student. School officials, including faculty, may request educational documents in the course of legitimate educational interests. All requests for student information should be made to the Registrar.

Request for Copyright Permission

A federal court ruling reaffirmed the need to obtain permission to use copyrighted materials in college course anthologies. Publishers want to make these materials available to you quickly and inexpensively but they need your cooperation. Whether you request permission yourself or through a college store or copy service, these suggestions will speed the process.

1. Request permission at the same time you order textbooks, the earlier the better in the event your request cannot be granted and you need to substitute other materials. Publishers do not always control rights and need time to research the extent to which permission may be granted.
2. Direct your request to the publisher’s Copyrights and Permissions Department, not the author. If

publishers do not control the rights, they will inform you whom to contact.

3. Include all the following information in your request:
 - a. Author's, editor's, and translator's full name(s)
 - b. Title, edition and volume number of book or journal
 - c. Copyright date
 - d. ISBN for books, ISSN for magazines and journals
 - e. Numbers of exact pages, figures and illustrations
 - f. If you are requesting a chapter or more, name both exact chapter(s) and exact page numbers
 - g. Number of copies to be made
 - h. Whether materials will be used alone or combined with other photocopied materials
 - i. Name of College
 - j. Course name and number
 - k. Semester and year in which material will be used
 - l. Instructor's full name
4. Request permission whether or not works are in print.
5. Provide your complete address and the name of a contact person and telephone number in case there are any questions.

In many cases, the college store, or other service, can assist you and/or provide appropriate forms. The publisher's response form will provide the information about payment and fees, which are determined by the individual publisher. A booklet, *Questions and Answers on Copyright for the Campus Community*, is available through most college stores or on request from the Association of American Publishers.

Classrooms and Materials

Classroom Assignments

Although it may be difficult to find the proper type of classroom at the proper time for each of our courses, your division director or dean and instructional vice president will make every effort to accommodate room change requests. If you need to change your room assignment for any reason, please contact your division director or dean as soon as possible. Sometimes the unexpected happens with room assignments. The most common are listed below with some remedies:

- If you are locked out, call campus police. If you get locked out a second time, notify the division director, dean or the vice president so that this problem can be corrected.
- If another class is meeting in the room assigned to you, find out the name and course number of the other class and notify the division director or dean or the vice president as soon as possible. If the class meets at night, notify the division chair or center director the next day; meanwhile, try to find an empty room in which to hold your class for that time only.
- If the room assigned to your class is inadequate, let the division director or dean or the vice president know at once. If possible, check the room a couple of class meetings before your class is due to start. In some cases, we can arrange for a room change.
- If your room assignment is changed, notify your students (contact the division director or dean for assistance) and post the change on the door of your old room.

Instructional Materials/Supplies/Services

- **Textbook Ordering** - Instructors select textbooks and materials for courses in conjunction with other members of the department. Orders for textbooks and instructional materials should be requested on the Textbook Request Form available from the division director or dean and submitted to the division chair and the appropriate vice president by the stated deadline each semester. Except for unusual circumstances, instructors will be expected to use the same textbook for two years following adoption. Contact the division director or dean or the appropriate instructional vice president for complete procedures.
- **Supplies** – Paris Junior College will make available to the instructor those supplies necessary for instruction and testing. Requests for supplies should be made through the division director or dean and/or the appropriate instructional vice president.
- **Secretarial Services** – Typing, copying, and other related clerical services are provided for instructional staff through the office of the vice president.

Student Responsibilities

Student Attendance

As outlined in the *Paris Junior College Catalog*, students are expected to attend classes on a regular and punctual basis. Absences are considered unauthorized unless the absences are due to sickness, emergencies, or sanctioned school activities. Student's mastery of course content is measured by the individual instructor's criteria. Students who have not attended class at least once before the official census date must be dropped by the instructor. Attendance policies must be outlined on the course syllabus and filed with the vice president.

Student Code of Conduct

Students of Paris Junior College are expected to follow the Student Code of Conduct as outlined in PJC Policy FLB (local) and the Paris Junior College Student Handbook. The basic tenet of the code is that "all students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited: gambling, dishonesty or the use of intoxicating liquors. The illegal use, possession and/or sale of a drug or narcotic, as those terms defined by the Texas Controlled Substances Act, on campus as well as scholastic dishonesty shall constitute a violation of these rules and regulations..."

Academic/Scholastic Honesty

Academic dishonesty is in violation of the Student Code of Conduct and is punishable by PJC Policy FM. Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. For a full explanation of academic dishonesty, refer to PJC Policy FLB (local) or the current PJC Student Handbook. If an instructor suspects a student of academic dishonesty, he/she is encouraged to contact the division director or dean.

Discipline Hearings Procedure

In cases in which the accused student disputes the facts upon which the charges are based as outlined in FM, such charges shall be heard and determined by a hearing committee.

The hearing committee shall be impartial and shall be designated by the College President or selected according to procedures approved by the College President. See FMA (Local)

Student Complaints/Academic Appeals Procedure

Student complaints regarding discipline are covered in separate procedures. The purpose of this policy is to secure, at the first possible level, prompt and equitable resolution of student complaints. If the complaint involved a problem with an instructor or student services personnel, the student should discuss the matter with the instructor or student services personnel before requesting a conference with the division chairperson or the immediate supervisor at Level One. (FLD Local)

This policy shall not apply to:

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion. [See FFDA and FFDB]
2. Complaints concerning retaliation relating to discrimination and harassment. [See FFDA and FFDB]
3. Complaints concerning disciplinary decisions. [See FMA]
4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]

The purpose of this policy is to secure at the first possible level prompt and equitable resolution of student complaints.

The student may be represented at any level of the complaint.

If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the division chair at Level One.

Level One

A student who has a complaint shall request a conference with the division director, dean or student services advisor within 15 calendar days of the date the student first knew of the action or decision-giving rise to the complaint. The appropriate administrator shall investigate as necessary and schedule a conference with the student within ten days after receipt of the complaint.

Level Two

If the outcome of the Level I conference and decision is not to the student's satisfaction, the student shall have 10 calendar days to request a conference with the Vice President of Academic Studies or Vice President of Workforce Education or appropriate designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the date of the conference with the division chair.

Level Three

If the outcome of the conference with the division chair is not to the student's satisfaction, the student shall have 10 calendar days to request a conference with the Vice President of Student Access and Success or appropriate designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit the written statements required at Level Two and the date of the conference with the Vice President of Student Access and Success. If the conflict concerning an academic issue still exists, the Vice President of Student Access and Success shall convene an ad hoc appeals committee and shall act as chairperson. Two vice presidents or division chairs not directly involved in the conflict situation shall sit on the committee along with all instructors of the student and a student chosen from a panel of at least ten students selected by student government council. The committee shall hear all parties involved in the conflict, and following the deliberations of the committee, the chairperson shall furnish the student with a written communication identifying the administrative position of the College District within ten days.

Level Four

If the outcome of the Level III Committee is not to the student's satisfaction, the student may submit to the College President a written appeal notice. The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board. The Board President shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student's complaint and take whatever action it deems appropriate. The Board's consideration shall be based on the complaint records developed at the administrative reviews and no new evidence shall be received by the Board. Each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.

Closed Meeting

If the complaint involves complaints or charges about an employee, it will be heard by the Board in closed meeting unless the employee complained about requests it to be public.

Instructional Record Keeping

Official Reporting Day

The official report day (ORD) is determined each semester based on a schedule established by the Texas Higher Education Coordinating Board (CB) and is calculated according to the length of the semester. Long semesters (fall and spring) are generally 16 weeks long and the ORD is the 12th day of class (commonly known as the “12th class day”). Short semesters (summer) are usually six weeks long and the ORD is the 4th day of class (aka “4th class day”). Mini-terms, eight-week terms, extended summer terms, and other terms that are irregular in length each have a different ORD depending on the length of the term. The ORD is calculated using the first official day of the semester, not the first day of an individual class. When calculating the ORD, each day classes are offered (Monday-Friday) is counted in the total.

Faculty Access MyPJC

Faculty Access MyPJC is your online tool for monitoring class enrollment and for entering grades. The system is “real time” which means that it is updated immediately as students register or drop during enrollment periods. After the ORD, grades of W appear online as students withdraw. Faculty Access is available 24/7 from any computer with internet access. To receive your password and instructions, contact your vice president. Most correspondence between the institution and faculty (including adjunct faculty) is accomplished via email. Please make sure that we have a current email address that you check regularly. You are encouraged to use a PJC email address; contact your vice president for an email account.

Class Rolls

Faculty Access MyPJC is used to monitor enrollment in your class. You may print a class roster for your classes as needed. The roster will notate which students have an outstanding balance (an N to the left of the student’s name). You should ask these students to check with the Business Office concerning the status of their account. Please use discretion so that students are not embarrassed in front of the class.

It is important that you check your roster frequently. You should contact the Records Office if you have a student attending your class who is not on the roster. ***In accordance with federal financial aid guidelines, any student who has never attended your class or actively participated in an online class must be dropped before the official report day (contact the Records Office at studentrecords@parisjc.edu). Please see additional information below about dropping students for non-attendance.***

If you teach English, math or integrated reading/writing classes, you will receive a remediation roll by email. This roll will include information such as placement test scores and the grades in prerequisite courses. Please contact the Records Office at 903.782.0302 if you need assistance.

Beginning the day after the official report day, you will certify your roster using Faculty Access MyPJC. The certified roster will include all students who are properly enrolled and have paid all tuition and fees. *If a student was dropped for non-payment, you will receive written notification via email from the Records Office; the student must be referred to the Business Office (903-782-0232) and should not be allowed to attend class. Students will only be reinstated if the institution is in error.* If the student is reinstated, you will receive notification from the Records Office. The roster must be certified online within seven (7) days after the ORD.

Dropping Students for Non-Attendance

Students who never attend class or who do not actively participate in an online class must be dropped for non-attendance before the official report day. We drop students for non-attendance as we receive notice from the instructors (on or before the ORD). We rely on faculty to let us know if a student has not attended class by the ORD. Timing of the notification has a huge impact on the students' financial aid. Contact the Records Office at studentrecords@parisjc.edu with the names of students who have never attended or completed an activity for online courses. Activity can be taking a quiz, making a discussion posting, asking a question or answering email in the course or any other activity which shows the student is actively engaged in the course before the ORD. Just logging in is not enough to show activity.

Schedule Change/Withdrawal Forms

A Schedule Change form is used before the official report day for students who change their schedule by adding or dropping courses.

A Withdrawal Form is used to withdraw students after the official report day. The Withdrawal Form is submitted by the student online and the withdrawal request shows up in the faculty's MyPJC portal for faculty approval. You may forward an email request from a student to the Records Office (studentrecords@parisjc.edu) for processing. Students who withdraw after the ORD receive a grade of W. Please make sure the form contains the student's name, student ID number, and the course prefix and number. You will receive notice via email from the Records Office when a student withdraws after the ORD. Students who receive a PELL grant, veteran's benefits, or an institutional scholarship must check with the Financial Aid Office before the form is processed.

Refund Policy

The refund policy is determined by a schedule set by the Texas Higher Education Coordinating Board. Students who change their schedule before the official report day or who withdraw from classes after the ORD will receive a percentage of their tuition and fees for the classes dropped based on the refund schedule printed in the semester schedule. Students receiving federal financial aid will have tuition and fees refunded according to the Federal Pro Rata refund requirements per the Financial Aid Department of Education regulations.

Grade Entry

All grades are entered via Faculty Access MyPJC. Valid grades are A, B, C, D, F, and X. A grade of W must be pre-approved by the appropriate vice president. A grade of "F" requires the last date the student attended the class or actively participated in an online class. If a student attended throughout the semester and earned a grade of "F", please enter the last date your class met. Please see additional information below concerning X grades. Students who have not yet graduated from high school will also require a numeric grade; there will be a designation on the grade roster for those students. Grades are due by 9:00 a.m. the last day of each semester. Grades are not mailed to students; they must use MyPJC (student portal) to view their final course grades.

Incomplete Grades

Students must successfully complete 75% of the required course work to be eligible for an incomplete grade. A grade of X is used to designate incomplete. The student must arrange with the instructor to complete the necessary work to finish the course; they do not enroll in or attend the class again. The instructor must complete a Request for Grade Change form by the end of the next long semester (spring or fall). Incomplete grades not changed by the instructor will become a grade of F. The Request for Grade Change form must be signed by the appropriate vice president. The forms are available from your vice president's office or the Records Office.

Grade Changes

A Request for Grade Change form must be completed for each grade to be changed. The forms are available in the vice president's office or from the Records Office. The form must include the student's name, ID number, the course number, and the semester the original grade was given. Please call the Records Office (903.782.0302) if you need assistance with any of the required information. The instructor and appropriate vice president must sign the form. Forms received without the vice president's signature will be returned to the vice president's office resulting in a delay in correcting the student's records.

Challenging a Grade

Students should review their end of semester grades carefully to ensure their accuracy. If an error or discrepancy should occur, the student must contact the appropriate instructor immediately. A student who wishes to challenge a course grade must first discuss the matter with the instructor. If no resolution is reached and the student wishes to pursue the challenge, a written appeal must be presented to the appropriate vice president. Further appeals will be directed through the appropriate channels. The student has one year from the end of the semester in which the grade was entered to challenge a grade.

Family Rights and Privacy Act (FERPA)

Student information is protected by the Family Rights and Privacy Act, also known as FERPA. You are not allowed to disclose student grade or attendance information to anyone except under certain situations. You may refer the inquiring party to the Records Office for clarification about what information can be released.

Students with Disabilities/Special Needs

Students with Disabilities/Special Needs

The Counseling/Advising office is responsible for coordinating services for students with special needs. Individual students have the right and the responsibility to decide whether and when to choose among accessible service offerings. Paris Junior College provides equal opportunities for students with disabilities and ensures access to a wide variety of resources and programs. The College will make reasonable accommodations for qualified students with a documented physical, psychological, or learning disability who have been admitted to the College and have requested accommodations.

Administrative Procedure for Accommodating Students with Special Needs

The student must contact the Counseling/Advising office to complete necessary documentation and to assess accommodations. Any documentation given to other College personnel must be forwarded to the Counseling/Advising office as quickly as possible. Students are encouraged to seek assistance in advance of the semester in which accommodations are requested. A Student Success Coach in the Counseling/Advising office will collect documentation and verify student needs. The Student Success Coach will issue a Faculty Advisement Form for each instructor of classes for which accommodations are being requested. If the Student Success Coach is unable to determine appropriate accommodations based on the submitted documentation, the request will be referred to the ADA Coordinator, who will convene a committee to review the request and make a recommendation. Once the Student Success Coach contacts the instructor, it is the responsibility of the instructor, the division chair, and the Vice President to ensure that the accommodation is provided. If an instructor wishes to find out more information concerning a student, disability information may be obtained from the ADA Coordinator only if the student has given written permission.

Available Accommodations/Services

The following services are available: educational and personal counseling, registration assistance, special parking, accessible housing, confidential communication with student's instructors, special service requests, mobility assistance, adaptive furniture, test accommodations for specialized testing situations, note takers for eligible students, other appropriate special services as requested by the student and appropriate referral service. Students who are hearing impaired, visually impaired, learning disabled, speech impaired, mobility impaired, psychologically impaired, and those with any other documented disability are encouraged to seek assistance from the Counseling/Advising office located in the Alford Center.

Students with Disabilities – Student Responsibilities

Students have a number of responsibilities to initiate and maintain accommodations under the Americans with Disabilities Act.

1. Students are responsible for making the initial contact with a Student Success Coach in Counseling/Advising as early as possible before enrolling at Paris Junior College.
2. Students must complete a *Request for Accommodation Form* and bring the most recent documentation of his/her disability to an interview with a Student Success Coach in the Counseling/Advising office. This meeting is to ascertain accommodation requests and documentation requirements.
3. It is the responsibility of the student to return the signed *Faculty Advisement Form* to the Counseling/Advising office. It is the student's responsibility to obtain additional forms or modified forms if the student's schedule changes.
4. It is the responsibility of the student to notify the teacher at least 48 hours in advance of a test if the student requires testing accommodations and to follow through on agreed upon time and place.

for the test.

5. If receiving instructor's notes is an accommodation for the student, the student is responsible for making any necessary copies of those notes or picking up notes from the teacher.
6. If the student is not receiving all of his/her accommodations or if the student believed he/she is being discriminated against, it is the student's responsibility to report to the ADA Coordinator.

Students with Disabilities – Faculty Responsibilities

All faculty members, full and part-time, of Paris Junior College have responsibilities toward students under the Americans with Disabilities Act.

1. It is the responsibility of the instructor to refer students who believe they may have a disability to the Counseling/Advising office.
2. It is the responsibility of the instructor to provide the accommodation listed on the *Faculty Advisement Form*.
3. It is the responsibility of the instructor to forward any verbal or written information about a disability given to the instructor by the student to the Counseling/Advising office.
4. Instructors should understand that Student Success Coaches and staff of the Counseling/Advising office may not convey any information to the instructor without the written consent of the student. Likewise, any information about the student with a disability is confidential information and must not be shared without the student's written consent.

Students with Disabilities Grievance Procedure

Following a decision of an instructor or academic officer, the following procedures are to be followed in order to ensure due process rights of the student. This procedure does not apply to matters more appropriately considered under the Student Grievance Procedure or as an appeal of the Student Code of Conduct Disciplinary Procedures.

Students who believe they have been treated unfairly based on the Americans with Disabilities Act (ADA) should schedule a conference with the staff, faculty member, or administrator involved and the employee's supervisor in order to attempt to resolve the conflict. The student should not wait longer than thirty days after the occasion for which the grievance arose before seeking a conference with the individual involved. The student may seek assistance from the Vice President of Student Access and Success or the ADA Coordinator.

The supervisor should make a written report of findings and recommendations to the ADA Coordinator whether the conference resolves the issue or not. If the matter remains unsettled, the ADA Coordinator and a member of the ADA Committee will investigate the circumstances. The ADA Committee will review the matter and make recommendations. If the ADA Committee is further unable to resolve the matter, the student may appeal the decision in writing following FLD (Local).

Resources for Instructors

Admissions Office

The Admissions Office is charged with ensuring that the College's "open door" policy is upheld. The Admissions Office is located in room 149 of the Louis B. Williams Administration Building.

- **Admissions** – All students must apply for admission through the procedures as outlined in the *PJC College Catalog*.
- **Orientation** - The Director of Admissions is responsible for the student orientation program, although student orientation at Paris Junior College is the concern of every faculty and staff member. Orientation provides the most organized opportunity for a student to become acquainted with the College and its functions. However, orientation does not remove the student's responsibility to know and utilize institutional information, particularly as stated in the PJC College Catalog. An orientation course is offered online and is an admissions requirement in all degree plans and is recommended for any student who needs guidance in making a successful transition to a collegiate setting. Orientation outlines academic preparedness, classroom behavior, and social adjustment to college life. Additionally, each student is expected to be aware of his/her own needs and to seek assistance from faculty and student support services to meet those needs.

