

Collin College

2024-2025 Employee Handbook

If you have difficulty accessing the information in this document because of a disability, please contact the Human Resources office at (972) 985-3783 or email hr@collin.edu.



**COLLIN
COLLEGE**

Table of Contents

Contents

Introduction.....	6
College Information	7
Description of the College.....	7
Purpose, Mission, Vision Statement, Statement of Ethics and Philosophy and Core Values	8
Purpose Statement	8
Mission Statement	8
Vision Statement.....	8
Statement of Ethics and Philosophy	8
Core Values	9
Board of Trustees	10
Board Meetings.....	11
Administration	12
Chief Executive Officer.....	12
Cabinet.....	12
Leadership Team.....	12
College Calendar	12
Helpful Contacts.....	13
Employment	14
Equal Employment Opportunity	14
Title IX Coordinator for Employees.....	14
Deputy Title IX Coordinator for Employees	14
Job Vacancy Announcements	15
Employment after Retirement.....	15
Contract and Noncontract Employment.....	15
Recertification of Employment Authorization.....	16
Searches and Alcohol and Drug Testing.....	16
Workload and Work Schedules.....	17
Breaks for Expression of Breast Milk	18
Outside Employment	18

Performance Evaluation	19
Compensation and Benefits	20
Salaries, Wages, and Stipends	20
Payroll Deductions	21
Overtime Compensation.....	21
Travel Expense Reimbursement	23
Health, Dental, Vision, and Other Insurance Plans.....	23
Cafeteria Plan Benefits (Section 125)	24
Workers’ Compensation Insurance	24
Unemployment Compensation Insurance.....	24
Retirement	25
Other Benefit Programs.....	26
Leaves and Absences	28
Vacation	29
Holidays.....	29
Sick Leave	30
Family and Medical Leave (FML)—General Provisions.....	31
Local Procedures for Implementing Family and Medical Leave Provisions	31
Personal Leave	33
Bereavement Leave	33
Sick Leave Bank (or Pool)	33
Workers Compensation Benefits.....	34
Jury Duty	34
Compliance with a Subpoena	34
Religious Observance.....	35
Military Leave.....	35
Employee Relations and Communications	38
Employee Recognition and Appreciation	38
College Communications	38
Complaints and Grievances	39
Employee Conduct and Welfare	40
Standards of Conduct.....	40
Discrimination, Harassment, and Retaliation on the Basis of Sex.....	40

Discrimination, Harassment, and Retaliation on the Basis of Other Protected Characteristics	43
Reporting Crime	45
Employee Coaching and Discipline	45
Standards of Performance	46
Technology Resources	46
Information Security	46
Personal Use of Electronic Media	47
Records Retention.....	48
Requests for Public Information	49
Motor Vehicle Reports.....	49
Criminal History Background Checks	50
Employee Arrests and Convictions	50
Alcohol- and Drug-Abuse Prevention	50
Tobacco Products and E-Cigarette Use.....	51
Fraud and Financial Impropriety.....	51
Conflict of Interest	52
Gifts and Favors	52
Intellectual Property	52
Associations and Political Activities	54
Safety and Security	54
Annual Security Report	55
Possession of Firearms and Weapons	55
General Procedures	56
Campus Closures.....	56
Emergencies.....	56
Parking	61
Identification Card	61
Library	61
Purchasing Procedures	62
Name and Address Changes	62
Personnel Records	62
Facilities Use	63

Professional Development Resources and Support	63
Termination of Employment	64
Resignations	64
Resignations and Exit Information	65
Full-Time Faculty Resignations	66
Termination of Non-Teaching Employees/Staff	67
Dismissal or Nonrenewal of Contract Employees.....	69
Dismissal of Noncontract Employees	69
Reports Concerning Court-Ordered Withholding.....	69
Student Issues	70
Equal Educational Opportunities	70
Student Records.....	70
Student Complaints.....	71
Student Conduct and Discipline.....	71

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all college policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Chief Human Resources Officer. The college also has a [handbook for faculty and adjunct faculty](#).

This handbook is neither a contract nor a substitute for the official college policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of college policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. Employees may refer to the policy codes associated with handbook topics, confer with their supervisor, and/or call the appropriate college office for more information. College policies can be accessed online: [Board Policy Manual](#).