Student Records Office

Located in room 149 of the Louis B. Williams Administration Building, the Student Records Office provides the following services to the administration, faculty, staff, and students of Paris Junior College:

- Housing permanent documents for students who enroll
- Distributing class rolls and grade sheet to faculty each semester
- Issuing transcripts for current and former students
- Gathering and maintaining accurate enrollment information for submission for state reports
- Verifying graduation eligibility
- Assisting with the registration of students through arena and on-line registration.
- Assist with services through MyPJC, which is a secure and confidential web-based service for PJC students and faculty. Accessible from the PJC website, eligible students may register for classes on-line as well as view or print a class schedule, grade report, unofficial transcript, or business account status. Students may also check course availability, personal demographic information, and financial aid status through MyPJC.

Student Financial Aid Office

Paris Junior College subscribes to the philosophy that all students who have the ability to pursue and can benefit from a college education should be given the opportunity. The purpose of federal financial aid is to provide grants and part-time employment to eligible students who need help with paying their college expenses. Some of financial aid programs include:

- **PELL Grant** – The PELL Grant is considered the foundation of all financial aid. Awards range from \$200.00 to \$5,730.00 per academic year and do not have to be repaid. Eligibility and amount of award is determined by the Department of Education. Eligible PELL grant recipients are normally allowed to charge tuition and fees at registration up to the amount of their eligibility.
- **Supplemental Educational Opportunity Grant (SEOG)** – Awards are made to students who demonstrate the greatest financial need and are granted on a first-come, first-served basis. Awards do not have to be repaid and range from \$200.00 to \$1,000.00 per academic year. Students will be allowed to charge tuition and fees at registration up to the amount of their eligibility.
- **College Work Study Program** – Awards are made to students who demonstrate the greatest financial need and are granted on a first-come, first-served basis. This program provides part-time

employment on campus for eligible students who work an average of 15 hours per week and are paid minimum wage. Students must maintain acceptable work habits to continue employment. The number of available positions is limited.

- **Federal Direct Student Loans** - Paris Junior College (PJC) will begin participating in the William D. Ford Federal Direct Stafford Loan Program (Direct Loans); a Federal Title IV Program, starting in the fall term of 2018. It is the primary goal of the Financial Aid Office at Paris Junior College to help students gain understanding of the responsibilities of utilizing Federal Direct Loans. Loans should be taken out as the last alternative for financing a student's education. It is also recognized that in some cases, a student loan may be the only alternative available to assist with their educational expense. Students interested in a Federal Direct Loan at PJC must complete the Free Application for Federal Student Aid (FAFSA) and submit all required documents needed to complete the application process. Paris Junior college strongly recommends a total borrowing limit of \$15,000. This loan limit includes all student loans, including amounts received from other institutions. Private loans are not guaranteed by the federal government and do not provide the same benefits to students as federal loans. For this reason, and our low costs, PJC does not endorse, certify, or participate in alternative loan programs. (Beginning Fall 2018)
- **Scholarships** – Scholarship applications are available online at www.parisjc.edu/scholarships.
- **Veterans Benefits** – PJC is approved for veteran training of certain programs under the provision of various federal and state laws. Veterans seeking assistance should contact the financial aid office.

Learning Center

The purpose of the Mike Rheudasil Learning Center (LRC) is to support the institutional goals and mission of PJC so that students, faculty, and citizens of its service area will be served effectively and efficiently. This support entails the development and maintenance of a library collection and access to information technology that includes software and hardware. The LRC's service and instructional goals include:

1. Providing an organized and readily accessible collection of materials in different format that provide the latest data and to provide those materials that are considered classics in their fields to its target population wherever located.
 2. Providing technology for data retrieval, presentation, data storage, and delivery to all students and faculty at various campus locations.
 3. Providing a staff that is qualified, concerned, and involved in serving the needs of the students, faculty, and community, with priority service given to students.
 4. Providing an environment that promotes learning.
 5. Providing resources for the dissemination of information and its retrieval for those in its service area.
 6. Providing resource sharing via TexShare.
 7. Providing instruction in the use of informational technology for access, retrieval, delivery, and presentation, with an emphasis on critical thinking.
- **Maintenance of Library Collection** – The maintenance of the PJC LRC collection encompasses more than just the addition of new materials. Collection maintenance also includes the assessment of the collection for retention and/or de-acquisition. Collection assessment will occur every year and de-acquisition is intensified for the bi-annual inventory. As a basic part of the collection management procedure, a faculty member from a curricula area will be asked to assist with the assessment of materials in the instructor's field of expertise. Each curricula area will be assessed every five years. The Assessment Guidelines for the Learning Resources Center Collection contains a more detailed description for each classification area and may be obtained from the Director of Library Services.

- **Selection of Materials** – In accordance with the policy for selection of materials for the library, the faculty, full-time and adjunct, recommends purchases based on their needs for curriculum support and enrichment. Faculty members should submit requests to the Director of Library Services. Funds for the purchase of library materials for each division are allocated in September.
- **TexShare** – TexShare is a network consortium of universities, colleges, community colleges, and public libraries established to share resources and connectivity throughout the state of Texas. The TexShare website contains electronic databases and is accessed through PJC's registered IP address. The TexShare consortium has protocol for interlibrary loans as well as a common library card. A TexShare card is issued to a PJC patron by PJC and is recognized and honored by other consortium members. These cards are subject to the rules of the patron's home library as well as the cooperating library.
- **Interlibrary Loan** – Interlibrary loan is available to all students, and faculty. PJC participates in TexShare and abides by their standards and rules. There are no charges for this service, including copies of microfilm records and periodicals, except for materials from out-of-state that have a charge. The borrower is responsible for out-of-state charges. Books, copies of microfilmed materials, and periodical articles are available from interlibrary loan. All loans are subject to copyright infringement law. Books must have been published more than one year. PJC does not loan genealogy materials. These materials may be requested through the Lamar County Genealogy Society. Return dates and renewals are subject to the rules of the lending library. The borrower must supply all bibliographic data from books and periodical articles. Request forms are to be completed and submitted to the Supervisor of Library Services. Forms can be found on the library homepage.
- **Transfer of Materials to Off-Campus Centers** – Library support of the curriculum is principally maintained electronically. Internet, the networked catalog system, and TexShare are available on site at the off-campus centers. A small print collection of cataloged materials and periodicals are also available on site at each center. All resources at the main campus are available for students and faculty. Any materials requested and available will be delivered to the off-campus centers. The borrower may request the item from the off-campus librarian, who will email the request to the main campus for delivery. All PJC students, regardless of campus, may access the library catalog via the Internet.

Student Services

The Counseling/Advising office delivers a variety of services to students. Instructors should become familiar with these services in order to direct students to those services to meet their needs.

- **Career Counseling** – students may schedule an appointment with a Student Success Coach to discuss their career direction.
- **Transfer program** – students may access transfer equivalency guides from various colleges in Texas online with the help of a Student Success Coach.
- **Testing Programs** – the Testing Center administers the ACT, SAT, TSI2 Assessment, CLEP, THEA-IBT, Work Keys, HESI A2, HESI Mobility, HiSET, and GED tests. Prospective examinees may obtain test applications from the Testing Center. Examinees may be required to meet certain testing requirements before they are allowed to register for the test. Examinees should contact the Testing Center for more detailed information on particular tests.
- **Students with Disabilities** – Students with disabilities must contact the Counseling/Advising Office to complete necessary forms and provide documentation necessary to assess accommodations. Students are encouraged to seek assistance in advance of the semester in which accommodations are requested.

Tutoring

Tutoring assistance is available online through Tutor.com. The link is provided in all Blackboard courses. Homework Assistance, walk-in, individual and small-group tutoring is available in the Library

Monday-

Thursday, 5 p.m. - 9 p.m. on the Paris campus. Call for times in Greenville (903-454-9333) and Sulphur Springs (903-885-1232).

The Writing Laboratory

The Writing Lab is located in AD 124 and employs tutors to help all students with writing needs. Students are not required to be enrolled in an English course to receive assistance. Lab hours are posted on the laboratory door each semester.

The Math Center

The Math Center is located in MS 110 and employs tutors to help students with math courses. Computers are available to complete assignments in my Math Lab.

Academic Information

Admissions Requirements and Information

Admissions Policy

Paris Junior College has an “Open Door” admissions policy, which means that the College accepts all applicants who can be expected to benefit from its programs. Paris Junior College admits all high school graduates and G.E.D. recipients. Consideration may also be given to students who do not meet these criteria on the basis of individual approval. Open door admission does not mean indiscriminate admission to all programs at Paris Junior College. Some courses require certain preparation or skills prerequisite for success. Additional information about specific courses of study may be obtained from the Admissions Office, the Student Development Center, and division representatives.

Special Admission Requirements

International students and students applying to the Health Occupations Programs must meet additional criteria for admissions. Such applicants should contact the Admissions Office to obtain additional information and appropriate forms.

Admission Criteria Changes

All program areas making changes in admissions criteria must notify the Director of Admissions immediately upon criteria changes so that the institution-wide coordination of all admission policies and procedures can occur.

Early Admission Program

Through cooperative agreements with high school officials, Paris Junior College has established a concurrent enrollment program for high school juniors and seniors. Eligible juniors and seniors may be enrolled in as many as two college courses per semester while completing high school graduation requirements. These students may enroll in either academic or vocational areas and have the option to study in the college’s day or evening program. Before each semester’s enrollment, students must bring an official letter of permission from their high school principal or counselor.

General Admission Procedures

Applicants should submit a completed and signed application to the Admissions Office prior to registration. Applications will be accepted at the time of registration. However, in order to facilitate the registration process, the application should be submitted in advance. Transcripts of high school work or work from previously attended institutions is not required for registration, but an official transcript must be forwarded to the Records Office within the first semester of attendance. Exceptions to this policy are only made to students concurrently enrolled in high school; however, an official high school transcript must be submitted to the Records Office upon graduation before college credit will be awarded.

Informing Students of Success Rates

Pass/fail statistics for programs that have state licensing examinations for which date is provided by the State will be developed each year after the examination has been administered. Rate of completion for each vocational program as well as the total academic program will be developed using the 150% standard as required by the Student Right-to-Know law. Calculations of all statistics will occur yearly after the close of the spring semester or the return of state licensing results and will be available to students the following fall semester. The information and statistics developed to inform students of the requirements of state examinations and the pass rates of students on the examinations and program completion rates will be located in the Financial Aid Office, the Student Development Center, and the Admissions Office.

as well as with the appropriate department director. In addition, this information will be available to students at the admissions desk during registration. Basketball and baseball scholarship recruiters must explain to recipients the probability of students completing their chosen program or transferring to a four-year institution in 150% of the normal program time for that participant's sport. The explanation shall be given to the student, the parent or guardian, and the high school counselor.

Assessment and Placement Requirements

To comply with state requirements and to assure appropriate educational progress, all entering freshmen must participate in an assessment program for diagnostic placement in courses. The specific requirements for placement are under review in light of recent legislative changes. Please contact the Director of Admissions for specific information.

Advising Procedures

All full-time faculty members are required to serve as advisors and are required to attend an advising seminar each semester for training to ensure that the faculty member is an effective, qualified advisor. The Director of Admissions will assign advisors to students each semester.

Transfer of Courses

Paris Junior College is accredited to award associate degrees from the Commission on Colleges of the Southern Association of Colleges and Schools. The Texas Higher Education Coordinating Board of the Texas College and University System has approved the courses and programs offered by the College. All general academic courses taught at Paris Junior College meet the standards prescribed by these sanctioning bodies and are generally transferable to senior institutions. The Student Development Center maintains transfer information and current catalogs for most colleges in Texas. Since final decision on transferability of a course is made by the receiving institution, students are encouraged to check with the admission office of the school to which they plan to transfer.

Guarantee for Transfer Credit

Paris Junior College guarantees its Associate of Arts and Sciences graduates and other students who have met the requirements of a 60 credit hour transfer plan the transferability of course credits to those Texas colleges or universities with which Paris Junior College has articulated course equivalencies. If the college or university rejects such courses, the student may take tuition-free alternate courses at Paris Junior College which are acceptable to the college or university. Special conditions which apply to the guarantee are as follows:

- Transferability means the acceptance of credits toward a specific major and degree. Course must be identified by the receiving university as transferable and applicable in course selection guides date 1992-93 or later.
- Limitations of total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the catalog of the receiving institution.
- The guarantee applies to courses included in a written transfer plan which includes the institution to which the student will transfer, the baccalaureate major and degree sought, and the date such a decision was made, which must be filed with Paris Junior College.

Guarantee for Job Competency

Paris Junior College will provide up to nine tuition-free credit hours of additional skill training if an Associate of Applied Science (A.A.S.) graduate is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program under the following conditions:

- The graduate must have earned the A.A.S. degree beginning May 1993 or thereafter in an

occupational program identified in the college catalog.

- The graduate must have completed the A.A.S. degree at Paris Junior College (with two-thirds of the technical credits being earned at the college) and must have completed the degree within a four-year time span.
- Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the VP of Workforce Education.
- Employment must commence within 12 months of graduation.
- The employer, graduate, VP of Workforce Education, job placement coordinator, and appropriate faculty member will develop a written educational plan for retraining.
- Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining period.
- All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
- The graduate and/or the employer is responsible for the cost of books, insurance, uniform, fees, and other course-related expenses.
- The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
- Student's sole remedy against Paris Junior College and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under conditions described above.
- The program can be initiated through a written contract with the Office of the College President.

Academic Information

Transfer and Dual Credit

Transfer Credit

Paris Junior College will inform transfer students of the amount of transfer credit earned by the student prior to the end of the first academic term in which the student is enrolled following these guidelines:

1. Students who transfer to Paris Junior College are required to submit an official transcript from all previously attended institutions to the Admissions Office or Records Office prior to the end of their first semester of attendance.
2. Personnel of the Records Office have been charged with the responsibility of transcript evaluation for the College.
3. Students are responsible for providing supporting documentation (school catalogs, course syllabus/description, etc.) for transcript evaluation when necessary.
4. The official transcript evaluation will be maintained in the student's permanent file in the Records Office.
5. A copy of the official evaluation will be mailed to the student. Clerical support to accomplish this task will be provided by the Admissions Office.
6. A student wanting to appeal the transcript evaluation may direct his/her appeal to the Director of Admissions within 30 days from the date of the transcript evaluation letter. The Director of Admissions will then confer with the appropriate VP and/or division director or dean and notify the student within 30 days of the date of the appeal as to the decision.

Concurrent/Dual Credit Courses

Paris Junior College, through cooperative agreements with area high school officials, has established a concurrent enrollment program for high school students. Eligible students are enrolled at Paris Junior College for a reduced course load not to exceed two college courses per semester while completing high school graduation requirements. These students may enroll in either academic or vocational areas and have the option to study in the college's day or evening program. Before enrolling at the College, students must supply a transcript and an official letter of permission from their high school principal or counselor for each semester enrolled. Students must meet placement test requirements. This program does not take the place of required or elective high school courses.

Academic Information

Graduation Requirements

Degree Requirements

To be eligible for graduation from Paris Junior College, a student must meet the following general requirements:

- Meet specific requirements for one of the degrees as described.
- For the Associate degree, make a grade average of “C” in all work completed. For the Certificate of Completion, make a grade average of “C” in the courses required for the certificate.
- Complete at least 16 semester hours or 25% of requirements at Paris Junior College.
- Be enrolled during the calendar and/or academic year during which the degree is to be awarded.
- Attend the public commencement exercises unless prior approval is secured for awarding the degree in absentia.
- Complete all financial obligations to Paris Junior College.
- Apply for graduation.

Records Retention and Maintenance

Admission materials submitted to Paris Junior College should be original documents. The documents submitted, upon receipt by the Admissions Office, are the property of the school, and originals, except foreign transcripts, will not be returned to the student. Admissions applications and supporting documentation received from individuals who apply to Paris Junior College but do not enroll will be retained and destroyed in accordance with the Records Retention Schedule on file with the Texas State Library and Archives Commission.

Obtaining an Official Transcript

In compliance with the Family Educational Rights and Privacy Act of 1974, Paris Junior College requires that the Records Office obtain written consent from the student before releasing an official transcript unless the transcript is to be sent directly to another higher education institution. Student signatures are accepted either in person, by mail, by facsimile, or by written not delivered by a third party. There is no fee for official transcripts; however, the number of transcripts for each student will be limited to 25 per semester. Students must have all blocks and/or indebtedness cleared before transcripts may be released. Exceptions to this procedure are made only when personnel at the Vice president’s level or above sign the *Authorization for Release* form. The Records Office staff does not have the authority to make exceptions.

Academic Information

Academic Progress Standards

Academic Progress

Students must maintain a cumulative grade point average of at least 1.50 on all course work attempted during the fall and/or spring semester.

Academic Probation

Students who have a cumulative grade point average of less than 1.50 for all course work attempted during the fall or spring semester will be placed on academic probation. Students may remove the probation status by raising their cumulative grade point average to a 1.50 or higher during the fall, spring, or summer sessions.

Strict Probation

Students who remain on academic probation for two consecutive semesters will be placed on strict probation for the subsequent semester. Students on strict probation must achieve a cumulative grade point average of at least 1.50 by the end of the semester. Failure to achieve the required cumulative grade point average will result in automatic suspension from the institution.

Suspension

Students who fail to remove academic deficiencies while on strict probation are automatically suspended from the institution. Under certain circumstances, students on suspension may be readmitted by the institution on strict probation following the guidelines outlined below. Students who have been suspended from the institution on two or more occasions will normally be denied future admission to the institution.

Re-Admission

A student who is on suspension from Paris Junior College or another accredited institution may request admission to the College on strict probation. The request must be made in person to the Director of Admissions. If, in the opinion of the Director of Admissions, the student has the ability to continue pursuing college work, the student may be re-admitted on strict probation. Students re-admitted on strict probation must meet all of the following requirements:

- Enroll for a maximum of 12 credit hours excluding learning skills, physical education, or orientation courses.
- Achieve a cumulative grade point average of at least a 1.50 by the end of the semester.
- Receive a satisfactory performance evaluation from each of his/her instructors throughout the semester.
- Contact each instructor on a regular basis for special instructions and assistance as needed.
- Forfeit eligibility for class or club offices.

Academic Information

Withdrawal Policies

Withdrawal from a Class

A student may withdraw (drop) a course, other than developmental courses or all courses, at any time up until the last day of the twelfth week of the semester (fourth week in a summer term) with no grade penalty. It is the responsibility of the student to initiate his/her drop from a course. However, prior to the last day of the twelfth week (fourth week in a summer term), an instructor retains the right to drop a student for excessive absences in accordance with the instructor's attendance policy. While the student must initiate withdrawal, the request for a withdrawal slip (drop slip) must originate from the instructor teaching the course being dropped. The instructor's signature must be on the withdrawal request to be valid. Students who properly withdraw from courses will receive grades of "W" for such course work (see the *College Calendar* for the last date to drop with "W"). After that date, students will not be allowed to withdraw from any courses. Requests for withdrawal become official and effective the date the drop slip is received in the Records Office. Requests received after published withdrawal deadlines will not be honored. The appropriate instructional vice president will handle exceptions or appeals to this policy. Due to the policies associated with state testing, students placed into one or more remedial courses will not be allowed to withdraw from any courses and remain in other non-remedial courses. Some courses at the College are offered on a less than semester length basis and end prior to the end of the semester. For such courses, a student may withdraw as per scheduled in the course syllabus.

Complete Withdrawal from College

Withdrawal from all remaining courses not previously dropped during a term constitutes withdrawal from college and should not be confused with simply withdrawing from one of several courses in which a student may be enrolled. A student requesting withdrawal from college must secure clearance from the Financial Aid Office prior to receiving clearance from the Records Office. Withdrawal from college requires return of all outstanding debts for tuition, fees, and/or fines. Official transcripts of Paris Junior College credits will not be issued for students with outstanding debts and/or college property.

Student Withdrawal Procedure

Schedule changes will be allowed for the first five days during the regular semester and for the first two days during the summer semester. Students who register late will forfeit this privilege. During the first few days of the semester, all schedule changes will be completed in the LRC by a counselor/advisor. After the first five class days, students must go to the instructor of the course to be dropped; the instructor will complete the appropriate form. It is the student's responsibility to take the withdrawal form to the Records Office with appropriate signatures to be officially withdrawn from the class. To withdraw from all classes, students must notify a counselor in the Student Development Center, who will complete the necessary forms. If personal contact is impossible, students may request to be dropped by mail or telephone. If the advisor cannot be contacted, students must notify the Records Office. All students receiving scholarships must have approval from the scholarship advisor before withdrawal from classes. The Records Office personnel will inform the student that a withdrawal form cannot be processed without approval of a scholarship advisor.

Administrative Withdrawal

- **Withdrawal for Non-Attendance**

After the official reporting date, a student may be dropped from a class upon the recommendation of an instructor who believes the student has been unjustifiably absent or tardy a sufficient number of times to preclude meeting the course's objectives. A student dropped from a class will receive

a grade of “W.” Each instructor must have on file in the respective vice president’s office detailed course syllabi explaining attendance policies, course objectives, and other relevant materials which comprehensively describe the course procedures applicable to each class section. Instructors are responsible for making all students enrolled in their classes aware of these procedures in writing. When it becomes necessary to drop a student from a class, the instructor/student will submit a properly completed withdrawal notice to the appropriate vice president. Instructor withdrawals for students may be appealed by the student, pursuant to the College’s academic appeal procedures.

- **Withdrawal for Non-Payment**

It may become necessary for a student to be dropped from one or more classes by the Business Office (i.e. non-payment of tuition and fees) by the official reporting period. A withdrawal list will be initiated by the Business Office, which will then be forwarded to the Records Office for processing. The Records Office will process the student withdrawal list and distribute a copy to the appropriate instructor to confirm the official withdrawal. The official date of withdrawal is the date the form is received in the Records Office.

- **Withdrawal for Non-Participation in Required Remediation**

State law mandates that students who have failed a section of the state test or who have been placed into remediation on the basis of entrance placement tests, must continuously participate and be in attendance in the assigned remediation in order to remain enrolled in college. Students who exceed the maximum absences allowed for a grade of “C” in required remediation classes will be administratively withdrawn from all classes.

Academic Information

College Credit through Nontraditional Methods

Students at Paris Junior College may earn college course credit by demonstrating superior achievement on tests offered by several examination programs. Credit earned through College Level Credit by Examination (CLCBE) procedures will apply toward graduation requirements at Paris Junior College. Credit by examination for academic courses may be granted for the following tests:

- CLEP Subject Examinations
- College Entrance Examination Board (CEEB)
- Advanced Placed Program (AP)

Students interested in earning credit for life experience for vocational/technical courses should contact the appropriate division chair for information concerning the availability of specific department tests.

Students are eligible to receive a maximum of 12 semester hours of credit through CLCBE methods. Students must be currently enrolled at Paris Junior College to receive credit by examination. Credit earned by examination may not be earned in any course for which the student has previously received a grade either at Paris Junior College or another higher education institution. Credit by examination/experience will not be transcribed until the student has accumulated twelve semester hours at Paris Junior College, and will be recorded on the student's official transcript without grade equivalent or inclusion in the grade point average.

Credit awarded or accepted by Paris Junior College applies to its programs of study; such credit may transfer to other institutions according to the policies of the receiving institution. Students planning to use credit by examination to meet degree requirements at other institutions should check the requirements of the receiving institution. The fee for internal evaluation will be the equivalent of in-district tuition.

CLEP Examinations – Students may receive credit for selected courses by taking two types of CLEP Exams, general or subject. The CLEP examination is not administered by Paris Junior College, but may be taken at universities in the area.

CEEB Advanced Placement Examination – The CEEB Advanced Placement Examinations are normally offered during the month of May at designated test centers. Additional information on CEEB testing may be obtained from high school counselors. Credit will be divided on the basis of CEEB AP exams with a score of three (3) or higher [4 or higher for English] on the CEEB AP Exam.

Locally Administered Examinations – Paris Junior College also offers qualified student opportunities to earn credit by taking departmental examinations prepared by various technical departments. Departmental tests may include both written and performance evaluation.

Departmental Advanced Standing – Each department with the Applied Sciences area grants advanced standing and college credit based on occupational competency, industry training programs, apprenticeship, continuing education, correspondence courses, military training, proprietary schools, and public vocational institutions. Application for college credit will be on an individual basis. No more than twelve semester hours may be granted for any one of the above or a combination of all of the above listed methods. Credit for courses will not be posted on the official student transcript until the student has successfully completed twelve semester hours of course work at Paris Junior College.

Paris Junior College provides advanced standing in certain Applied Science areas based upon articulation agreements with high schools in the regions.

Occupational Competency Credit – To be considered for occupational competency credit, the applicant must present a signed affidavit from his/her employer outlining length of service in the appropriate job title, degree of difficulty, training specific to the job for which credit is sought, and any other supporting documentation. The applicant may be required to have an interview with the appropriate department head. Individuals seeking credit based upon industry training programs need to submit an official letter from the industry providing the training. The documentation should include an outline and objectives of the course, hours of training, and a statement indicating completion status.

Correspondence Courses – Correspondence courses from recognized and accredited institutions will be evaluated on an individual basis. Persons seeking credit based upon apprenticeship training should have the appropriate National Joint Apprenticeship and Training Committee submit the proper documentation.

Credit for Military Courses – Individuals desiring credit for military training should submit a certificate of completion. Only those training programs that are comprehensive will be considered. Military training programs that are specific to a particular process or equipment may not be appropriate for college credit. Paris Junior College will evaluate courses completed in the Armed Forces based on credit recommendations in the *American Council on Education Guide to Evaluation of Educational Experiences in the Armed Forces* (ACE).

Credit by Departmental Exam in Technical Skills Programs – Students may earn up to twelve credit hours by departmental examination in technical skills programs. Students will receive the designation of credit only (CR) for hours earned; no letter grade will be assigned. Students will not enroll in the course(s), but credit will be placed on the transcript after successful completion of the departmental exam and enrollment in the next appropriate course. Students may not take a departmental exam for a course in which a grade has already been received, including a grade of “W” or “F”.

General Fee Guidelines and Testing Arrangements for Advanced Placement

Students must pay a fee equivalent to the tuition and fixed fees for the number of hours for which they will receive credit, based on in-district residence status for all students and the tuition schedule for that semester. Laboratory fees will not be charged. The number of hours in which the student is enrolled does not affect the amount of the fee charged for the courses which the student is seeking to receive credit. All applicable testing fees must be paid before testing occurs and is nonrefundable regardless of test results.

Testing arrangements should be made with the division chair or associate vice president in the semester prior to actual registration. Students must enroll at Paris Junior College in the following semester to receive credit for courses taken by departmental exam. Students may not receive credit for a course that has a prerequisite without first successfully completing the requirements of the prerequisite course(s). All necessary paperwork for credit received by departmental exam should be initiated in the appropriate vice president’s office by the division chair and then forwarded to the Records Office to be placed on the student’s transcript after the student enrolls.

CLEP Subject Examinations

Below are the examinations and the corresponding courses for which a student may receive credit at Paris Junior College.

General	Examination	PJC Course Number	Semester Credit Hours	Minimum Score for Credit
American Government		GOVT 2305	3	50
American History I (to 1877)*		HIST 1301	3	50
American History II (after 1865)*		HIST 1302	3	50
College Composition (no essay)		ENGL 1301	3	50
Info Systems & Comp Application		COSC 1401	4	51
Intro to Psychology		PSYC 2301	3	50
Human Growth & Development		PSYC 2314	3	50
Financial Accounting		ACCT 2301	3	50
Intro to Macroeconomics		ECON 2301	3	50
Intro to Microeconomics		ECON 2302	3	50
College Spanish		SPAN 1411, 1412	8	50
College French		FREN 1411, 1412	8	50
General Biology		BIOL 1408, 1409	8	56
Principles of Marketing **		MRKG 1311	3	50
Principles of Management **		BMGT 1327	3	50
College Algebra		MATH 1314 or 1324	3	50
Calculus with Elem. Function		MATH 2413	4	47

*Students may receive credit for HIST 1301 and 1302, but state law requires that a student must have three hours of classroom credit in history.

CEEB Advanced Placement Examinations

The CEEB Advanced Placement Examinations are generally offered during the month of May at designated high school test centers. Information on this program may be obtained from high school counselors. By scoring three or higher on the CEEB Advanced Placement examination, credit will be entered on the student's PJC transcript as indicated below:

CEEB Examination	PJC Course	Number	Semester	Credit
			Hours	
American History	HIST 1301 or 1302		3	
American Government	GOVT 2305		3	
Art History	ARTS 1303		3	
Biology	BIOL 1408 or 1409		4	
Calculus A/B or B/C	MATH 2413		4	
Calculus B/C	MATH 2413, 2414		8	
Chemistry	CHEM 1405, 1407		8	
Computer Science A or A/B	COSC 1401		4	
Economics – Macro	ECON 2301		3	
Economics – Micro	ECON 2302		3	
English (Lang. or Lit & Comp)*	ENGL 1301		3	
Intro Sociology	SOCI 1301		3	
Physics B	PHYS 1401		4	
Physics C	PHYS 1402		4	
Psychology	PSYC 2301		3	
Spanish **	SPAN 1411, 1412		8	

*Credit for ENGL 1301 and 1302 can be earned with an AP score of 4.

**Credit for SPAN 1411, 1412, 2311, and 2312 can be earned with an AP score of 4.

General Business and Finance Information

Fiscal Management

The Business Office has the responsibility for budgeting and expenditure control.

Expenditure accounts are monitored to ensure they do not exceed budget. At no time may a disbursement exceed the budgeted amount. There must be enough money in an expenditure account before a *Request for Purchase* or *Cash Payment Requisition* can be approved. If it becomes necessary to move budgeted amounts within an area, approval must be secured from the vice president of the area. It is the responsibility of each department to ensure that all adjustments are submitted in a timely manner so that they are reflected in the related account prior to submitting the *Request for Purchase* or *Cash Payment Requisition*. It is imperative that charges be made to the correct expenditure account. The absence of budgeted funds should not prevent proper coding of expenditures.

Each department is responsible for ensuring that they do not spend more in any account than is budgeted. Budget transfers should be submitted if a requisition is needed for a deficit account. Budget transfers can be made within the same department or from one department to another, upon approval of the vice president(s) responsible for both departments. Budget transfers cannot be made from salary accounts. The President approves all budget transfers. Budget transfers are prepared, submitted, and approved through the JICS portal. Do not submit a *Requisition* on a deficit account.

Budget Development Process

Prior to the budget being presented to the Board of Regents, the vice presidents should meet with the employees of their respective areas to obtain input on the budget for each area. The vice presidents should maintain a listing of each employee involved in the budget process to ensure and verify that all employees are allowed input into the budget. The Controller will run a working copy of the budget to assist in establishing budget amounts. Equipment requests must be made according to established goals and submitted to the appropriate VP. The Director of Human Resources will adjust salary amounts as approved by the President. The President is responsible for submitting a budget proposal to the Board of Regents. The Board sets the budget of Paris Junior College in August for the following fiscal year.

Institutional Income

Income is derived from three sources:

- **State Funds** – State funds are allocated by the number of contact hours generated in a base year (even numbered year). The base year determines the funds for the next two years. The PJC Records Office furnishes the contact hours to the state and the state determines the rate of funding for each discipline area. It should be noted that the state does not fund the full amount authorized by the formula rate. The amount of full funding is requested by the institution; however, the amount allocated by the legislature is determined by funds available at the state. Our funds are received in 10 disbursements. In September and October, 12% per month is received by the College. The remainder is received in eight equal payments, except for the months of January and February. If there is an adjustment needed, it is accomplished in the month of August.
- **Federal Funds** – These funds are allocated to the institution under the provisions of the federal government. These funds consist of work-study, indirect costs recovered on federal grants, and/or other forms of training by the College.
- **Local Funds** – the largest portion of local funds comes from tuition and fees. The tuition and fees are recommended to the Board of Regents by the administration and, when approved, are published in the PJC College Catalog. It is the position of the College that tuition costs are kept at a reasonable level in order to provide the opportunity to attend college to as many students as possible. Paris Junior College has a local tax base to provide funds for maintenance and operations

as well as interest and sinking (retirement of debt). The state provides funds for the eight elements of cost for instruction, and local funds must be available for the operations and maintenance of the physical plant. The tax rate is set by the Board of Regents based on data provided by the Lamar County Appraisal District. The Lamar County Appraisal District collects PJC taxes. Auxiliary enterprises, which are not a part of state funding, are the funds for the athletic department, campus housing and operation of the other campus enterprises.

Institutional Control and Administration of Contracts and Grants

Facilities, equipment, or other resources of the institution may not be utilized in the performance of a contract or grant that is not administered and controlled by Paris Junior College. An employee who utilized the facilities, equipment, or resources of the institution for any purpose related to a contract or grant that is not subject to the administration and contract of the institution may not be paid a salary by the institution until the contract or grant becomes subject to administration by the institution or such activities are discontinued.

Business Office Procedures

The hours of operation of the Business Office are 8:00 a.m. until 5:00 p.m. Monday through Friday with the transaction window closing one hour prior to closing. Closing the window one hour prior to the end of the business day allows sufficient time to count the cash drawer and prepare the daily deposit.

Banking

Daily deposit will be transported to the bank by a Business Office employee and Campus Police.

Students and employees may cash personal checks up to \$50.00 per day.

Cash Drawers

The Business Office will set up a cash drawer for any College operation engaging in cash transactions. The Vice President of Business Services and the area concerned will mutually agree upon the amount of the drawer. In most cases, the amount should not exceed 10% of the daily operation. Non-routine operations will operate as an extension of the Business Office cash drawer. All drawers will be carried on the records in the amount agreed. The drawer will remain in effect until canceled and the Business Office is notified. All drawers over \$100.00 will be balanced and deposits made each day in the Business Office. All drawers under \$100.00 will be balanced and deposits made each week in the Business Office. Exceptions to this rule would be a drawer that took in more than \$200.00, in which case, a deposit would be made for the receipts, regardless of the time of the week in which the \$200.00 limit is reached. The responsible personnel for each cash drawer will be bonded and the Vice President of Business Services must be notified of personnel changes.

Business Office Window Transactions

The College receives and disperses most of the moneys to and from students through the transaction window in the Business Office. This includes payments for tuition and fees, room and board, tool payments, returned checks and other miscellaneous payments. Money is also receipted in the Business Office for moneys dispersed to the students such as financial aid, scholarship, overpayment checks, and other miscellaneous disbursements.

Purchasing

Expenditure of College Funds

All expenditures must follow Paris Junior College policies and procedures. The Vice President of the requesting employee, along with the President, must approve all *Requisitions*, *Travel Reports*, *Vendor Invoices*, or *Cash Payment Requisitions (CPR)* before the Business Office can make payment.

Purchase Orders

Unless specifically authorized for processing by direct payment, all purchases require *Purchase Orders (PO)*. Purchases must be requisitioned through the College's JICS portal, which will immediately assign and provide requisition numbers. *Requisitions* are encumbered after account numbers and budget availability are validated by appropriate employees included on the approval track. Appropriate documentation must be included to support the requisition (description and amount, i.e. shopping cart.) After entry and approval, *Requisitions* are electronically converted to *Purchase Orders* and are available through the portal; the requisition number will be different than the purchase order number. A properly approved *Purchase Order* permits the department to make purchases and the Business Office to pay vendors for goods and services when received and to charge the accounts indicated.

Dues, memberships, and automatic renewals may be submitted for approval using a *Cash Payment Requisition* form.

Departments may review the status of all *Requisitions* and *Purchase Orders* online in the JICS portal.

Note: Only purchases in excess of \$50 require purchase orders from the college book store.

Special Instructions for Requests for Purchase

Special instructions should be included on the *Requisition* as needed. If the *PO* is to be faxed to the vendor, please be sure the vendor information includes the correct fax number. If the *PO* should be mailed, make sure the vendor information includes the correct mailing address. Any information that needs to be faxed or mailed with the hard copy of the *PO* should be scanned into the JICS portal and included as documentation.

Closing Purchase Orders

Payments made for the amount of the *PO* or more will automatically cause the *PO* to be closed. If you use a *PO* for multiple purchases/payments, please indicate when the final payment request for the *PO* is being turned in. Do this by writing in red ink an "F" next to the *PO* number on the *Cash Payment Requisition* or stamped invoice. The accounts payable clerk will ensure that the *PO* is properly closed so that any remaining encumbrances are released. If the system forces the accounts payable clerk to direct pay an item that has been set up as a *PO*, the clerk will close the *PO* so that the system will release the encumbrance.

Vendors

When choosing a vendor/vendor number, make sure that the vendor information is correct in the system. It is very important that vendor information is correct. If the vendor information is incorrect, the check will need to be voided and re-issued with the correct information and this process could delay the check until the next check run. If the vendor information is incorrect, email the Accounts Payable Clerk with the new information. If a new vendor needs to be set up, leave the vendor name blank and email the Accounts Payable Clerk with the new vendor information, including a W9 Form. Note: A new vendor will NOT be created without a W9 Form on file. If the vendor requests a tax-exempt form, please notify the accounts payable clerk with the appropriate information and the clerk will fax or mail the completed form to the vendor.

Payment for Goods and Service

Upon delivery of goods or services, vendors will submit an invoice to the department. The accounts payable clerk prepares payments upon receipt of a stamped invoice or properly completed *Cash Payment Requisition* from the department. Payments for the purchase of goods or services are based on vendor's invoices, which reference a properly issued purchase order. Such payments are made when there is reasonable assurance that the commodity or service has been received, is as specified on the order, and is in an acceptable condition and all documents have been approved. Payment is made to a vendor or individual by using a *Cash Payment Requisition (CPR)* or a stamp on the face of the invoice. The following should be noted before turning in a CPR or stamped invoice:

- The original receipt or invoice must be attached to the CPR. If an original is absolutely not attainable, please note such on the face of the copy so the accounts payable clerk will not have to call to request the original.
- Receipts/invoices attached must equal the amount on the CPR.
- State sales tax is not reimbursed or paid on any invoices other than for meals.
- The CPR or stamped invoice must have appropriate signatures.
- The department should keep a copy of the CPR for their records.
- If a form or remittance needs to be mailed with the check, a copy should be paper-clipped to the CPR or stamped invoice.
- Any special instructions for checks should be written on the upper right-hand corner of the CPR (i.e.: "Email 'name' when check is ready"). Highlighting this information is helpful, too.
- Forward the CPR with supporting documents to the Business Office for processing. If received in the Business Office by 2:00 p.m. on Monday, the check will be available on Thursday of the same week. Anything received after 2:00 p.m. on Monday will be available on Thursday of the next week. CPR or stamped invoices turned in after 2:00 p.m. on Monday require the approval of the Controller to be included in the accounts payable run of the same week.
- The Business Office will mail checks to vendors, unless there is a specific reason noted to hold the check at the window (limited cases only).