College Information

Description of the College

Policies AB, AC Series

Since first offering classes at area high schools in 1985, Collin College has expanded to eleven locations comprised of seven campuses and four centers in addition to our virtual campus, iCollin. The college serves more than 58,000 credit and continuing education students annually. As the only public college based in the county, the college offers more than 200 degrees, certificates, and transfer programs in a wide range of disciplines, including a Bachelor of Science in Nursing (BSN), a Bachelor of Applied Technology (BAT) in Cybersecurity, a Bachelor of Applied Science (BAS) in Construction Management, and a Bachelor of Applied Science (BAS) in Clinical Operations Management.

Collin County Community College District is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Collin County Community College District also may offer credentials such as certificates and diplomas at approved degree levels.

The corporate name of this college, as provided by law, is Collin County Community College District, herein referred to as "Collin College."

The service area of the Collin County Community College District includes the following territory within:

1. Collin and Rockwall Counties; and
2. The part of Denton County that is within the municipality of The Colony, the municipality of Frisco, and the Celina and Prosper independent school districts.



Purpose, Mission, Vision Statement, Statement of Ethics and Philosophy and Core Values

Policy AD

Purpose Statement

Through its campuses, centers, and programs, the College District fulfills community and industry needs and its primary statutory purposes under Section 130.003(e) of the Texas Education Code by providing:

1. Academic courses in the core curriculum or a field of study curriculum to transfer to higher education institutions;
2. Programs leading to baccalaureate degrees, associate degrees, or certificates, including technical programs, designed to develop marketable skills and promote economic development;
3. Continuing adult education programs for academic, professional, occupational, and cultural enhancement;
4. Developmental education and literacy programs designed to improve the basic skills of students;
5. A program of student support services, including counseling and learning resources, designed to assist individuals in achieving their educational and career goals;
6. Workforce, economic, and community development initiatives designed to meet local and state needs; and
7. Other purposes as may be directed by the Board and/or the laws of the State of Texas.

Mission Statement

The College District is a student- and community-centered institution committed to developing skills, strengthening character, and challenging the intellect.

Vision Statement

Delivering a brighter future for our students and communities.

Statement of Ethics and Philosophy

It is the policy of the College District to apply the highest ethical standards to all members of the College District community, including the Board, administration, staff, and faculty, in achieving its mission and in managing its resources efficiently and effectively to reach its goals and objectives. The College District shall include a code of ethics for Board members, administration, staff, and faculty in its policy manual.

The College District accepts its responsibilities to its students, to its employees, and to the members of the community. The College District is committed to meeting these responsibilities with balance, fairness, accountability, and ethical integrity.

Core Values

The College District's philosophy and ethics are based on the following statement of core values:

We have a passion for:

1. Learning;
2. Service and Involvement;
3. Creativity and Innovation;
4. Academic Excellence;
5. Dignity and Respect; and
6. Integrity.

Board of Trustees

Policies BA series and BB series

Consistent with Texas law and the Southern Association of Colleges and Schools Commission on College standards, the board of trustees has the power to govern and oversee the management of the college. The board is the policy-making body for the college and has overall responsibility for the curriculum, taxes, annual budget, facilities, and appointment of the District President or other chief executive, dean, faculty, and other employees. The board has complete and final control over college matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the college district to represent the community's commitment to a strong educational program for students. Board members are elected biennially and serve six-year terms. Board members serve without compensation, must be qualified voters, and must reside in the college district.

Current board members include:

- Andrew Hardin, Chair
- Jay Saad, Vice Chair
- Jim Orr, Secretary
- Dr. Raj Menon, Treasurer
- Cathie Alexander
- Stacy Anne Arias
- Dr. J. Robert Collins
- Greg Gomel
- Megan Wallace

Board Meetings

Policies BD series

The board usually meets on the fourth Tuesday of each month at 7:00 P.M. Special and emergency meetings may be called when necessary. A written notice of regular and special meetings will be posted on the college website and posted at the central administrative office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held, or an addition to the board agenda may be made with a one-hour notice.

The board meeting schedule, agendas, notices, and minutes are posted on the college website.

[Board of Trustees](#)

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed sessions may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters, including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

Administration

Policies BF series and BG series

Chief Executive Officer

The chief executive officer of the College District is the District President.