The department head of the area must approve CPR's; however, a department head may not approve his/her own travel voucher. An approval indicates the goods were received or the service or travel was performed. An approval also permits the Business Office to pay vendors for goods or services received, reimburse employees, charge the accounts indicated, and verify that the accounts indicated have sufficient balances available.

Credit Card Charges

All receipts for credit card charges (i.e.: Wal-Mart, Home Depot) should be turned in to the appropriate secretary within five days of purchase. These receipts should be forwarded to the accounts payable clerk weekly so that she can match them up to the statement for the monthly payment.

Invoices

Payments for goods or services procured on purchase orders are normally based on the vendor's invoice and not on shipping tickets, handwritten notes, or adding machine tapes.

Payment Documents

For purposes of uniformity and data entry, a CPR is used to code invoices for input into the accounts payable system. Invoices/receipts may be stamped with the appropriate stamp, thus providing the same information.

Vendor Monthly Statements

Payments may not be made based exclusively on a vendor's monthly statement or other summary of amounts due. Payments are based on the vendor's invoice, which may be tied to the statement.

Discounts

All trade discounts are treated as a reduction in the purchase price. Any cash discounts received on purchase orders for equipment and commodities are treated as an adjustment to the purchase price.

Freight Charges

Freight charges billed as part of the vendor's invoice are treated as an adjustment to the purchase price. Freight charges paid directly to the carrier by the College are treated as freight expense and not as part of the cost of the item.

Request for Purchase/Cash Payment Requisition Check-Writing Policy

Checks are prepared weekly for availability on Thursday after 2pm. Checks will be mailed to the vendor's remit-to address. The originating department or individual will be informed by phone or email of any travel report checks to be disbursed. These checks will be at the Business Office window for pick-up. All checks (other than for travel and those approved for pick-up) will be mailed. If checks held at the window are not picked up after one week, they will be mailed.

Special Requests for Earlier Payment

An explanation as to the need for quicker processing must accompany special requests for payments to be made sooner than the normal processing. Requests for manual, same-day checks will be processed only in an emergency. For a manual check to be processed, a memo signed by the appropriate vice president documenting the nature of the emergency must be submitted to the attention of the Controller or the Vice President of Business Services. Requests for manual checks must be received in the Business Office by 2:00 p.m. of the day the check is to be written. Approved requests received after 2:00 p.m. will be available the next business day.

Voiding/Re-issuing a Check

If a check needs to be voided and/or re-issued, contact the accounts payable clerk. If applicable, return the check to be voided to the Business Office.

Receiving Report

When items are delivered, a receiving report must be completed and attached to the CPR/stamped invoice. The receiving report should indicate the quantity of each item received and the signature of the person receiving and verifying the items. In lieu of a receiving report, the person verifying the items can mark each item and indicate in writing "all items received as invoiced." This must be written out and not merely initialed so that it is obvious this step has been completed and that the signer is not merely authorizing payment.

Travel Reports

All employees must use the *Travel Report* form to claim reimbursement for official business-related travel expenses. A travel report submitted for payment must include original receipts, which must tie in total to the amount of the reimbursement requested. Department secretaries should verify receipts and mathematical accuracy of the *Travel Report* before submitting the report for reimbursement; verify by checking off each line item and including their initials and date on the travel report beneath the supervisor's approval. The appropriate department head and/or vice president must approve the *Travel Report* form. The President must approve travel reports for vice presidents. Travel reports should indicate

the purpose and destination of travel. Grant employees are responsible for only claiming reimbursement within the guidelines of their particular grant. Employees are responsible for completing a *Texas Hotel Occupancy Tax Exemption Certificate* and presenting it at check-in when staying at any hotel in Texas. This will allow the hotel to not charge state sales tax. Blank certificates are available online (See Business Travel).

Purchase of Advertising

The Director of Marketing and Public Relations must approve purchase of all advertising, except employment vacancy notices. The approval includes budget provisions, space requirements, and copy to be used in the advertisement. All employment vacancy advertising must be directed through the Director of Human Resources.

College Store

The College Store is leased through Follett. All textbooks and instructional materials and supplies should be ordered through and purchased from the College Store.

Receiving Delivered Goods

The receiving employee shall check all goods received to make sure all is in order. Once the goods are checked, the employee shall complete the receiving report for the supervisor's signature. The supervisor retains the receiving report for submission as supporting documentation, when an approved invoice is submitted to the vice president for approval and forwarded to the Business Office for final approval and payment. The above steps should be completed in the shortest possible time so payment will not be delayed and full discounts may be taken.

Textbook Ordering

Divisions shall select textbooks for their courses. Orders for textbooks and instructional materials and supplies are placed on the *Textbook Request* form and submitted to the instructional vice presidents by the stated deadline for each semester. If packages are to be used in a course, these should be listed on the *Textbook Request* form. Except for unusual circumstance, instructors shall be expected to use the same textbook for three years following adoption. When a textbook is to be changed, the instructional vice president shall be notified at the time the *Textbook Request* form is submitted. Textbooks and accompanying materials should be selected and/or developed for each course by instructional divisions to ensure maximum probability of student success. If materials are locally produced, policy must be consistent with the contract by the College Store. Therefore, all instructors, full-time and part-time, shall utilize all books and materials adopted for a class.

Although the College encourages development of books, outlines, manuals, and similar materials by members of the faculty and staff, the prescribed use of these for students is a responsibility that goes beyond that of the individual author. Where practical and equitable, the charge for outlines, syllabi, and similar materials prescribed for the use of students should be borne by the department. Whenever an approved incidental fee includes a charge for such materials distributed through the classroom, the prices should be as low as possible. Textbooks, notebooks, manuals, and other materials for the use of students of the College, written or prepared by a member of the faculty, shall not be prescribed for the use of student or sold to such students until approved by the appropriate vice president. An annual list of such approved materials shall be reported to the vice president. The report shall indicate the proposed prices and profits, if any, and the authorization shall be effective only until the end of the fiscal year for which such approval has been given.

College Property Policies and Procedures

Sale of Surplus Property

Periodically, the Maintenance Department will conduct a public sale of surplus property belonging to the College. All personnel will be notified of the impending sale and instructed to identify all property surpluses to the needs of their department. Maintenance will be contacted and instructed to move all such property to a central location. The department to which the property is charged will make a list of the surplus property and forward the list to the VP of Business Services. After all property has been assembled, and prior to the public sale, all departments will be given the opportunity to examine the surplus items for use in their departments. If such items are identified, then the accountability will be transferred to the receiving department.

Disposition of Abandoned and Unclaimed Personal Property

Personal property, which appears to be lost or abandoned, should be turned in or reported to the Campus Police. Any person claiming such property must file a claim with the Campus Police. Except as otherwise specified in subsections 3, 4, and 5, abandoned and unclaimed personal property of every kind that is not being held as evidence to be used in a pending criminal case, will remain in the custody of the Chief of Campus Police for a period of 90 days. After that time, the item will become the property of the College and may be disposed of in the following manner:

1. Unclaimed personal property may be given to a local charitable organization or used as the College deems appropriate.
2. Items of value may be used by the College or sold at public sale. All proceeds from such sale shall be deposited into a general revenue account.
3. Vehicles which are abandoned and unclaimed will be disposed of in accordance with Section 365.001 et seq. of the *Texas Health and Safety Code*.
4. Drugs in the possession of the Campus Police Office will be disposed of in the manner prescribed by Section 483.074 of the *Texas Health and Safety Code* (the Texas Dangerous Drugs Act) and by Sections 481.158 and 481.159 of the *Texas Health and Safety Code* (the Texas Controlled Substances Act).
5. Custody and disposition of property of tenants of dormitory rooms and other residential units of the College shall be in accordance with Subchapter C, Title 5, Sections 54.044 and 54.045 of the *Texas Property Code*.
6. Abandoned and unclaimed jewelry and/or tools in the Jewelry Technologies department shall be retained for a period of 180 days. After this time, the Director of Jewelry Technologies will mail a notice to the last known address of the owner of such property by first-class certified mail, return receipt requested, if the owner is known. If the owner does not respond within 30 days, the Director of Jewelry Technologies may dispose of the property as appropriate.

Facilities Rental Procedures

Facilities Rental

Paris Junior College has a variety of facilities on campus available for rent for events that fit the college's mission:

- Several small meeting rooms located in the McLemore Student Center accommodate from 10-30 people.
- A large ballroom located in the McLemore Student Center is available for banquets and large meetings and will hold approximately 300 people.
- DeShong Chapel, located on the west side of the campus, is available for small weddings, seating approximately 100 people. (Owned by PJC Memorial Foundation)
- The Ray E. Karrer Theatre for the Performing Arts
- Hub Hollis Baseball Field
- Hunt Center, located on the south side of the campus, is a modern gymnasium.

All campus facilities must be scheduled for use, either by college personnel or members of the community, through the Director of Physical Plant (ext 484).

Technology Acceptable Use Guidelines

Paris Junior College (PJC) reserves the right to amend or otherwise revise this document as may be necessary to reflect future changes to the Information Technology (IT) environment. Paris Junior College employees are expected to use institutional technology equipment in the best manner possible to fulfill the stated mission of the College. All users of Paris Junior College IT are responsible for periodically reviewing these guidelines to ensure continued compliance with all Paris Junior College IT guidelines. In accepting a user account, the user agrees to these guidelines.

These Guidelines apply to students, faculty, staff, partners, contractors, consultants, temporaries, library patrons, visitors, guests and other workers at PJC, including all personnel affiliated with third parties.

These Guidelines apply to all systems, equipment and resources that are owned, leased or operated by Paris Junior College.

Institutional employees are expected to set an ethical example for students and the community.

Definitions and Terms

- A) Guidelines – This document.
- B) Users – Students, faculty, staff, partners, contractors, consultants, temporaries, library patrons, visitors, guests and other workers at PJC, including all personnel affiliated with third parties using Resources.
- C) Resources – All computing and technology systems that are owned, leased or operated by PJC.
- D) Spam – Unsolicited (usually commercial) email sent to a large number of addresses. To send unsolicited email to numerous addresses.
- E) Peer-to-peer file sharing (P2P) – Method of file sharing in which individual computers using the same networking program are linked via the Internet to directly access shared programs/files. Examples are, but are not limited to, BitTorrent and Gnutella.
- F) Pirated Software – Unauthorized copies of computer software
- G) Viruses, Worms, Trojan Horses – A variety of hostile, intrusive, or annoying software or program code usually causing harm.
- H) Email Bombs – Sending large volumes of email to an address in an attempt to overflow the mailbox or overwhelm the server where the email address is serviced.

Overview

Paris Junior College's intentions for publishing Acceptable Use Guidelines are not to impose restrictions that are contrary to PJC established culture of openness, trust and integrity. The purpose of these Guidelines is to ensure that PJC networked resources will be used to support the mission of the College. PJC is committed to protecting authorized Users and itself from illegal or damaging actions by individuals, either knowingly or unknowingly.

All systems and people using PJC Resources, whether on campus or remotely, are using the property of PJC. PJC Resources are to be used for business purposes in serving the interests of the college, and our students in the course of normal operations.

Prior to purchase, all technologies (hardware or software) and/or any contract with a third-party vendor, regardless of the funding source, must be submitted to the President and the Director of Information Technology for review.

Technologies/contracts are reviewed by the President and Director of Information Technology for technical commentary on the ramifications of the technologies/contracts on the PJC infrastructure, support systems, and technical staff. NOTE: All technologies (hardware or software) and/or any contract with a third-party vendor that require changes to Firewalls or other security resources to allow outside access to PJC must be submitted to the President for approval prior to purchase.

Access to PJC's network and its computer resources is a privilege, not a right. Effective security is a team effort involving the participation and support of every PJC employee and student who deals with information and/or information systems. It is the responsibility of all computer Users to know these Guidelines, and to conduct their activities accordingly.

Information Technology at PJC encompasses the use of all campus computing, telecommunications, electronic educational media, and management information systems technologies. These IT resources support the instructional, research, and administrative activities of the College. Examples of these resources include, but are not limited to, the central administrative and academic computing facilities; the campus-wide data, video and voice networks; electronic mail; video conferencing systems; access to the Internet; voice mail; fax machines; classroom audio-video; departmental and general use computing facilities and related services.

Privacy:

Users of PJC IT resources and the PJC email systems shall not expect personal privacy. People utilizing these Resources agree to follow all applicable policies of the college, as well as federal, state and local laws. PJC reserves the right to limit, restrict or deny access to its computer resources, as well as to take disciplinary and/or legal action against anyone in violation of these policies and/or laws.

The College reserves the right to monitor all activity on the PJC network and email systems. The IT department may copy certain emails or material if criminal or unsavory usage is suspected. Personal or private information stored on PJC IT equipment, software, or systems runs the risk of not remaining private.

Information passing through or stored on the College's equipment can and will be monitored. This guideline applies to any hardware and related software that could be used to access college resources and all devices and accompanying media that fit the following device classifications:

Desktop/Laptop/Notebook/Tablet computers

Mobile/Cell phones

PDA's

Home or personal computers used to access college resources

Mobile devices capable of storing college data or connecting to an unmanaged network

Any technologies or devices that may be developed in the future

GUIDELINES FOR APPROPRIATE PJC IT USE

The following list, while not exhaustive, provides some specific guidelines for appropriate IT use:

1. Authorization: Use only the Information Technology facilities for which you have specific authorization. Do not use another individual's PJC account, or attempt to capture other users' passwords. Users are individually responsible for all use of resources assigned to them; therefore, sharing of PJC accounts is prohibited. Users will develop and maintain a secure password for their account.

2. **Facilities:** Observe established guidelines for any information technology facilities used both inside and outside the College. For example, individuals using PJC's computer resource centers must adhere to the policies established for those centers; individuals accessing off-campus computers via external networks must abide by the policies established by the owners of those systems as well as policies governing use of those networks.
3. **Alter, Delete or Destroy:** Do not attempt to inappropriately alter, delete or destroy any hardware or software on any PJC IT system. This constitutes a violation of acceptable use of IT facilities no matter how weak the protection is on those products.
4. **Plagiarism:** Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.
5. **Illegal Downloading:** The official PJC position on peer-to-peer (P2P) file sharing utilities (e.g., KaZaa, iMesh, Gnutella, BitTorrent, etc.) is that the software itself is not illegal, nor banned by the College. It is illegal, however, to download or share copyrighted material for which you do not hold the copyright or have written permission to copy/share.
6. **Appropriate Standards:** Use appropriate standards of civility and common sense when using IT systems to communicate with other individuals. Do not use email to transmit confidential information relative to personnel matters, internal investigations and litigation. Encrypt any file containing sensitive student or employee data. Any information not considered directory information shall be deemed sensitive. When sending personal messages to other users, participating in a chat room discussion, posting on bulletin boards or leaving a voice mail message, identify yourself as the sender. Using PJC's IT resources to harass, threaten, slur, embarrass, libel, slander, or demean other individuals is explicitly prohibited.
7. **Volume Usage:** Moderate use of public IT resources. Paris Junior College has a body of employees and students, all of whom need access to IT resources. There may be times when these resources are in high demand, and as such, you should limit use of public IT resources to primary purposes only.

Central PJC IT Resources

Paris Junior College's IT facilities and services—such as the computer-equipped classrooms, video conferencing rooms, voice mail, and training—are available only to members of the College community and authorized guests.

In the event that any employee or student leaves, resigns or in any way concludes his or her relationship with Paris Junior College for whatever reason:

1. **Employees:** Access to all IT resources, including voice mail and email, will be terminated within 90 days (all deletions will comply with the records management system requirements) of termination or immediately (if requested by the appropriate parties). All electronic storage will be deleted simultaneously.
2. **Students:** Access to all IT resources, including email services will be terminated after one year of non-enrollment at PJC and all electronic storage will be deleted.

PJC IT Maintained Equipment

PJC IT provides reasonable security against intrusion and damage to files stored on the central IT facilities. Neither the College nor any IT staff member can guarantee protection against media failure, fire, floods, etc. Neither can IT guarantee protection from unauthorized access of personal data on College IT facilities. Users should use all available methods to protect their files, including the frequent changing of their passwords and storing back-up copies of information. In the event that data have been

corrupted as a result of intrusion, IT should be notified immediately. Every reasonable attempt will be made to restore files to their status prior to intrusion; however, IT cannot guarantee restoration.

Responsibility for Errors in Software, Hardware, and Consulting

Information Technology in conjunction with department points of contact makes its best effort to maintain an error free IT environment for users and to ensure that the IT staff is properly trained. Nevertheless, it is impossible to ensure that IT system errors will not occur or that IT staff will always give correct advice. Paris Junior College presents no warranty, either expressly stated or implied, for the services provided. Damages resulting directly and indirectly from the use of campus resources are the responsibility of the user. However, at the request of the user, when errors are determined to have occurred on IT facilities, members of the IT staff will make a reasonable attempt to restore lost information to its state prior to the failure, at no cost to the user. As part of maintaining the IT environment, the IT staff applies vendor-supplied or locally developed fixes as appropriate when problems are identified. Given that vendors may be involved and that staff resources are finite, no guarantee can be made as to how long it may take to fix an error once it has been identified.

When software errors are considered major problems or could produce inaccurate results, users will be notified as soon as possible using appropriate media.

General Use, Privacy and Data Ownership

1. Paris Junior College's network administration desires to provide a reasonable level of privacy, however, data created on PJC systems remains the property of the College. Because of the need to protect PJC's network, management cannot guarantee the confidentiality of information stored on any network resource belonging to PJC beyond that required by law or PJC policy.
2. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. All departmental guidelines regarding personal use must supplement and support the College manual and the Acceptable Use Guidelines. For security and network maintenance purposes, authorized individuals within PJC monitor equipment, systems and network traffic. Networks and systems may be audited on a periodic basis to ensure Guideline compliance.
3. Computer use is subject to:
 - a. review or disclosure in accordance with the Texas Public Information Act and other laws;
 - b. administrative review of computer use for security purposes or in regard to a policy or legal compliance concern;
 - c. computer system maintenance;
 - d. audits and as otherwise required to protect the reasonable interests of PJC and other users of the computer system.

Security and Proprietary Information

1. Intellectual property laws apply to the electronic environment. Data communicated through the PJC network or on PJC Resources are subject to copyright laws, unless specifically stated otherwise.
2. Users are responsible for the security of their passwords and accounts. Passwords are not to be shared.
3. Antivirus software will be installed on all devices if such software exists. All devices operated by the user that are connected to the PJC Internet/Intranet/Extranet, whether owned by the user or PJC, shall be continually executing approved virus scanning software with a current virus database.
4. All servers must be approved before being attached to the network.
5. All network access at PJC must be engineered, registered, operated or authorized by PJC Information Technology, as detailed in the PJC Network Guidelines.
6. Any modification to the PJC network must be approved by Information Technology.

7. Removable data storage devices or media (e.g. data disks, USB devices, external hard drives, etc.) can only be used to connect to PJC Resources where expressly allowed.

Unacceptable Use

Under no circumstances is an employee of PJC authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing PJC-owned or leased resources.

Unacceptable System and Network Activities

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

The following activities are strictly prohibited, with no exceptions.

Users shall not:

1. Connect any device to the network (outside designated wireless access areas) without prior authorization, this includes but is not limited to personal computers, hubs, and wireless equipment.
2. Load or allowed to be loaded onto any PJC device, Peer-to-Peer file sharing applications. The official PJC position on peer-to-peer (P2P) file sharing utilities (e.g., KaZaa, iMesh, Gnutella, BitTorrent, etc.) is that the software itself is not illegal, nor banned by PJC. It is illegal, however, to download or share copyrighted material for which you do not hold the copyright or have written permission to copy/share.
3. Violate the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of Pirated Software or other software products that are not appropriately licensed for use by PJC.
4. Copy or distribute without authorization copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which PJC or the end user does not have an active license.
5. Export software, technical information, encryption software or technology, in violation of international or regional export control laws. The Appropriate Authority shall be consulted prior to export of any material that is in question.
6. Introduce malicious programs (e.g., Viruses, Worms, Trojan Horses, E-mail Bombs, etc.) into the PJC network or on PJC Resources.
7. Reveal your account password to others or allow use of your account by others. This includes family and other household members when work is being done at home.
8. Engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws.
9. Make fraudulent offers of products, items, or services originating from any PJC account.
10. Effect security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access. For purposes of this section, "disruption" includes, but is not limited to, network monitoring or sniffing, "Ping Floods", packet spoofing, denial of service, and forged routing information for malicious purposes.
11. Perform port scanning or security scanning. This activity is expressly prohibited except as performed by authorized network personnel.
12. Execute any form of network monitoring which will intercept data not intended for the user's host, except as performed by authorized network personnel.

13. Circumvent user authentication, security, or administrative access control of any host, network or account.
14. Interfere with or deny service to any User (for example, “Denial of Service Attack”).
15. Use any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, an individual’s use of PJC Resources, via any means, locally or via the Internet/Intranet/Extranet.
16. Provide information about, or lists of, PJC employees to parties outside PJC. This information will only be provided in accordance with PJC policy by the Appropriate Authority.
17. Use PJC Resources for personal financial gain or personal commercial purpose.
18. Access or read without authorization any electronic file, program, network or system.
19. Duplicate and distribute without authorization commercial software and other copyrighted digital materials. All commercial software and many other digital materials are covered by a copyright of some form. The unauthorized duplication and distribution of software and other copyrighted materials (including copyrighted music, graphics etc.) is a violation of copyright law and these Guidelines.
20. Use PJC's Resources for the transmission of commercial or personal advertisements, solicitations, promotions, or transmission of political material that is prohibited by PJC.

WEB PAGES, SOCIAL MEDIA AND OTHER ONLINE COMMUNICATIONS

Paris Junior College's websites and pages are designed as a source of vital information for its faculty, students and staff and must present accurate, relevant information about PJC, individual locations, divisions, or departments. Colleges are responsible for ensuring that their website and web pages are effectively managed and provide information that is accurate, pertinent and accessible to all users, including those with disabilities. Unofficial non-PJC related or personal websites and pages must not display the PJC logo or any reference to Paris Junior College that would mislead the user into believing that the information presented is official information or part of PJC's official website.

Use of the PJC logo and other PJC branding is governed by the Brand Standards Guidelines produced by the PJC Communications Department. Information on unofficial sites should not be considered to be official PJC Policy under any circumstances. This includes the use by PJC personnel of social media platforms such as Facebook or Twitter in their communications. Users of these systems are instructed to verify any information presented in these platforms on official PJC pages or via direct contact with the institution.

Those who create a social media account representing a program at PJC (Facebook is recommended), should provide a link to view the account to the Office of Marketing and Public Relations for initial review. Please also provide the log-in information to the account in case of emergency. When possible, please share official information from PJC social media accounts including important registration deadlines, scholarship and financial aid information, etc.

The PJC website and official social media pages are managed by the PJC Office of Marketing and Public Relations.

Advertising and Public Relations

Advertising for Educational Programs and Services

The primary emphasis in all advertisements for educational programs and services being promoted should be the goals and objectives of that program and Paris Junior College. All material used in an advertisement should be clear, factual, and state the purpose of the program or event being advertised. All advertisements should be routed through the Director of Marketing and Public Relations. That office will design and produce the ad with information provided by the originating office. It will then be made available for publication to the media that is appropriate to disseminate the information to the right audience.

Advertising for Employment Opportunities

Advertising for employment opportunities must be routed through the Director of Human Resources.

News and Photographs

All stories and photographs regarding educational programs, services, events, and special promotional activities should be routed through the Director of Marketing and Public Relations. Marketing and Public Relations should be notified well in advance of publicity requirements. Information for news stories should be provided to the Marketing and Public Relations Office by the originating department. Pictures can be provided by the originating department, or can be taken by the Information Services office; news stories and photographs will then be disseminated to all media resources in the PJC service region. If the news or events dictates, the story will be sent to media outside the region.

The College has both the right and obligation to provide a consistent and accurate image to the public. Media contacts should be coordinated through the Office of Marketing and Public Relations. This ensures that information provided may be reviewed to ensure accuracy, that stories do not interfere with other planned media activities of the College, and that members of the media have their requests fulfilled in a timely manner.

Acceptance of Gifts and Donations

In cases where the value is known and the donor wants a letter from Paris Junior College for the IRS, a letter of acknowledgment and appreciation shall be given designating the known value. If the gift has an obvious value of less than \$200.00 but the actual value is unknown, an estimated value shall be given to the donor to use with IRS if the donor so desires. In cases where the value is obviously more than \$200.00 but actual value is unknown, the donor shall be given a letter acknowledging the gift. Under recent rulings, the IRS considers appraisals inappropriate when made by recipients of gifts valued at more than \$200.00, and, therefore, either the donor or an independent appraiser shall provide the value for IRS purposes. A standard form, available in the President's Office, shall be completed and approved by the President prior to the acceptance of the gift. An acknowledgement/receipt will be mailed to the donor from the President's office at the time of receipt.

Fundraising Activities

All fundraising activities must be in compliance with the Paris Junior College policy and must be approved by the President. In an effort to better coordinate activities for fundraising projects involving PJC organizations, or organizations that staff may be associated with, all dates and activities shall be submitted to the President.

Fundraising Activities for Student Organizations

If a student organization wishes to have a fundraiser, a written proposal must be submitted to the Director of Student Life outlining the type of fundraiser, how it is going to be carried out, and its purpose. Dances are considered fundraisers. Any student organization on campus has the right to raise money. To do so, the organization has guidelines under which the fundraising must operate. Organizations may have only one fundraiser per semester. The fundraiser may not run any longer than three consecutive weeks in length. Any fundraiser must be on the calendar of the Director of Student Life. Each organization must have their vice president in attendance at all student government meetings. If any guidelines are broken, the punishment will be strictly enforced. The punishment for violations is: the organization will be suspended from all activities for three consecutive months (including field trips, out of town meetings, etc.), except for having on-campus meetings. Fundraisers must be legal, ethical, and have no connotation of gambling. Notices of fundraisers will have proper wording and be in good taste. At the end of each fundraising activity, the Director of Student Life and/or designee will appoint a committee to evaluate the fundraiser. The committee will consider the amount of funds raised, the validity of the use of the funds, and any disruptions caused during the activity.

Student organizations must submit a financial statement to the Director of Student Life by December 10th and May 10th each year. A template for the financial statement is available in the office of the Director of Student Life.

General College Business Procedures

Investment Objectives

The primary objectives of the College District investment policy are the preservation of capital and protection of principal, safety of funds and investments, maintenance of sufficient liquidity, diversification to avoid unreasonable or avoidable risks, and yield.

The College District's portfolio shall be designed and managed in accordance with the following "prudent person" standard of care. Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs; not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. This prudent person standard shall apply to the management of all College District funds.

To meet the investment objectives of the College District, the maturity of investments shall be targeted to coincide with the cash flow needs of the College District. The investment portfolio shall be diversified to reduce the risk of loss of investment income from overconcentration of assets in a specific issue, a specific issue size, or a specific class of securities.

Nevertheless, the College District recognizes that in a diversified portfolio, occasional measured losses are inevitable and must be considered within the context of the overall portfolio's investment return. Also, it is intended that investments in all funds shall be managed in such a way that any market price losses resulting from interest rate volatility shall be offset by income received from the balance of the portfolio over a reasonable period of time as determined by the Board.

Authorized Investments

The College District's investment authority is derived from the Public Funds Investment Act. Effective September 1, 1995, College District funds may be invested in the following:

1. Obligations of the United States, its agencies, or instrumentalities, except the following: obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and that pays no principal; obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and that bears no interest; collateralized mortgage obligations that have a stated final maturity date of greater than ten years; and collateralized mortgage obligations with an interest rate that is determined by an index that adjusts opposite to the changes in a market index.
2. Repurchase Agreements and Reverse Repurchase Agreements — College District funds may be invested in fully collateralized repurchase agreements and reverse repurchase agreements having a defined termination date and secured by any obligation of the United States, its agencies, or its instrumentalities, including certain mortgage-backed securities of the U.S. The repurchase and reverse repurchase agreement transactions are to be placed only with primary government securities dealers or state or national banks doing business in the state of Texas.
3. Certificates of Deposit — College District funds may be invested in fully collateralized certificates of deposit issued by state or national banks domiciled in the state of Texas or savings and loans domiciled in the state of Texas and guaranteed by the Federal Deposit Insurance Corporation or its successor. The certificates must be styled in the name of the College District. Collateral for the time deposits may be in the form of obligations of the United States, its agencies, or instrumentalities; direct obligations of the state of Texas, its agencies, or instrumentalities; other

state and local government bonds or obligations rated not less than “A” or its equivalent; other obligations fully guaranteed, insured by, or backed by the full faith and credit of the state of Texas or the United States, including certain mortgage-backed securities.

4. Money Market Mutual Funds — College District funds may be invested in a no-load money market mutual fund that is regulated by the Securities and Exchange Commission. The money market fund must be rated “AAA” or its equivalent by at least one nationally recognized investment rating firm. The money market fund must also maintain a dollar-weighted average stated maturity of 90 days or fewer, and included in its investment objectives shall be the maintenance of a stable net asset value of \$1.
5. Local Investment Pools — College District funds may be invested in the Texas Local Government Investment Pool (Tex Pool).
6. Commercial Paper — College District funds may be invested in commercial paper if the commercial paper is rated not less than A-1 or P-1 or an equivalent rating by at least two nationally recognized credit rating agencies; or one nationally recognized credit rating agency when fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any state.

Maximum Maturities

The College District shall normally limit final maturities on any securities to five years or less. To the extent possible, the College District shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the College District shall not directly invest in securities maturing more than five years from the date of purchase. Excluding any bond proceeds, the maximum average dollar-weighted maturity shall be 500 days. For bond proceeds, the average dollar-weighted maturity shall be governed by the anticipated timing of the use of the proceeds in conjunction with consideration of arbitrage issues. The College District shall strive to minimize the average dollar-weighted maturity of the bond proceeds within the confines of those two criteria.

Funds/Strategies

Investments of the following fund categories shall be consistent with this policy and in accordance with the strategy defined below.

Operating Funds

Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objective safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

Debt Service

Investment strategies for debt service funds shall have as their objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year shall be authorized provided legal limits are not exceeded.

Debt Service Reserve

Investment strategies of debt service reserve funds shall have as their primary objective the generation of a dependable revenue stream from high quality securities in accordance with provisions in the bond documents. Maturities longer than one year shall be authorized provided legal limits are not exceeded.

Capital Projects

Investment strategies for capital projects funds shall have as their objective sufficient investment liquidity to timely meet capital project obligations. If the College District has funds from bond proceeds, they shall

be invested in accordance with provisions in the bond documents. Maturities longer than one year shall be authorized provided legal limits are not exceeded.

Authorized Dealers/Brokers

The College District shall maintain a list of primary dealers and brokers authorized to provide investment services. All dealers and brokers who desire to become qualified bidders for investment transactions must supply the following:

1. A completed broker/dealer questionnaire;
2. Proof of registration with the Texas State Securities Board;
3. Proof of Financial Industry Regulatory Authority (FINRA) certification;
4. Audited financial statements; and
5. Written acknowledgement that the entity has read the College District investment policy and has reasonable procedures and controls to preclude imprudent investment activities arising out of investment transactions conducted between the entity and the College District.

The College District shall annually review the financial condition and registration of qualified dealers and brokers.

Conflicts of Interest

The College President, VP of Business Services, and the Board must disclose personal business and certain family relationships with any entity seeking to sell investments, and a copy of each such disclosure statement must be filed with the governing body of the investing entity and the Texas Ethics Commission.

Safekeeping and Custody

To protect against potential fraud and embezzlement, the cash and investments of the College District shall be secured through third-party custody and safekeeping procedures as designated by the College District.

Interest Rate Risk

To reduce exposure to changes in interest rates that could adversely affect the value of investments, the College District shall use final and weighted-average-maturity limits and diversification. The College District shall monitor interest rate risk using weighted average maturity and specific identification.

Portfolio Reports

A monthly management portfolio report shall be prepared by the VP of Business Services relating to investments of the College District. The report shall:

1. Describe in detail the investment position of the entity on the date of the report;
2. Be prepared jointly by all investment offices of the entity;
3. Be signed by the VP of Business Services;
4. Contain a summary statement of each pooled fund group that states the beginning market value for the reporting period; additions and changes to the market value during the period; and ending market value for the period;
5. State the book value and market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested;
6. State the maturity date of each separately;
7. State the account, fund, or pooled group fund for which each individual investment was acquired; and

8. State the compliance of the investment portfolio as it relates to the investment strategy expressed in the investment policy and other relevant provisions of the investment policy.

Investment Training

Each member of the Board shall attend at least one investment training session or view the state-approved investment training video within 12 months after taking office or assuming duties. The investment officer shall attend at least one investment training session with 12 months of assuming duties. The training shall include education in investment controls, security risks, strategy risks, market risks, as well as compliance with the Texas Public Funds Investment Act.

Investment Authorization

The VP of Business Services shall serve as the investment officer of the College District, in consultation with the College President and Board. No officer or employee of the Board may deposit, withdraw, invest, transfer, or otherwise manage local funds without the express written authority of the Board.

Review of Investment Policy

The Board shall review the investment policy and investment strategies not less than annually.

Authorized Investments Prior to House Bill 2459, Amending the Texas Public Funds Investment Act

Authorized investment securities acquired under Chapter 2256, Government Code, before the effective date of House Bill 2459, 74th Legislative Session, that are no longer authorized investment securities under Chapter 2256, Government Code, as amended by House Bill 2459, shall not be required to be liquidated before the final stated maturity of the investment. However, these investment securities should be liquidated when prudent, as determined by the Board.

Investment Strategy

All College District funds shall be invested in a manner consistent with the following ranked criteria:

1. Preservation of capital and protection of principal;
2. Safety of funds and investments;
3. Maintenance of sufficient liquidity;
4. Diversification to avoid unreasonable or avoidable risk; and
5. Yield.

Diversification and Suitability

The portfolio shall be designed with the protection of principal and maintenance of sufficient liquidity as the highest priority of the investment strategy. After consideration of safety and liquidity, the College District portfolio shall be directed toward achieving a competitive rate of return. The risk return relationship shall be maintained and controlled through these investment parameters, operation requirements, and the guiding policies of the Board. Actual risks shall be minimized by adequate collateralization and delivery versus payment procedures, which shall be utilized at all times.

Market and credit risk shall be minimized by diversification. Diversification by market sector and security types, as well as maturity, shall be used to protect the College District against market and credit risk while aiding liquidity requirements. The portfolio shall be structured to benefit from anticipated market conditions and to achieve a reasonable return.

Business Office Procedures for PJC Off-Campus Centers

Cash Drawer

Each cashier will be responsible for maintaining a separate cash drawer with an assigned amount of petty cash. This amount may vary depending on the time of the semester. The petty cash should be verified at the beginning of each day. Cash should be physically protected through the use of a locked cash box. Each cashier is responsible for locking his/her cash box and storing the box in a secure place when he/she leaves the office.

Manual Processing of Payments

All incoming checks and currency must be entered on the Accounts Receivables (AR) system. Around 3:30 each day, cash and checks collected should be balanced to receipts recorded per AR. The total of the transactions on the AR reports must equal the amount of the deposit(s). At day's end or as soon as possible, the deposit(s) should be taken to the bank. A deposit should be made every day that cash and/or checks are received. The validated deposit slip should be stapled to the *Daily Deposit Check-Up*, dated and initialed by the cashier. These should remain on file for at least one fiscal year. The total of the deposit(s) should be faxed or emailed to the Business Office on the Paris campus so that a check can be written to put with the deposit for that day. The maintenance of a numerical file of all receipts is the responsibility of the off-campus center staff. Since all pre-numbered receipts must be accounted for, all original copies of voided receipts should be stapled together and must be retained by the off-campus center. Money received after the deposit has been made should be dated and accounted for in the following day's deposit.

Overages or Shortages

Any overages or shortages should be called in to the Controller or Vice President of Business Services and fully explained. Overage and shortage dollar limits are those in excess of \$20.00 in any one day. Unexplained or unreported overage or shortage differences will result in corrective action.

Check Acceptance

Checks are to be written payable to Paris Junior College or PJC. Each check payment received from, or on behalf of, a student must reference the student's I.D. number on the face of the check. Checks should be endorsed immediately with a restrictive endorsement stamp.

Voucher Acceptance

No manual receipt is needed for a voucher. The original voucher should be attached to the original enrollment form and sent to the Paris campus. A copy of the voucher should be attached to the yellow copy of the enrollment form and filed at the Off-Campus Center.

Receipting

A computer-generated receipt must be completed for all money received. The receipt will reference the student's name, student I.D. number, date received, and amount received. The receipt should also indicate the type of payment (cash, check, credit card).

Entry on the Fiscal System and Transfer of Funds

Receipts will be entered in the ERP system by off-campus center staff. A check will be written by the Business Office on the Paris campus to withdraw the funds from the bank. The amount of the check will correspond with the amount entered per the check-up so that the drawer will balance. Discrepancies must be reconciled immediately.

Transfer of Accountability

Transfer of accountability must be recorded on the *Cash Transfer Log* if the deposit is not being transported to the bank by the person preparing the deposit. The person transporting the deposit to the bank should verify the total deposit in the presence of the cashier. Once the deposit amount is verified and complete, the cashier and the courier should complete the applicable information on the *Cash Transfer Log*. All documents should be maintained in such a manner as to provide a suitable audit trail and accountability for all transactions. These documents should be retained for two fiscal years.

Deposits

Money should be deposited promptly and intact at the bank each day that funds are received. The following check-cashing procedures are serious offenses and may result in immediate discharge from employment: cashing checks at the Off-Campus Center from deposits, borrowing cash for personal use, lapping receipts to cover shortages in cash receipts, withholding checks for deposit in order to *float* checks, commingling of personal and PJC fund, modifications of cash records.

Security

In the event of theft by use of force, the cashier must submit funds without resistance. Under no circumstances will the cashier take it upon himself/herself to resolve the situation on their own or place himself/herself in harm's way. The cashier should first contact the local police as soon as the perpetrator(s) have vacated the premises. The cashier should then notify the director of the off-campus center and the Vice President of Business Services.