Cabinet

- Neil Matkin, Ed.D., District President
- Bill King, Ph.D., Executive Vice President
- Jay Corwin, Ph.D., Senior Vice President, Student and Community Engagement
- Melissa Irby, Chief Financial Officer
- Abe Johnson, Ed.D., Senior Vice President Campus Operations
- Mary McClure, Associate Vice President Business and Governmental Relations
- Monica Velazquez, J.D., General Counsel

Leadership Team

- Jeremy Anderson, Ed.D., Vice President, Institutional Research
- Jennifer DuPlessis, Ph.D., Chief Human Resources Officer
- Christopher Eyle, Vice President, Facilities/Construction
- Jon Hardesty, Ph.D., Vice President, Academic Affairs
- Diana Hopes, Ph.D., Campus Provost, Frisco Campus
- Scott Jenkins, Collin Chief of Police
- Sarah Lee, Ph.D., Campus Provost, iCollin Virtual Campus
- Craig Leverette, Vice President of Dual Credit and District Wide Scheduling
- Tom Martin, Ph.D., Special Assistant to the Executive Vice President
- Mary McRae, Ph.D., Campus Provost, Wylie Campus
- Brenden Mesch, Ed.D., Campus Provost, Technical Campus
- Mark Smith, Ph.D. Campus Provost, McKinney Campus
- Sherry Schumann, Ph.D., Interim Campus Provost
- Ali Subhani, Director, Internal Audit
- Albert Tezeno, Ph.D., Vice President, Student and Enrollment Services
- Lisa Vasquez, Vice President, Advancement

College Calendar

Collin College calendars are posted on the [College Website](#)

Helpful Contacts

From time to time, employees have questions or concerns. If supervisors at the campus or department level cannot answer those, the employee is encouraged to contact the appropriate department.

Department	Phone Number	Contact Information	Email
Business Services Office	(972)758-3820	Stacey Quesenberry Executive Assistant to the Chief Financial Officer	squesenberry@collin.edu
Campus Operations	(972) 758-3806	Mamie Walters Executive Assistant	mwalters@collin.edu
Facilities Management	(972) 758-3850	Jennifer Gilchrist Construction and Facilities Program Coordinator	jgilchrist@collin.edu
Human Resources	(972) 985-3783	Justina Conley Executive Assistant to the Chief Human Resources Officer	jconley@collin.edu
Information Technology	(972) 985-3798	Julie Nevarez Executive Assistant	jnevarez@collin.edu
Institutional Research	(972) 758-3815	Gwyn Best Executive Assistant	gbest@collin.edu
Payroll	(972) 758-3824 or (972) 985-3740	Melanie Manning or Tasha Lee-Osinbowale Payroll Coordinators	payrolltimesheets@collin.edu
Student & Enrollment Services	(972) 599-3150	Karla Tombaugh Executive Assistant	ktombaugh@collin.edu

Employment

Equal Employment Opportunity

Policies DAA series, DIAA, DIAB

In its efforts to promote nondiscrimination and as required by law, Collin College does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the college does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX and 34 C.F.R. part 106, the college does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the college's Title IX coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The college designates and authorizes the following employee as the Title IX coordinator to address concerns or inquiries regarding discrimination based on sex, including sexual harassment:

Title IX Coordinator for Employees

Jennifer DuPlessis, Ph.D.

Chief Human Resources Officer

Collin Higher Education Center, 3452 Spur 399 Suite 339 McKinney, Texas 75069

Phone: (972) 985-3702

Email: jduplessis@collin.edu

Deputy Title IX Coordinator for Employees

Tonya Jacobson

Manager Employee Relations

Collin Higher Education Center, 3452 Spur 399 Suite 339 McKinney, Texas 75069

Phone: (972) 758-3856

Email: tjacobson@collin.edu

The college designates and authorizes the following employee as the ADA/Section 504 coordinator to address concerns regarding discrimination on the basis of a disability: Jennifer DuPlessis, Ph.D., Chief Human Resources Officer, Collin Higher Education Center, 3452 Spur 399, McKinney TX 75069 Phone: (972) 985-3702 jduplessis@collin.edu.

Reports of discrimination may be made as described in the Discrimination, Harassment, and Retaliation sections and Board Policy.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis on the college website: [Employment at Collin College](#). Current employees may apply for vacancies for which they have appropriate qualifications.

Instructions for applying for jobs as an [Internal Applicant](#).