Credit Card Policies and Procedures

Gas Credit Cards

Paris Junior College maintains gas credit cards for use by employees of the College to purchase fuel and related supplies for college vehicles. These cards are kept in the Business Office. Any full-time employee who is authorized to use college-owned vehicles may secure a credit card to be used for the duration of a schedule trip. The employee must sign for the card at the Business Office. Upon completion of the trip, the card must be returned to the Business Office and receipts returned to the Maintenance department for processing. Because of the number of individuals using the cards, it will be necessary to ensure any cards checked out are returned no later than five working days after the trip has been completed. Should a card be lost or stolen, the Business Office must be notified immediately to ensure that the company who issued the card cancels the card and stops any unauthorized charges. It will be the responsibility of the Business Office to maintain sufficient cards and of the type desired to meet the demands of the College. The Business Office should be notified if employees find particular cards to be unacceptable and those cards will be replaced. In an employee should have to make a purchase for a college vehicle and a school credit card was not available, the employee may make the purchase with personal funds and request reimbursement by the college out of the transportation account. The purchase should be supported by receipt showing the amount expended.

If an employee is using their personal vehicle for travel, they should NOT use the Paris Junior College fuel card. Instead, employees should use their personal funds and submit a travel report and request mileage reimbursement.

Inventory Control

Inventory Control System

As fixed assets are purchased (any single item with a purchase price > \$5000 and useful life of greater than one year), the purchasing department must turn in an *Asset Transfer for Purchase* form to the Business Office. Once the form is turned in, the information will be compared to the general ledger for consistency in cost. A PJC inventory tag number is then assigned and forwarded to the initiating department. This tag must be affixed to the fixed asset once it is received. The information on the *Asset Purchase, Disposition or Transfer* form is then entered into the inventory listing maintained in the Business Office. For dispositions or transfers of fixed assets, the same form must be completed and turned in to the Business Office so the appropriate change can be made to the inventory listing

The vice president will be responsible for verifying the accuracy of the inventory in their areas. Once a year, a list will be delivered from the Business Office to the vice president indicating what items are maintained in inventory, the room number, inventory tag number, etc. The vice president will be responsible for ensuring that these inventory items are physically accounted for and that they are properly recorded as to location.

Reporting Stolen or Missing Assets

Personnel discovering the apparent theft of any college-owned property should immediately notify his/her vice president. Upon being notified, the vice president should notify the Campus Police. The Campus Police Office should then complete the *Asset Purchase, Disposition or Transfer* form indicating the items have been stolen and should be removed from the inventory records.

Surplus Property

Surplus property is an asset that is determined to be of little or no value and is no longer used by the department. If an item is determined to be surplus property, the appropriate personnel should complete the *Asset Purchase, Disposition or Transfer* form indicating the item is to be placed in storage. A work order should be placed with the maintenance department indicating the asset needs to be transferred to storage. The vice president should send an employee email indicating the item is available for transfer to another department in need of the item. If another department decides they want the surplus property that department will be responsible for completing the *Asset Purchase, Disposition or Transfer* form indicating the new location of the asset.

Grant Assets

Equipment bought for the College with grant funds will be added to the Paris Junior College Asset Inventory unless the grantor specifies with the grantee that the equipment will be returned upon termination of its use.

Donated Assets

Assets acquired by Paris Junior College through donations and/or gifts shall be added to the Asset Inventory providing said property meets those requirements set forth under the definition of Inventoriable Assets. An *Asset Purchase, Disposition or Transfer* form should be completed indicating the market value of the asset at the time it is donated. The President must approve the acceptance of a donation prior to acceptance by the College.

Disposal of Assets

Any assets that are deemed to be obsolete or otherwise unusable should be mutilated or destroyed so that they cannot be used and the disposal should be properly documented using the *Asset Purchase, Disposition*

or Transfer form. The inventory tag should be removed and destroyed. Disposals can be taken care of by placing a work order with the maintenance department.

Technology Policies and Procedures

Allocation and Priorities of Resources

Computer resources will be allocated in a manner to meet the needs of both instruction and administration. The cost of computer operations is rising at a significant rate, requiring the administration to examine the funds available each year as the budget is prepared to ensure the computer center is operated within the fiscal restraints placed on the College. There must be a balance of computing funds available for administration, as well as the instructional departments within the College.

Procedures for Allocation of Technology

The allocation of technology at Paris Junior College shall be based upon a philosophy of centralized planning and decentralized use. The planning process shall be conducted through the Technology Committee under the guidance of the College President. The task of this committee follows.

- Review the existing systems and inventories on campus and recommend criteria to be established to guide future purchases of technology so as to produce a campus system with compatible elements.
- Review existing computer labs and develop a plan, which will maximize use and efficiency of equipment in order to meet instructional needs.
- Review external and internal forces that affect planning for computing resources.
- Develop and recommend campus wide institutional goals for instructional computing at Paris Junior College, including a plan for implementation.
- Review and recommend action on the detailed Technology Plan.
- Oversee recycling of equipment and review maintenance agreements.
- Develop and recommend a plan for providing training for faculty and professional staff in the use of technology.
- Update the Technology Plan including replacement plans.

Standards for Purchase

Paris Junior College will purchase computers based on college wide standards. All computers are replaced based on a Computer Replacement Plan.

Printing and Copying of Publications

Quick Copy

Copies should be made on area copiers by entering departmental code.

Printing

All printing requests should be approved by a Vice President or the President before being brought to Marketing and Public Relations. Any printing requiring design work, art work, etc., should be taken to Marketing in person with the appropriate form filled out with all details so that personnel can determine job specifications and go over design ideas and other details before the job begins. This includes publications that are considered to be campus-wide in scope, and those being used for off-campus information and recruiting purposes.

Publication Notices

All program or College publications, including public information spots for radio/television broadcast, must be routed through the office of Marketing and Public Relations. The Director of Marketing and Public Relations will review the publication or broadcast spot to ensure that the College is described accurately and consistently with the mission and goals of the College. Publications may not be printed until the Director of Marketing and Public Relations has reviewed and approved the materials.

Statement of Non-Discriminations (EEO statement)

The following approved discrimination statement must appear on all Paris Junior College publications:

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Statement of Student and Guest Comments and Views

The following statement should be on every student publication:

Comments and views in this publication reflect thoughts, views, and opinions of individual guests and students and are not necessarily the views of other students, staff, faculty, administration, or the Board of Regents of Paris Junior College.

Business Travel Policies and Procedures

Paris Junior College will provide reimbursement for approved travel as outlined below. All employees are encouraged to keep travel expenses at the lowest practical level. All requests for reimbursement must be submitted to the Business Office on the official *Travel Expense* form.

Travel Authorization

A *Travel Authorization* form must be completed to secure approval of any overnight trip and availability of funds prior to the travel being conducted.

Travel Reimbursement

A *Travel Report* form for employees should be filed with the Business Office within thirty days following the trip. The *Travel Expense* form should be signed by the individual and by the appropriate administrator. Original receipts, where required, should be attached to the form. Departmental secretaries should review documentation and mathematical accuracy prior to submission to ensure accurate documentation is included and travel reimbursement will not be delayed. A reimbursement check will be prepared within two weeks of receipt of the approved form by the Business Office if appropriate documentation is attached and the report is mathematically accurate.

Registration Fee

A registration fee for a workshop or conference may be paid prior to the trip through the submittal of a purchase order with required documentation. If the registration fee is paid by the individual at the time of the workshop or conference it should be reported on the *Travel Expense* form.

Meal Expenses

Reimbursement for meals shall be for out-of-town meals only. The cost of breakfast will not be reimbursed on the first day of travel unless specifically approved in advance. Reimbursement for meals will not be allowed on one-day trips. On the second and subsequent days of overnight trips, where all three meals are eaten, the daily maximum may be applied in lieu of the per-meal maximum. However, the cost of the individual meals added together must equal or not exceed the daily maximum. Tips for meals shall constitute a part of the maximum allowance. Charges for alcoholic beverages will not be reimbursed.

The maximum meal allowance may be exceeded when the employee is attending a banquet as part of the approved travel. Such extra-cost meals should be identified in advance when submitting purchase orders for registration fees, etc.

Meal allowances for administration, faculty, and staff:

Breakfast.....	\$ 8.00
Lunch.....	\$10.00
Dinner.....	\$14.00
Daily Maximum.....	\$32.00

*There is no meal reimbursement unless travel includes overnight stay.

Hotel Expenses

All employees are encouraged to seek the most economical housing that is appropriate to the nature and location of the meeting or event being attended. Rooms costing more than \$100.00 per night must be

approved by the appropriate Vice President prior to the trip. If the PJC employee shares a room with a family member who is not a PJC employee, the college will pay up to a single occupant rate. No reimbursement is made for lodging in private homes.

No reimbursement shall be made for movies, personal phone calls or other personal expenses charged to the room. An original hotel receipt must always be submitted.

Vehicle Expenses

The use of a personal vehicle will be reimbursed at .40/mile. The use of a rental car must be documented by filing of actual receipts.

Air Travel Expenses

All college air travel reservations will be approved by the appropriate administrator. Travel plans should be made as far in advance as possible to take advantage of incentives. If this procedure is not followed, the requester may be personally liable for the cost of the ticket.

Parking Expenses

Reimbursement will be made for necessary parking fees. Receipts must be submitted for hotel (overnight) and airport parking fees. The employee should seek the most reasonable and practical parking rates. Charges for valet and premium parking services will not be reimbursed if other parking was available.

Personal Expenses

Charges for personal expenses such as newspapers, gifts, traffic tickets, coffee breaks, personal phone calls, and entertainment will not be reimbursed. Any expense incurred by the employee by virtue of extending the travel period for personal pleasure shall be paid entirely by the employee. Tips for personal services such as baggage handling shall not be reimbursed.

Service Area Travel

College vehicles should be used, when available, for travel within the service area. If a personal vehicle is used, mileage will be reimbursed from the individual's home campus and back. A home campus is identified as the location of the employee's main institutional responsibilities.

Grant Fund Travel Expenses and Reimbursement

The Paris Junior College travel policy applies to all employees, whether traveling on a state or federal grant or for other purposes. If the institutional policy amounts exceed the state or federal guidelines provided by the U.S. General Services Administration (<http://www.gsa.gov/portal/content/104877>), then the employee must follow the GSA guidelines or the difference must be paid from state or local funds, (from grant funds). If neither the city nor the county is listed, adhere to the following federal standard rates for the state of Texas: FY 2017 includes lodging up to \$91, and meals up to \$51 (rates are adjusted each Oct 1).

Employee Travel Advance

An employee may request a cash travel advance prior to the trip if the out-of-pocket trip estimated costs exceed \$300 and travel includes students. This advance should be requested in writing at least two weeks prior to the scheduled trip. The travel advance will be charged to an employee accounts receivable and the individual will be held accountable for the funds. The employee accounts receivable will be credited and the department charged when the individual has turned in a completed travel expense form with appropriate receipts.

The *Travel Expense* form must be submitted to Accounts Payable within 14 days following the completion of business travel. Receipts are required to substantiate all travel advances. Any unused funds from the travel advance should be deposited at the cashier's window at the Business Office. Attach receipt to the *Travel Expense* form when submitting to Accounts Payable. If actual travel exceeded the travel advance, the individual will be reimbursed for the next amount due.

Federal Funds Purchasing

New OMB Uniform Guidance went into effect on June 20, 2018.

In addition to following purchasing the purchasing policies and procedures established by Paris Junior College and ensuring a vendor is not debarred on the SAM website, purchases funded by federal grant funds must adhere to regulations found in Uniform Guidance as a condition of receiving funds and to meet annual audit compliance. The methods of procurement are listed below; additional information can be found in Paris Junior College internal control documentation.

1. **Micro-purchases:** The acquisition of supplies or services where the aggregate dollar amount does not exceed \$10,000. Competitive quotations not required if the College considers the price to be reasonable. To the extent practicable, micro-purchases must be distributed equitably among qualified suppliers.
 - A. Administrators will determine and document whether a purchase is reasonable and approve the purchase with signature/initials.
2. **Simplified Acquisition:** The acquisition of supplies, services or equipment under between \$10,001 and \$250,000. Price or rate quotations must be obtained from an adequate number of qualified sources. Number of sources is not named, but must be two or more.
3. **Sealed bids:** For acquisitions more than \$250,001, bids are publicly solicited and a fixed price contract is awarded to the responsible bidder whose bid price is lowest.
4. **Competitive Proposals:** For acquisitions more than \$250,000, request for proposal process is required with an adequate number of bidders. Must consider price and other factors that are advantageous to the program, including a written method of evaluation.
5. **Noncompetitive Proposals/Sole Source:** For acquisitions of any amount; Includes acquisitions only available from one source, a certain situation/emergency won't permit a delay resulting from a competitive solicitation, express authorization by awarding agency or pass-through entity, or competition is determined to be inadequate after solicitation.

In general, these standards apply to all types of procurement:

- The policies surrounding the procurement must be documented
- The procurement must be necessary
- The procurement must be subject to full and open competition among vendors
- The procurement can't present a conflict of interest

*Above the simplified acquisition threshold (\$250,000), documentation must be provided regarding cost and price analysis as well as criteria by which a particular vendor was selected

Vehicle Operations Policies and Procedures

Vehicle Scheduling and Checkout

The Maintenance Department will schedule all vehicles for college related travel. Credit cards for gasoline and oil may be picked up at the Business Office just prior to departure from campus on prolonged trips according to *Gas Credit Card Procedures*.

All vehicles must be picked up at the Maintenance Department and returned there as soon as possible after returning to Paris. When picking up or returning a vehicle after the maintenance complex is closed, the employee must raise the overhead door to the compound with the key and drive the vehicle inside, lower and secure the overhead door, and deposit the keys in the trip report envelope and place the envelope in the slot provided for that purpose.

A trip report form distributed with vehicle keys must be completed by the driver of the vehicle after each trip. The purpose of the report is to give the Maintenance Department information concerning the condition of the vehicle. If there is nothing to report, it should be so indicated. Problems in the scheduling of equipment should be reported to the Director of Plant Operations and Maintenance or the Vice President of Business Services.

Vehicles should be cleared of all litter prior to return to the Maintenance Department. Under no condition should vehicle instructions or the driver safety kit be removed from the vehicle. All vehicles are to be driven within designated highway and street marked speed limits and should never exceed the speed limit. All traffic violations are to be paid by the driver of the vehicle. The College district is in no way responsible.

Procedures for Scheduling of College Vehicles

To schedule a vehicle, the following items are required: date and time of departure, date and time of return, and the account number to which expenses will be charged. Vehicles are schedule on a first come, first served basis. Only the Physical Plant department can issue or change vehicle schedules. The Physical Plant will not *bump* prior schedule vehicles. If a vehicle has been scheduled and is not going to be used, only the assigned person can cancel the vehicle by calling the Physical Plant department as soon as possible. If a college vehicle is available for travel, you may not be reimbursed for the use of your personal vehicle. Persons traveling the furthest distance will be assigned the best vehicle. Vehicles cannot be picked up early or kept longer than scheduled without notifying the Physical Plant department. This will prevent someone else from being delayed in their departure. Trip reports, keys, and fuel tickets must be turned into the Physical Plant department as soon as the vehicle is returned. The trip reports must list the fuel gallons and cost. Each driver must sign their report, even if one person scheduled more than one vehicle—you cannot drive two vehicles at one time. PJC credit cards may only be used for college vehicles. Gas on personal cards must be turned in to the Physical Plant Department along with the trip report. List any problems so that they can be corrected before the next trip. Failure to list defects could cause problems for the next driver. No tobacco products may be used in college vehicles. For insurance purposes, personal vehicles may not be parked inside the maintenance compound. Do not block another vehicle or gas tank when returning a vehicle to the maintenance compound.

Administration of College Vehicles

College vehicles are provided for specific college business purposes. Personal use of college vehicles is prohibited. Personal vehicles used for college business will be authorized for mileage reimbursement when college vehicles are not available. Approval must be made in advance with the Director of Plant Operations and Maintenance or the Vice President of Business Services. The college fleet is maintained

in accordance with the manufacturers recommended specifications. College maintenance staff personnel provide service to the fleet. Local vendors or warranty coverage provides other service. The maintenance personnel servicing the vehicle will maintain written records of all vehicle maintenance, along with a pre-travel report checklist.

Paris Junior College provides insurance on all college-owned vehicles. An up-to-date Texas Liability Insurance Card is kept in the glove box of all college vehicles.

Before a driver will be allowed to use a college-owned vehicle or personal vehicle on college business, he/she must have acceptable Motor Vehicle Driving Records (MVR's) and have proof of personal automobile liability insurance (ie: Texas Liability Insurance Card). A listing of potential drivers will be compiled and maintained by the Chief of Campus Police and only those individuals on the list will be allowed to operate college-owned vehicles. Drivers of college vehicles will submit a legible copy of a current or valid driver's license and proof of liability insurance card to the Director of Plant Operations and Maintenance and the Chief of Campus Police each September. The security department will check driving records on an annual basis with the Department of Public Safety Motor Vehicle Record Division.

Employees whose driving records are considered unacceptable may not be authorized to drive a college-owned vehicle or personal vehicle for College business. Unacceptable driving record is defined as:

- One or more serious violations such as DUI or reckless driving in the last three years,
- Two or more accidents, regardless of fault, in the last three years (driver must provide accident report for no-fault)
- Two or more moving violations in the last three years,
- Any combination of accidents and moving violations equal to two or more in the last three years.

Personal Vehicles on College Business

Employees who drive their own vehicles on college business are required to have automobile insurance coverage according to the following limits:

Bodily Injury \$30,000/60,000
Property Damage \$25,000
Combined Single Limits \$100,000

Authorization to Acquire a Vehicle

Authorization to acquire a vehicle must be reviewed and approved by the VP of the area or President, and will be issued subject to availability.

Pre-Trip Checklist

It is the responsibility of the driver to inspect the assigned vehicle before departure and complete the checklist provided. If a condition is found that would make the vehicle unsafe to operate, the Director of Plant Operations and Maintenance should be notified immediately. Should the vehicle require service while on a trip, the Director of Plant Operations and Maintenance should be notified for authorization.

Trip Reports

Trip reports must be completed and include mileage, account numbers, and purchases made. Keys and travel reports must be turned in with the vehicle. Trip reports for rented vehicles must be turned in to the Physical Plant and must include the above information.

Trip Mileage

Trips should be planned for the shortest route. Side trips not on direct route are not related to college

business and should not be taken.

Instructions in Case of Accident

In the event of an accident, no matter how minor, proceed as indicated:

If there are injuries, call an ambulance.

- Call police; obtain name and badge number of investigating officer.
- Get information to obtain a copy of accident report (report or case number, cost and mailing address of agency investigating the accident). It is the responsibility of the driver to obtain a copy of the accident report.
- Write down the facts (how the accident occurred, weather conditions, etc., name and address of owners, drivers, and occupants of vehicles involved and license numbers of vehicles, names and addresses of all witnesses).
- Give the other parties your name, address, phone number, insurance company, and current policy number.
- Do not admit fault.
- Promptly report all accidents, regardless of severity, to one of the following: Chief of Campus Police, Director of Plant Operations and Maintenance, or your immediate supervisor.
- All accidents involving physical damage or bodily injury must be reported to the insurance carrier at the earliest practical time.
- The driver must cooperate with law enforcement personnel.

Instructions in the Event of Theft

If a vehicle is stolen, notify the local police, the Director of Plant Operations and Maintenance, the PJC Campus Police, and your immediate supervisor.