Employment after Retirement

Policy DC

An individual receiving retirement benefits from the Teacher Retirement System (TRS) may be employed on a part-time basis by the college if the individual has been retired for at least one full calendar month before the effective date of employment. A TRS retiree who returns to work with any Texas public institution of higher education is not eligible to make TRS contributions. Failure to follow TRS rules may result in a reduction or loss of annuity.

An individual who retired under the Texas Optional Retirement Program may also be rehired and are not subject to a waiting period. An ORP retiree who returns to work with any Texas public institution of higher education is not eligible to make ORP contributions.

Contract and Noncontract Employment

Policy DCA, DCB, DCC

College employees are either issued a contract or are considered employed at will.

Term Contracts

Select employees, including faculty and administrators, will be employed by contract for a term of up to three years. The terms and conditions of employment are detailed in the contract and employment policies. All contract employees will receive a copy of their contract. Employment policies can be accessed online, or copies will be provided upon request.

At-Will Employment

Employees not issued a contract are considered to be employed at will. Employment is not for any specified term and may be terminated at any time by the employee or the college.

Recertification of Employment Authorization

Policy DC

At the time of hire, all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the Human Resources office at (972) 985-3783 or hr@collin.edu if you have any questions regarding the re-verification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and Alcohol and Drug Testing

Policy DHA

Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, work area, or college-owned technology to obtain information needed for usual business purposes, may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the college reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if there is reasonable suspicion that an employee is under the influence of alcohol or drugs in violation of college district policy. The college may search the employee, the employee's personal items, and work areas including college-owned technology resources, lockers, and private vehicles parked on college premises or work sites or used in college business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate college policy.

Employees Required to Have a Commercial Driver's License

Any employee whose duties require a commercial driver's license (CDL) is subject to alcohol and drug testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, including the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Faculty, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include

driving a commercial motor vehicle. Alcohol and drug tests may be conducted after an accident, when reasonable suspicion exists, or at random.

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Human Resources office at (972) 985-3783 or hr@collin.edu.

Workload and Work Schedules

Policies DEA, DJ

Professional Employees

Faculty, administrators, and other professionals or staff who meet the Fair Labor Standards Act (FLSA) qualifications for exempt status are exempt from overtime pay and are employed according to the work schedules set by the college. Notice of work schedules, including start and end dates and scheduled holidays, will be distributed each academic year.

Support and Auxiliary Employees

Staff and some part-time professionals who are qualified by the FLSA guidelines as nonexempt workers and receive notification of the required work schedule, hours of work, and holidays for their position on an annual basis. Nonexempt employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See the annual **Compensation and Administrative Procedures and Guidelines** posted on this [page](#) for additional information.

Summer Flex Schedule

Collin College may offer a Summer Optional and Limited Alternative Work Schedule, which is designed to allow flexible work hours for full-time staff and administrators when possible. The benefit provides some individual flexibility in positions that allow it, while ensuring institution-wide service predictability and accountability.

When this option is available, information will be distributed to eligible employees and supervisors by Human Resources. This information will include the request process and timeline. Supervisors may implement blackout dates wherein employees should expect to work a standard work week based on department needs (e.g., back-to-school times, etc.). Employees should place requests by the designated date, and supervisors should notify employees/teams of the department schedule by the designated date.

Breaks for Expression of Breast Milk

Policies DG

The college supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple-user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. These breaks are unpaid for nonexempt employees and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires the college to provide for this right up to one year after the birth of the employee's child and also requires an employee to notify the college if they believe the college is out of compliance in providing breaks for a nursing mother. The employee must give the college ten (10) days to comply before making any liability claim against the district. An employee with concerns should contact the Human Resources office.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of reasonable accommodations to qualified employees who have known mental or physical limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions unless the accommodation would result in undue hardship. An employee seeking a PWFA accommodation should contact the Human Resources Benefits team at (972) 599-3152 or benefits@collin.edu to begin the interactive process.

Outside Employment

Policy DB, DBF

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the college's best interest. Disclosure is required prior to any assigned employment period or at any time during the year that the employee begins another job. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest. Outside employment for which individual compensation is received should not be performed during the normal work hours of an employee, unless an adjusted work schedule is documented, approved, and forwarded to human resources.

Performance Evaluation

Policy DL series

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria, including end-of-course evaluation of faculty. All full-time employees will participate in the evaluation process with their assigned supervisor. Documented evaluations will be completed using the process and system provided by the college. Reports, correspondence, and memoranda also can be used to document performance information. All full-time employees will receive a copy of their evaluation, participate in a performance conference with their supervisor, and be able to respond to the evaluation.

Upon receiving a report, a nursing peer review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DE, DEA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The college's pay plans are reviewed by the administration each year and adjusted as needed. All college positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid yearly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek.

Faculty who teach courses in addition to a regular course load and exempt employees who perform supplemental duties may be paid a stipend in addition to their salary according to the college's compensation guidelines.

Employees can find information regarding pay schedules or their paycheck on [Payroll's Cougar Web page](#) or contact payrolltimesheets@collin.edu for any other inquiries.

Paychecks

Full-time staff, full-time faculty, adjuncts, and continuing education instructors are paid monthly. Employees starting after the 18th of the month will be paid for time worked during that month in the next pay period along with that month's pay. Part-time staff and students are paid on a bi-weekly basis. Paychecks will not be released to anyone other than the college employee named on the check without the employee's written authorization. Employees are responsible for regularly reviewing the accuracy of their pay statements.

An employee's payslip contains detailed information, including deductions, withholding information, and the amount of leave accrued. These payslips are available in the employee's WorkDay profile under the Pay heading. The schedule of time sheet-pay periods and pay dates and further instructions regarding direct deposit and tax forms are posted on [Payroll's Cougar Web page](#).

Automatic Payroll Deposit

Employees have their paychecks electronically deposited into a designated account. See the [Help Guide](#) on CougarWeb for more information on adding or updating your direct deposit information.

W2 Information

Employees may register with ADP to view and print their W-2. If you wish to consent to the online services and not get a paper W-2, you can do that as you log in. If you wish to continue

getting a paper W-2, you can forgo accessing this option and a W-2 will be mailed to the home address you have listed in WorkDay. You may access the ADP W-2 Instructions [here](#) or on the [Payroll CougarWeb site](#).

If you have additional questions, you may email payrolltimesheets@collin.edu.

Payroll Deductions

Policy CDDA

The college is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or optional retirement program-for full-time employees
- Alternative retirement program for all part-time employees
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Additional Medicare tax for employees that make over \$200,000.00 a year
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans. Salary deductions are automatically made for unauthorized or unpaid leave.

Overpayments

Employees are not entitled to any funds the college overpays.

If an overpayment is reported in the current fiscal year, an agreement between the employee and the college will be reached in order to deduct any overpayment. Generally, an overpayment should be paid back in one pay cycle, but if the amount creates an undue hardship for the employee, the college has the discretion to develop a plan for more than one payroll deduction within the same fiscal year and a payment plan will be developed to recoup the payment.

Overtime Compensation

Policies DEAB, DEC

The college compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees or hourly employees are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their regular work schedule without advance approval from their supervisor. A nonexempt employee who works

overtime without prior authorization will be subject to disciplinary action up to and including termination.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Nonexempt employees who are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12:00 AM Sunday and ends at 11:59 PM Saturday.

Employees may be compensated for overtime at a time-and-a-half rate with compensatory time off (comp time) or direct pay. It is the supervisor's responsibility to manage and provide oversight of their employees' comp time to ensure it remains within the boundaries of Board Policy DEAB (Legal). The following applies to all nonexempt employees:

- An employee may accrue not more than 240 hours of compensatory time. If the employee's overtime work included a public safety activity, an emergency response activity, or a seasonal activity, the employee may accrue not more than 480 hours of compensatory time. After the employee has reached these limits, the employee shall be paid overtime compensation for additional overtime work. It is the supervisor's responsibility to maintain oversight and ensure compensatory time is not excessive and used appropriately.
- Compensatory time earned should be used before the end of July of the year that it is earned. Any compensatory time over 1 hour will be paid off in the August payroll.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction. The employee must submit a request in Workday to convert overtime into compensatory time.
- An employee is required to use compensatory time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Compensation and Classification

Collin College Human Resources (HR) Compensation and Classification team performs the following functions:

- Create, manage, and update the database for all job descriptions within the college
- Evaluate new positions for appropriate classification and salary range placement
- Maintain the college district's position classification structure with pay ranges for all positions within the college
- Analyze and process reclassification requests of existing positions

- Conduct analysis of internal equity and labor market survey data

Job Descriptions

For information regarding job descriptions, please reference the [Job Description Database](#) and procedures listed on the [Compensation and Classification page](#).