Driver Safety Rules

- Only individuals whose names are on the College Driver's List may drive a vehicle on college business.
- All citations for moving violations and accidents, including those obtained when driving other than a college vehicle, must be reported as above.
- The driver may not transport passengers for non-college business.
- No unauthorized rider, hitchhikers, etc., are permitted to ride in college vehicles.
- Under no circumstances is a college vehicle to be driven by a nonemployee, except in emergencies or in case of repair testing by a mechanic.
- Any driver who has a driver's license revoked or suspended shall immediately notify his/her supervisor and discontinue operation of college vehicles.
- Drivers must promptly report all summonses received for moving violations during the operation of a college vehicle to their supervisor.
- No driver shall operate a college vehicle when his/her ability to do so safely has been impaired, affected, or influenced by alcohol, drugs, medication, illness, fatigue, or injury.
- Drivers are responsible for ensuring the security of college vehicles. The engine must be shut off, ignition keys removed, and transmission in park or low gear, parking brake applied, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.
- Drivers must honor posted speed limits. In the event of adverse driving conditions, drivers are required to reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, light, and traffic.
- Drivers are required to maintain a safe following distance at all times. Drivers should keep a two-

second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should increase to at least 6-8 seconds.

- No one may operate a college vehicle while under the influence of alcohol or drugs, which may inhibit driving ability.
- Drivers must possess a valid and current operating license to operate any vehicle for college business.
- Drivers who are involved in excessive accidents, or accidents where traffic violations occur, will be subject to review and corrective actions, including the loss of privilege to operate any vehicle for the College.
- Drivers are to ensure that there is proper clearance to the sides, behind and overhead before backing. This may require that drivers physically walk behind their vehicle and/or seek assistance.
- All drivers and passengers operating or riding in college vehicles must wear seat belts and shoulder straps if provided and even if air bags are installed. This policy applies to drivers and passengers who use personal vehicles for college business purposes. If an infant is riding in a college vehicle, the infant must be in an approved child restraint system.
- Employees are prohibited from overloading and/or overcrowding a vehicle, which may result in unsafe operation. It is the guideline to not carry more passengers than the number of occupant restraint systems in the vehicle.

Traffic Violations and Fines

All traffic and parking violations are considered personal and any fine or ticket must be paid promptly by the violator. Drivers assume the duty obeying all motor vehicle laws. Failure to pay a violation may affect the employee's eligibility for driving college vehicles.

Driving into Mexico

College owned or leased vehicles may not be driven into Mexico.

Approval of Travel Arrangements

Arrangements for travel should be made through prior submission of an absence report to the appropriate supervisor. Overnight travel must be approved by the appropriate vice president/president prior to leaving on a Travel Authorization form.

Reimbursement for Travel Expenses

Upon return to campus, the employee should complete the *Reimbursement for Travel* form for submission to the vice president and/or president for approval. No reimbursement for overnight travel will be made unless the appropriate absence report and Travel Authorization form has been approved and is on file. Reimbursement for use of personal vehicle will be at a rate of \$.40 per mile. When applicable, a copy of the conference attendance report must be attached to the reimbursement form. The supervisor will make distribution of the conference attendance report to the administrators and other staff members and is responsible for the quality of the report. Travel reports should be completed according to the procedures previously outlined in the *Purchasing* section.

Financial Aid Office Policies and Procedures

Verification Policy

Paris Junior College verifies students selected through the edit process by the Department of Education. In addition, any student with conflicting documentation is verified to resolve the conflict. The current Verification Handbook is followed when verifying the information reported by the student on his/her application. Also, all Paris Junior College employees will be verified.

Verification of Information for Title IV Assistance (Federal Register S/S 668.10, P.8953, 03-14-86)

Each student submitting an application for financial assistance shall, upon receipt by the institution of the Student Aid Report (SAR), be provided with a letter outlining the verification documents that are necessary, the deadline for submitting these documents, and the consequences of failing to complete any required action.

- **Deadline for submitting verification of enrollment** – The student shall have until their last day of enrollment, or June 30, whichever occurs first to submit any required verification documents. For applicants selected for verification by the Department of Education, the deadline may be extended to the earlier of 60 days from the last date of applicant's enrollment or September 1 of each year.
- **Deadline for submitting reprocessed Student Aid Reports** – The student shall have until their last class day of enrollment, or June 10, whichever occurs first to submit their reprocessed, verified SAR. For applicants selected for verification by the Department of Education, the deadline shall be extended to the earlier of 60 days from the last date of applicant's enrollment or September 1 of each year.
- **Consequences of failure to supply information within the designated time frame** – For SEOG and CWS, the institution shall not award any SEOG or CWS funds. For the PELL Grant Program, the institution will forfeit the PELL Grant for the award year.
- **Method of notification** – Students shall be notified of the results of the verification process by letter or personal contact or student e-mail. All students will be provided with information regarding the amount of the award as a fulltime student.
- **Applications requiring corrections** – After the initial application is submitted to the processor, corrections will be made electronically through our office. Zero EFC and the \$25 (Effective Fall 2012) tolerance options will be used where applicable without submitting corrections. Other tolerance options will be used on a very limited basis only, and payment will only be made on a corrected, verified ISIR. The new EFC calculated on the reprocessed SAR may be used to determine other awards in lieu of making corrections.

Statement of Educational Purpose and Registration Compliance Policy

All students receiving federal or state financial assistance must complete the Statement of Educational Purpose/Registration Compliance form. This statement is collected once each year and must include the student's signature and date.

Policy for Payment Periods and Frequency of Payment

A payment period is defined as a semester or summer term. Each year consists of two payment periods, Fall and Spring. Summer is considered a payment period only when a student has a remaining eligibility for this term. PELL grants are multiply disbursed in a single disbursement during each payment period.

Packaging Policies

All awards are made on a first-come, first served basis with priority given to files completed by June 1 of each year. Individual program policies are in each program section.

Costs of Attendance

The Cost of Attendance (student budget) is determined in the spring of each year for the following academic year and is submitted to the Texas Higher Education Coordinating Board for approval. Data for these budgets is obtained from student questionnaires, local apartments, utility companies, Lamar County Child Care Services, etc. Data is gathered and applied consistently to determine an average amount for each budget category. The budgets are then sent to the Coordinating Board for review and approval. Tuition and fees are based on the actual hourly tuition charge (as approved by the Board of Regents) and an estimate of the fees for students enrolled in 15 semester hours per semester.

Priority Service Dates

Students who submit an accurate need document and complete all required forms by the following dates shall be ensured that, if eligible, financial aid will be available for registration. For the fall semester, July 1; spring semester, November 1; summer sessions, May 1.

NOTE: Applications will be processed after priority dates, as funds are available.

Policy for Recalculation of EFC

Any recalculation of EFC mandated by an error in reported information is sent to the federal processor. All PELL Grant EFC corrections will be done electronically before payment is made to the student. An exception is made for students qualifying for tolerance options discussed earlier. A copy of all documentation to support recalculation is placed in the student's financial aid file.

Policy of Recalculation of PELL Grant

The College shall recalculate the enrollment status/cost of education for PELL Grant students who drop before the Official reporting date (ORD).

Refund Policies

Current refund amounts and policies are listed in the PJC Class Schedule.

Repayment Policy

Federal regulation, effective Fall 2000, requires the repayment of Title IV financial aid funding when a student withdraws from classes prior to the 60% point of the semester. The regulation requires that the recipient of the federal student aid funds return the unearned portion of a federal funding (excluding Work-Study program funds). The unearned portion is the percentage of time remaining in the semester multiplied by the amount of federal funding the student received on his/her behalf, up to the 60% point of the semester. If the student withdraws at or after the 60% point of the semester, the funding is considered earned. The Title IV portion of the repayment will be made within 30 working days of the date the student makes repayment. Students owing repayments to the Title IV programs will have a hold placed on their records and this repayment will be reported on financial aid transcripts to other schools. Any student that receives a combination of F's and W's or all F's at the end of the semester will be investigated under the R2T4 requirements. The students instructors will be contacted to verify the last date of participation and calculations for repayment will be made accordingly with Department of Education software.

Satisfactory Academic Progress - Effective August 2012

According to U.S. Department of Education Financial aid guidelines, Paris Junior College requires students who receive financial and state aid to maintain the following standards of satisfactory academic

progress (SAP). These measurements shall be used to determine your eligibility for all federal Title IV aid and for other need-based financial assistance, unless the terms of a particular grant or funding source states otherwise. Students must meet all three (3) measurements below to maintain their eligibility for financial aid.

1. Qualitative Progress Measurement: Minimum Cumulative Grade Point Average

To continue receiving financial aid payments, you are expected to successfully complete all your classes with good grades. You must have at least a **2.00 cumulative overall GPA (including developmental courses)** at the end of the spring semester each year, or you will be suspended from receiving your financial aid unless you file a successful appeal. Students will receive a warning letter at the end of the Fall semester and must see an academic advisor to establish an academic plan and monitoring system. See the section on Financial Aid probation below for more information on how Financial Aid suspension may affect your ability to receive aid. If you are awarded summer aid your GPA will be checked again at the end of the summer. You must have at least a 2.00 cumulative GPA at the end of the summer or your financial aid will be suspended (see suspension guidelines below).

2. Quantitative Progress Measurement: Number of Credit Hours Required to Complete

When you enroll in classes and receive financial aid, you are expected to complete those classes. If you do not complete at least **67 percent** of the credit hours that you started during the year (Fall and Spring), you will be suspended from financial aid. Only passing grades (D or above) count as successful completions. Incomplete or other grades that do not result in earned credits will not count as completions. Students will receive a warning letter at the end of the fall semester and must see an academic advisor to establish an academic plan and monitoring system. Summer aid each year will be awarded and at the end of summer your hours attempted and completed will be checked again. You must have successfully completed at least 67% of all classes attempted during that year or your financial aid will be suspended (see suspension guidelines below). Except for a program that takes less than one year to complete, SAP will be calculated at the midpoint of the program.

How do I calculate 67%?

1. Add all the hours you attempted during the year (Fall, Spring) *Classes dropped are counted.*
2. Multiply by .67
3. Round any decimal up to the next whole number and that is the number of hours you must successfully complete with a grade of an A, B, C, or D.

3. Quantitative Progress Measurement: Maximum Time to Complete a Degree/Program

When you receive financial aid to help pay for a program of study, you are expected to complete that program without wasting a lot of money and time. You must select a program of study before you can receive financial aid.

To make sure that you complete your program in a reasonable amount of time, a limit has been placed on the number of hours that you can attempt in order to complete your program. That limit is 150 % of the minimum number of hours required to complete your program. Once you reach the 150 percent limit, you will no longer be eligible to receive additional federal financial aid. The lifetime maximum Pell grant can only be received for 12 full time semesters combining all schools attended.

There are a lot of variables that go into calculating that limit, including, but not limited to:

1. *All attempted credit hours are counted regardless of whether or not you received aid to pay for them.*

2. *Any transfer hours that are accepted from other colleges toward completion of your program are counted. If you are a transfer student, you must submit transcripts from all previous colleges before the end of your first semester or second semester aid will be canceled.*
3. *If you repeat a course, both attempts are counted.*
4. *If you withdraw from a course, it is still counted as an attempt.*

Note: If you cannot complete your program within the 150 % limit, you will be placed on financial aid suspension when that determination is made.

Financial Aid Suspension

If you fail to meet any one of the SAP measurements described above, you will be placed on financial aid suspension for at least one award year, unless you file a successful appeal. (Once you exceed the 150 percent limit, you cannot regain satisfactory progress. However, in extreme circumstances you may appeal to extend your eligibility to complete a program.) During the period of suspension, you will not be eligible to receive financial aid.

To regain financial aid eligibility, you must pay the expenses related to at least half-time enrollment (six hours) at Paris Junior College and satisfy all SAP requirements.

Unusual Circumstances and Appeals

If unusual circumstances contribute to students' lack of academic progress, those students may regain Title IV eligibility through direct appeals to the Financial Aid Office. Financial aid administrators review appeals and make exceptions to SAP policies on a case-by-case basis using professional judgment. Federal regulations offer sample situations of unusual circumstances. According to federal guidelines, unusual circumstances include, but are not limited to:

- Illness.
- Injury.
- Personal crisis.
- Death in the family.
- Other unusual circumstances that reasonably could contribute to a lack of academic progress.

If you are placed on financial aid suspension, you may petition the Financial Aid Office to consider mitigating (special) circumstances that resulted in your inability to meet the SAP requirements. The Appeal Form must be completed and must include supporting documentation (if applicable) regarding the circumstances (i.e., medical statements, divorce documents, letters of unemployment, etc.).

You will be notified by the Financial Aid Office within five days after a decision has been made regarding the appeal. If the appeal is approved you will be put on **financial aid probation** for a period of no less than one semester. You will be required to meet with an academic advisor evaluate your educational goals and program of study. You must abide by all probationary requirements as designed by the advisor and the Financial Aid Office.

If the Financial Aid Office denies the petition, you may follow the same written procedure to appeal to the college Financial Aid Committee for review.

Financial Aid Probation

Students who are awarded aid on financial aid probation will be required to meet with an academic advisor every two weeks and report grades and absences to their advisor. Progress will be monitored throughout the semester. Students will be required to attend regular tutoring. Financial aid

disbursements may be held until the student complies with probation terms agreed upon by the student and the academic advisor. When a student successfully raises their Cumulative Overall GPA to a 2.0 and completes enough hours to meet the 67% of attempted hours, they will be released from probation.

WARNING: Repayment of Federal Funds

If you receive federal financial aid and withdraw from all courses at or before the time when 60 percent of the term is completed, you will be required to repay a portion of the federal aid received.

If you receive a grade of F in all courses for a semester, you will be required to repay a portion of financial aid received unless an instructor documents that you participated in at least one class through the 60% point of the term.

Financial Aid Will Not Pay For

Any credit hours in excess of the 150% maximum program limit (see discussion of Quantitative Measurement No. 2 above)

- Credit hours earned by placement tests
- Courses you register for after the official certification date of the semester
- Courses taken by transfer (transient) students attending for summer only

Summer Enrollment and the SAP

When calculating the SAP status, summer hours attempted will be counted toward the 150% maximum, and summer grade points earned will be calculated as part of the cumulative grade point average.

Direct Loan Packaging Policy

A statement will be included on the Financial Aid Award Letter sent to students via mail indicating that the student may be eligible for student loans as an option. Students wanting more information are instructed to contact the PJC Financial Aid Office to request more information and/or a Federal Student Loan Request Packet.

PJC will only process Federal Direct Loans for the following enrollment periods; fall and spring. Summer Federal Direct Loan requests will only be considered for Associate in Applied Science or certificates in the following programs of study: Cosmetology, Welding, Horology, Jewelry, Jewelry Technician (Computer Aided Design, Repair Technician), Vocational Nurse (LVN), Associate Degree Nursing Program (ADN), Radiology Technology, Emergency Medical Services-Paramedic, Surgical Technology and Air Conditioning & Refrigeration, since these programs often require summer enrollment.

Federal Direct Loan Application Requests

A student who is requesting to have a Federal Direct Loan as a part of their award package must complete the Paris Junior College Federal Student Loan Request Packet (FSLRP). The potential student borrower must submit a completed FSLRP with printout of NSLDS loan history (if applicable), print out of successful completion of the Financial Awareness Counseling available online at <https://studentloans.gov>, and Financial Aid Loan Budget Worksheet.

Deadline for FSLRP submission will be the Friday of the first week of class for the fall, spring and summer terms only. Specific deadline dates for each of the terms are listed on the Federal Student Loan Request Packet. Incomplete packets will not be accepted, held for additional documents or processed. Students submitting a FSLRP should be requesting for the academic year, not just term. Student will only be allowed to submit one Federal student Loan Request Packet (FSLRP) per academic year.

A potential borrower must accept any aid that has been awarded through the PJC student portal, be enrolled in a minimum of 6 credit hours required for the student's declared academic program, meet

Financial Aid Standards of Academic Progress, prior to processing of the FSLRP.

Award and Disbursement Procedures

Completed FSLRP's will be processed by the Official Reporting Date (ORD). Loan(s) awarded must be accepted by the student through the PJC student portal by ORD to prevent a drop for non-payment. A loan offer in a "pending" status will not prevent a drop for non-payment. A "pending" status is defined as an award offer that is waiting for the student's action of acceptance through the Net Partner student portal.

Student borrowers are required to complete the Direct Loan Entrance Counseling (DLEC) session and Master Promissory Note (MPN) at the PJC Testing Center. Students will be required to complete the Direct Loan Entrance Counseling and Master Promissory Note on an annual basis or more frequently on a case by case basis. After completing the counseling and MPN, each student will meet in person with PJC financial aid staff to review and verify references. If references cannot be verified, the loan will be cancelled. Both the Direct Student Loan Entrance Counseling and Master Promissory Note (MPN) will need to be complete before any accepted loan awards can be credited to the students billing account at PJC. PJC will provide additional group Direct Loan Entrance Counseling sessions each term for student borrowers to participate in.

Students will have 30 days from ORD to complete the Direct Loan Entrance Counseling (DLEC) session and Master Promissory Note (MPN). If the DLEC and MPN are not completed within this time frame the loan offer/acceptance will be cancelled and assessed on a case-by-case basis.

Loan disbursements occur in two payments each fall and each spring term. First disbursement will occur after ORD and the second will occur after the last day to drop/withdraw. Students will typically receive one-half of the loan in each payment.

Paris Junior College defines the loan period based on the projected enrollment of the student. If a student receives loans from another school within the same loan period, then we must consider all loans received and certify only the remaining loan eligibility.

Disbursements to the business office and refunds of loan fund(s) to the student, may be delayed due to various start dates or non-traditional class formats in which the student is registered.

Federal Direct Loan Exit Counseling

The U.S. Department of Education requires that a student participate in Federal Direct Loan Exit Counseling for a student, who has taken out a Federal Direct student loan, when a student withdraws, graduates, drops below half-time attendance or plans on transferring to another school. PJC requires the student to complete counseling in group exit counseling sessions that will be offered at the end of each academic term (fall, spring and summer)

If a student fails to complete Federal Direct Loan Exit Counseling they will receive a letter directing them to the Federal Direct Loan Exit Counseling website. After 30 days, if student still has not completed exit counseling the Financial Aid Office will send out an Exit Counseling Guide provided by the U.S. Department of Education.

Every attempt will be made to assist the student in completing the exit counseling before he or she leaves campus. Transcript hold will be placed on students' accounts until they have completed exit counseling.

NOTICE TO APPLICANTS

Student Financial Assistance Programs Disclosure of Social Security Account Number

Section 7(a) of the Privacy Act of 1974 (5 U.S.C. § 552a) requires that when any federal, state, or local government agency requests an individual to disclose his or her Social Security Account number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what use will be made of it.

Accordingly, applicants are advised that disclosure of the applicant's Social Security Account number (SSAN) is required as a condition for participation in student financial assistance programs sponsored by the federal government, state of Texas, or the local government, in view of the practical administrative difficulties that would be encountered in maintaining adequate program records without the continued use of the SSAN.

The SSAN will be used to verify the identity of the applicant and as an account number (identifier) throughout the life of the loan or other type of assistance in order to report necessary data accurately. As an identifier, the SSAN is used in such program activities as determining program eligibility, certifying school attendance and student status, determining eligibility for deferment or repayment of student loans, and for tracing and collecting in cases of defaulted loans.

Authority for requiring the disclosure of an applicant's SSAN is grounded on Section 7(a)(2) of the Privacy Act, which provides that an agency may continue to require disclosure of an individual's SSAN as a condition for the granting of a right, benefit, or privilege provided by law where the agency required this disclosure under statute or regulation prior to Jan. 1, 1975, in order to verify the identity of an individual.

The state of Texas has for several years consistently required the disclosure of the SSAN on application forms and other necessary program documents use pursuant to statutes passed by the Texas Legislature and regulations adopted by the Coordinating Board, Texas College and University System. October 12, 2007.

General Policies and Procedures

- For all financial aid programs, students must complete the needs analysis (FASFA).
- Student's files must be completed (all forms necessary to determine eligibility and all forms requiring signatures must be on file) before financial aid will be awarded. This includes any verification documents.
- A hold will be placed on all student records of those students who show indebtedness to the College.
- Over-awards and other indebtedness to the College will be collected before the student is allowed to re-enroll. Any over-award or other indebtedness collected will be deposited in the Business Office for credit to the proper account.
- The student will not be paid financial aid funds when placed on financial aid suspension.

Federal PELL Grant Program

- Students submit the Student Aid Report to the Office of Financial Aid with all the requested documentation, including copies of base year tax returns. Students must submit verifications of non-taxable income and verification of independent student status when required.
- The data is verified and the award is calculated according to current regulation and payment schedule. Satisfactory academic progress is also verified at this time.
- Student's eligibility information is compiled and entered into POISE.
- On at least a monthly basis, the payments are reported to the Department of Education through Ed Express for processing. The PELL pay expenditures reported must match the figures supplied by the Business Office for the same period. When the batch is returned to the Office of Financial Aid,

it is verified to ensure that all payment documents are correct.

PELL Grant Procedures

- Eligible students are allowed to charge tuition, fees, books, room and board and supplies (up to their semester eligibility) at the time of registration by signing and dating the authorization form at the bottom of the award letter.
- Refund payments to students after they register are made 14 days after the official class day.
- Payments to athletes are coordinated with the Director of Financial Aid in a manner consistent with federal regulations and to the student's benefit. Financial assistance to the student/athlete that is specified as a full scholarship must be based on certified need. Under no circumstance may assistance to student/athlete exceed the amount of need established on the Needs Analysis Form approved by the U.S. Commissioner of Education. The Director of Financial Aid has the final approval of all special payment arrangements for athletes.

Federal Supplemental Educational Opportunity Grants

SEOG Awarding Criteria

An SEOG cannot be less than \$200.00 per year, or more than $\frac{1}{2}$ of the student's budget or \$4,000.00 whichever is less. (Awards as small as \$100.00 for a single semester may be made). The Director of Financial Aid determines the amount of the award based on unmet need and the regulations governing this program. The financial aid office sends award letters to recipients, and places the folder in the award letter file. Award is made on the POISE system or a tuition adjustment is allowed at registration. Students may pick up refund checks in the Business Office and sign check copy.

Federal Work Study Program

- **Awarding Criteria** – Awards are made first to those with the greatest unmet need within the awarding cycle (usually on a daily basis). The Director of Financial Aid determines the amount of the award based on unmet need of the student and the regulations governing this program. The Financial Aid Office will send awards letters to recipients and places the folder in the award letter file. Eligible students are referred to the Business Office where the student must complete an IRS W-4 form, and INS I-9 form, and employment authorization. The time sheet is signed by the student and the supervisor and forwarded to the Business Office after the payroll has been completed. A printout is forwarded to the Financial Aid Officer. The Business Office prepares and distributes Work-Study checks to the students.
- **Requesting Work-Study Assistants** – The goal is to allow each department the opportunity to select eligible work study students of their choice and to start them working in a timely manner. Each department must request the number of work study positions needed and hours requested for each position before the deadline. After the deadline all requests will be considered for allocation of our work study award. Each department will be given a number of positions and hours to hire out to eligible work study students. The choice of whom to hire will be up to each department through an application and/or interview process based on the skills needed for the position. Students will be notified of their Eligibility for work study through their financial aid award letter and requires full time enrollment (12 hours or more). If a student is interested in work study, they must request work study on their FAFSA and be awarded. This is done on a first come first serve need basis. The student will be responsible for locating a department on campus in which to work. Through this process, we hope to encourage job search, interviewing, and communication skills to develop in our students. Departments will notify the Financial Aid Office of their selection for employment as soon as the decision is made (must be prior to the first day of employment). All work study will be allocated to departments; therefore, supervisors will be responsible for maintaining records as to the balance of the department's work study by student. Work study students hired must maintain full-time enrollment status during employment period.

Paris Junior College does NOT participate in the Federal Direct Stafford Loans, Perkins Loans, or Parent Plus Loans.

Reports to NSLDS/Lenders

Student enrollment status will be reported to the National Student Loan Data System 5 times a year. This will make current information available to lenders for enrollment documentation. If needed, reports requested by lenders shall be completed and submitted to the lender in a timely manner. All students listed on the lender requests for assistance shall be sent a letter informing them of their current status and the possible consequences of further delay in payment. The letter will encourage the student to contact their lender in an attempt to rectify the situation. A copy of the letter will be sent to the lender as well.

Default Management Plan for Previous Loans Received at Paris Junior College

All students receiving a student loan at Paris Junior College will be mailed and e-mailed exit loan information. They will be required to do exit counseling and take an on-line exit test to confirm understanding of repayment responsibilities. The exit counseling will be available on-line, one-on-one interview, or info-sessions offered at the end of each semester. These things will be coordinated by the PJC financial aid office. The 30-day wait period for student loan borrowers will assist on default and repayment due to early withdrawal and R2T4 repayment calculations. Loan debt management and financial management seminars will be offered each semester free of charge to all students to assist with the education of student responsibilities.

Texas Public Education Grant (TPEG)

In order to provide a program to supply grants to students attending this institution, the governing board shall cause to be set aside for use as Texas Public Educational Grants as authorized in section 56.033 of the Texas Education Code, an amount of tuition to be specified by the legislature.

Criteria for Awarding Grants

1. Grants are to be made to students who have been accepted for enrollment and who actually enroll in the term or terms for which the grant is awarded.
2. Grants are to be awarded based upon financial need of the applicant.
3. Financial need is to be determined by use of the Federal methodology by completing the FAFSA. Deviation from such procedures shall be properly documented at the institution.
4. During the first six weeks of classes, awards to residents may only be funded through funds set aside from resident tuition revenues; awards to nonresident and foreign students may only come from funds set aside from the tuition revenues of such students. After the sixth week of classes, funds may be shifted as needed between the two funds.
5. Up to ten percent of the funds set aside for the Texas Public Educational Grants Program may be used to provide short-term tuition and fee loans to students. PJC currently does not make short-term loans.
6. At the end of a fiscal year, if the total amount of unencumbered funds that have been set aside under this program by this institution exceeds 150 percent of the amount of funds set aside by this institution in the fiscal year, the institution shall transfer the excess amount to the coordinating board for the purpose of awarding scholarships as provided by law to students at other institutions.

Awarding Procedures

An amount annually established by the Business office of available TPEG is awarded to eligible students whom are not eligible for Pell or SEOG during the Fall and Spring semesters. The annual amount awarded to students is \$1000, which is divided in half for fall/spring. These funds are awarded on first come first serve based on need. (EFC 3001-7000). After Fall ORD, the funds for the student that did not attend will be re-awarded to currently enrolled students. In limited situations, TPEG will be awarded for an EFC below 3001.

A portion of TPEG is reserved for summer programs that students would have no other aid available and are required to enroll.

A portion of TPEG is reserved for Continuing education scholarships that have met need based criteria.

A portion of TPEG is used to reimburse institutional scholarships that have established need eligibility. This is done each semester. Currently reimbursement has only been for tuition and fee scholarships.

State Aid Programs

All state aid programs are processed and awarded by the specific program guidelines established by the Texas Higher Education Coordinating Board.

Scholarship Program

Collection of Completed Applications

Students will be instructed to return the completed scholarship application to the Office of Admissions. This will allow for a central clearing house for recording applications as they are received and distributed to the specified departments. All students applying for institutional scholarships are required to complete the FAFSA financial aid application.

Application Distribution

The offices of Financial Aid and Admissions will be primarily responsible for the distribution of scholarship applications. Each department will also have access to blank scholarship applications for individual recruiting trips, school visits, or returning students. The offices of Financial Aid and Admissions will begin distribution of the General Application in February of every year in preparation for the following fall semester. Any student or prospective student will be offered the opportunity to complete a scholarship application.

A copy of each application will be forwarded to the appropriate department personnel for the area of study or interest indicated on the application. This copy will have attached a statement of any other department who has received this application for consideration so that coordination between departments on scholarship awards may be enhanced. The student will be sent a letter stating that the application has been received in the Financial Aid office and forwarded to the following departments. The distribution procedure will be forwarded to the departments. The distributions procedure will be followed immediately upon receipt of a scholarship application. The applications will not be held until the priority date indicated on the application. It will be the responsibility of each department to retain the applications until each departmental deadline for submission of applications is met.

Award Selection Procedure

Award selection is determined by individual scholarship selection criteria as specified by individual departments.

Award Notification

Students will be mailed an award notification letter by the perspective department. This letter must specify the amount and terms of the scholarship award. The student must sign and return the letter accepting or denying the awards by a specified date. If the scholarship award is accepted, a copy of the letter must be forwarded to the President's Office. Scholarships are included in the total student financial aid package and may not exceed the cost of education. If the award is denied, each department will select the next alternate for the award and repeat the procedures. After all awards are accepted, a compiled list of recipients will be submitted by each department to the Office of the President for entry into the computer system for registration. The list, whether complete or not, must be submitted by June 15.

Guidelines for Institutional Scholarships

Athletes on full scholarships may not receive more than one institutional scholarship. All institutional scholarships will be prioritized for the fall and spring semesters, and only half of a yearly scholarship may be awarded during any semester. All institutional scholarship students must maintain a minimum cumulative GPA of 2.0. The President and Scholarship Committee will review exceptions to this policy.

Security and Safety Information

Campus Police

The Paris Junior College Campus Police Office may be reached at extension 1399 (on-campus) or 903-782-0399. However, in the event of an emergency, you may reach police, fire, or ambulance from the campus phones by dialing 911. The office is located in Room 108 of the Student Center.

All Paris Junior College Department of Public Safety officers (Campus Police) are licensed peace officers. Officers are commissioned by Paris Junior College and licensed by the Texas Commission on Law Enforcement. Officers have full arrest powers. The Paris Junior College Campus Police has a close working relationship with the local law enforcement agencies in order to ensure the safety of each campus or center.

Campus Police conduct regular foot and vehicular patrols and enforce all regulations, rules, and laws, both of the College and the State of Texas. Students, faculty, staff, or visitors may report potential criminal activities, criminal acts and other emergencies on campus to Campus Police.

The most current safety procedures and information may be found by accessing the Campus Police Tab on the Paris Junior College main website. The information found in the Employee Procedures Handbook covers only a portion of this information, which may be found at <http://www.parisjc.edu/index.php/pjc2/main/pjc-dps>.

Dragon Alert

In the event of an emergency or severe weather, you can receive an alert sent by text message or e-mail. This is a free service provided by Paris Junior College, though normal message fees may apply. To receive text messages to your cell phone, your cell phone must have text messaging capabilities. Notifications are dependent upon external providers and Paris Junior College cannot guarantee notifications will be received by the intended recipient. To sign up, go to www.parisjc.edu, select the “Faculty and Staff Area” link at the left side of the page, log-in, then click the first link under “Faculty and Staff Area/General Links” and fill out the form and submit it.

Parking Permits

Paris Junior College faculty, staff, and students are required to obtain a parking permit from the PJC Campus Police. Please refer to *Traffic and Parking Rules and Regulations* at the PJC Campus Police web site or obtain a printed copy from the Campus Police Office.

Identification Cards

Paris Junior College faculty, staff, and students are required to obtain a PJC identification card. Employees are required to wear the ID during working hours. There will be a replacement cost fee of \$50 if lost. These cards may be obtained at:

- Paris Campus – issued in the Testing Center of the Alford Building
- Greenville Center – issued at the main office
- Sulphur Springs Center – issued at the main office

Parking Tickets

Please refer to Traffic and Parking Rules and Regulations at the PJC Campus Police web site.

Campus Building Keys

It is the procedure of the College that, other than normal working hours, all building shall be locked in order to maintain the security of both the buildings and contents. Staff members and students may be issued keys to college buildings and offices upon the recommendation of the administrative head and the approval of the official in charge of the building. Keys are issued for entry to college buildings for the purpose of conducting college business only. All issued keys remain the property of Paris Junior College and must be returned to Human Resources upon transfer, termination, or request. **In no case is a key to be transferred from one individual to another or to be obtained from any source other than the Physical Plant Department.**

Building Key Checkout Procedures

In order to obtain a key for your area, you must complete a Key Request Card and have the request approved by the President. Once the request is approved, you should report to Maintenance to obtain your key. You will be asked to sign for the key and will be responsible for the key until you return it to Maintenance or turn the keys into Human Resources at the time you discontinue your employment at PJC.

Loss/Damage to School Property

Any loss or damage to school property should be reported to the administrative head of the department and/or the PJC Campus Police Office.

Smoking on Campus

All indoor public areas of the Campus are non-smoking areas. Smoking is permitted only in designated areas. Signs and/or international symbols are posted at all entrances to the buildings.

Designated Smoking Areas

Anyone smoking on campus must smoke in areas designated “Smoking Area”. Anyone smoking outside an area designated for smoking will be disciplined in accordance with college policy. Students violating the policy will be fined for violations.

Smoking areas are designated with signage. Smoking is allowed in the following designated areas:

Paris Campus

- Rheudasil Learning Center/Library – East side of the library and 25 feet from doors.
- Walters Workforce Training Center – Southwest front corner of the building and southeast front corner of the building at least 25 feet from doors.
- Applied Science Center – West side of the building 25 feet from doors.
- Mayer Music Building/Old Gym/Grimes Center/Williams Administration Building – South end of the Natural Sciences building by the loading dock for the Theater.
- McLemore Student Center – South side of the building by the loading dock.
- Student Development and Testing Center – West side by the Maintenance Mechanical Building.

Greenville Center

South side of the building on the patio area 25 feet away from back doors.

Sulphur Springs Center

25 feet away from any building doors.

Safety

Campus Safety

The Paris Junior College Police Department may be reached at extension 399. If, however, there is an emergency, you may reach police, fire, or ambulance from the campus phones by dialing 911. The office is located in the first floor of the Student Center.

Emergency Plan

The purpose of the emergency plan is to provide emergency preparedness for Paris Junior College; the following procedure has been developed to warn students, employees, and campus visitors of the threat of tornado, severe weather conditions, or their potential dangers. Emergency personnel will use the following codes to issue statements:

- **Severe Weather Watch or Warning:** probable chance of severe conditions.
- **Code Green:** threatening weather conditions are present and of such severity as to suggest tornadic activity.
- **Code Red:** an actual tornado or funnel cloud has been sighted and is moving in the general direction of the city or college.
- **All Clear:** Code Green or Code Red conditions no longer exist. The immediate threat of severe weather and/or tornadic activity has passed.

When a **Code Green Alert** has been issued, PJC's Campus Police office will notify the following offices and/or agencies, who should notify their personnel: President, Vice Presidents, , Director of Plant Operations, and Director of Student Life. At the issuance of a Code Green Alert, all available radios should be turned to a local radio station for additional weather information. The officer on duty shall proceed to the area of the Gabbert Building and remain there until a Code Red or All Clear is given.

At the issuance of a **Code Red Alert**, the office on duty will notify as many areas as time will permit. In the event that a Code Red Alert is issued, the officer on duty will proceed around the campus sounding the siren and using the public address system to warn those on campus to take shelter. Campus personnel should also listen for the city weather siren. At the issuance of a Code Red Alert or other warning system, all of the persons on campus shall move to one of the following designated areas **if time permits**. The Dragon Alert will be utilized.

Safe Location for Each Campus Building

Administration Building	Center hall of building or basement
Frank Grimes Center	Restrooms or small interior offices
Math & Science Building	Restrooms
Old Gym	Under bleachers or east classroom
Music Building	Restrooms or practice rooms
Alford Center	Restrooms or east office area
College Store	Restroom or office area
Learning Resources Center	Restrooms, circulation area, northwest offices
Applied Sciences	Restrooms or small interior offices
Walters Applied Technologies	Center hall (east or west) or restrooms
Annex I, II, III	Restrooms or small interior offices
Annex IV	Restrooms, small interior office, or the Administration Building basement
Maintenance	Noyes Stadium bleachers
Residence Halls (ALL)	First floor restrooms

NOTE: Because of the different building construction materials, it is difficult to designate the safest place in each building. Look at your area and use common sense to find the best locations, as the above are only suggestions.

Emergency Medical Procedures

In the event of a medical emergency involving a student, visitor, or employee at Paris Junior College, City of Paris EMS and the PJC officer on duty should be notified immediately.

- **Non-life threatening** accidents (ie: minor cuts, illness, etc.) should be reported to the PJC Campus Police and the injured or ill person should be directed to seek medical attention from his or her family doctor, a local hospital emergency room, or minor emergency clinic. A written report should be sent to the PJC Campus Police.
- **Life threatening** accidents or illnesses should receive immediate medical attention by calling 911. The employee should remain with the person with the accident or illness until medical assistance arrives if at all possible.

The PJC Health Occupations Department is not equipped to handle medical emergencies. Employees should not risk imposing additional injury or waste valuable time transporting injured or ill individuals to that facility.

Crisis Management Plan

When a crisis occurs, the PJC Chief of Police and/or the College President will notify other personnel to assemble and determine the nature of the crisis. Facts surrounding the crisis or disaster event will be gathered and prepared in statement form by the crisis team and then information will be released to the public as soon as possible—not as a press release—but as a brief statement of the situation. This is to avoid rumors or inaccurate stories. The Director of Marketing and Public Relations should be available at all times to respond to the media until the crisis has abated. Frontline telephone personnel should direct media calls to the Director of Marketing and Public Relations.

Hazard Communication Plan

The PJC Campus Police Office has developed a plan to comply with OSHA *Hazard Communications Standards*. This document details the steps taken by the College to ensure that the hazards of all chemicals used by PJC have been evaluated and communicated to affected employees and students. The full plan is disclosed on the PJC Campus Police website.

Inclement Weather Conditions/Campus Closing

Paris Junior College holds classes except when weather conditions are potentially life threatening. When these conditions exist, the announcement of class cancellations will be made at the earliest possible time via local and area radio stations. For college personnel, cancellation of classes does not constitute a non-working day. All personnel are expected to report to work unless otherwise publicly notified as a *campus closing*. College personal leave policies will apply if an employee chooses not to report to work on those days.

Crime Awareness Information

The PJC Campus Police Office provides information to help ensure a safe environment for students, staff, and visitors to the campus. Please review the entire publication on the PJC website.

Minor Children on Campus

For safety reasons, minor children are not allowed on campus while student parents are attending classes. Minor children who are visiting on campus with parents conducting college business must be under the direct supervision and control of their parents or guardians at all times.