Travel Expense Reimbursement

Policy DEE

Before an employee incurs travel expenses, the supervisor and appropriate executive leader must approve. For approved travel, employees will be reimbursed for reasonable and allowable expenses according to the current rate schedule established by the college. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage. Expenses for meals associated with authorized travel not related to a state or federal grant will be paid on a per diem basis. No receipts are required for expenses paid on a per diem basis.

Local Travel

College employees required to travel on college business to a location other than their primary work location may be entitled to reimbursement for miles traveled.

Please see additional travel-related expense information on the [Accounts Payable page](#) in CougarWeb.

Health, Dental, Vision, and Other Insurance Plans

Policy CKD

Group health insurance coverage is provided to eligible full-time employees and eligible part-time faculty through the Employee Retirement System (ERS) Texas Employee Group Benefits Program (GBP). Full- and part-time employees are defined according to ERS rules.

For full-time employees, the college contributes 100 percent to the employee's premiums and 50 percent to the premiums of the employee's dependents. Qualifying adjunct faculty may participate in the program, but the college does not contribute to the employee premiums.

Tobacco users are subject to additional premiums through ERS that are not covered by the college.

The ERS GBP includes health insurance, dental, vision, optional term life, accidental death and dismemberment, flexible spending accounts, and short-term and long-term disability insurance. The insurance plan year is from September 1 through August 31. Current employees can make

changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, birth, divorce). Detailed descriptions of insurance coverage, employee costs, and eligibility requirements are provided to all employees in a separate booklet. Employees may view more information on the [Benefits page](#) or contact the Human Resources Benefits team at (972) 599-3152 or benefits@collin.edu for more information.

Cafeteria Plan Benefits (Section 125)

Policy CDDA

This plan enables eligible employees to pay certain insurance premiums on a pre-tax basis. An employer shall withhold from an employee's salary the amount designated by an employee for participation in the college district's cafeteria plan authorized under 26 U.S.C 125. 26 U.S.C. 125.

Workers' Compensation Insurance

Policy CKE

The college, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The college has workers' compensation coverage from Deep East Texas Self Insurance Fund, effective January 1, 2012.

Workers' compensation benefits help pay for medical treatment and may make up for part of the income lost while recovering. Specific workers' compensation benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the supervisor, and an online accident report should be completed. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

To complete a First Report of Injury form or for more information, please visit the [Workers' Compensation page](#) or contact the Benefits department at (972) 599-3152 or benefits@collin.edu.

Unemployment Compensation Insurance

Policy CKF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year, including the summer break, if

they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Texas Workforce Commission.

Retirement

Policy DF

All full-time employees employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Employees enrolled as students are not eligible for membership based on their student employment. Part-time employees participate in a Federal Insurance Contributions Act (FICA) alternative retirement plan, the Program for Extra Retirement Compensation (PERC).

Full-time faculty and eligible administrators may choose to opt out of TRS and enroll in an Optional Retirement Program (ORP). The option to enroll in the ORP must be made no later than the 90th calendar day of the first day of employment. Failure to elect the ORP during the 90-day election period shall be a default election into TRS.

An employee who is eligible to elect the ORP shall only have one opportunity during his or her lifetime, including any future periods of employment in Texas public higher education, to elect the ORP in lieu of TRS. The election may never be revoked. Therefore, new employees are urged to make this decision carefully.

Employees who plan to retire should notify the Human Resources Benefits team at (972) 599-3152 or benefits@collin.edu as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call (800) 223-8778 or (512) 542-6400. Information is also available on the [TRS](#) website. Once an employee determines their intended retirement date, they should also notify their supervisor and campus Human Resources representative.

Voluntary Retirement Savings Plans

The College offers voluntary retirement savings plans. For more information on each plan, you may visit the [Retirement Programs page](#) or contact the Human Resources Benefits team at (972) 599-3152 or benefits@collin.edu

Voluntary 403b

An optional plan available to employees. Full-time and part-employees (except student employees) may enroll in the “Collin Invests” Enhanced Retirement Savings Plan. Collin College offers all full-time, benefit-eligible employees employer matching. The college matches contributions dollar-for-dollar up to 4% of your base salary (subject to change annually). No employer match is paid for any month in which you have not contributed. You may enroll or make changes at any time during the year.

Texa\$aver 457

Full-time, benefit-eligible employees may also participate in this plan. Collin College does not offer an employer match to this program.

Other Benefit Programs

Policy DEB

Dependent Tuition Waiver

The [Dependent Tuition Waiver](#) covers up to 60 Collin College credit hours for qualified full-time employee dependents under age 24. Procedures are outlined in Board Policy DEB(Local), DK(Legal), and Texas Education Code 54.211.

Educational Benefits

The Board will provide educational benefits for full-time College District employees through a [tuition reimbursement](#) program described in the College District's procedures and guidelines for faculty and staff.

Employee Assistance Program (EAP)

Full-time employees have access to free counseling, referral, and consultation services through the Employee Assistance Program. [EAP](#) provides assessment, combined with up to eight short-term counseling visits, to employees, their dependents, and household members. These services are completely confidential and available 24/7 (member login, username and password: collin).

Fitness Centers

All employees enjoy complimentary access to the campus fitness centers during regular operating hours.

Relocation

Individuals who relocate for qualifying full-time faculty, full-time professional exempt staff, or administrator positions with Collin College may be eligible for relocation allowance. In order to be eligible, the new employee must move their primary residence at least 75 miles. In no case will the relocation allowance exceed actual documented expenses. Employees who received a relocation allowance reimbursement and who voluntarily terminated prior to the completion of one year of employment will reimburse the College District for all relocation monies received in accordance with the relocation agreement signed by the employee. The amount will be deducted from the final payroll check. For more information, please contact the Human Resources office at (972) 985-3783, or hr@collin.edu.

Tuition Waiver Policy

A full-time employee who resides outside Collin County will, upon submission of a written request and appropriate documentation to the College District's [financial aid office](#), receive a

waiver of the difference between the out-of-county or out-of-state and in-county resident tuition.

Wellness

Full-time employees may participate in any of the College District's wellness programs and receive matched time for their exercise efforts to a maximum of 30 minutes of paid time per day to a maximum of one-half hours per week. Employees will request and receive approval from their supervisor prior to participation in a wellness program.

The mission of the Wellness Program is to inspire employees to live the best version of themselves through wellness. The program is comprised of five wellness pillars: connection, emotional, enrichment, financial, and physical. The program's vision is to foster a balanced, holistic life through the connected and interactive combination of the five wellness pillars. This is achieved by having quality relationships and pride in what is contributed to our communities, professional enrichment, self-awareness, emotional resiliency, the security of finances, and the vibrancy of physical health. To view the registration details for our free wellness platform for all full-time employees, as well as the latest wellness newsletter, activities, and more, please visit our [internal webpage](#).

Leaves and Absences

Policies CKD, DEC series, DED

The college offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than three days should call the Human Resources Benefits team at (972) 599-3152 or benefits@collin.edu for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the college. For more information, please visit the [Leave Information page](#).

Employees must follow college and department procedures to report or request any leave of absence and complete the appropriate form or certification. Any unapproved absences beyond accumulated or available paid leave shall result in a deduction from the employee's pay.

If an employee does not report or request a leave of absence(s) according to college procedures, the incident is considered a "no call/no show." An employee who is absent for three consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

Faculty, as well as all exempt staff and administrators, have the option to request available time off in half or whole-day increments. Any other scheduling arrangements should be made with their supervisor. If you have any questions, feel free to contact your supervisor or the Human Resources office at (972) 985-3783, or hr@collin.edu.

Medical Certification

Any employee who is absent more than three days because of a personal or family illness must submit a medical certification from a qualified healthcare provider confirming the specific dates of the illness, appropriate medical facts about the illness, and—in the case of personal illness—the employee's fitness to return to work.

The college may require medical certification due to an employee's questionable pattern of absences or when deemed necessary by the supervisor. The college may also request medical certification when an employee requests leave under the Family Medical Leave Act (FMLA) for the employee's serious health condition, a serious health condition of the employee's spouse, parent, or child, or for military caregiver leave.

Continuation of Health Insurance

Health insurance benefits for employees on paid leave and leave designated under the FMLA will be paid or supplemented by the college as they were prior to the leave.

Vacation

Policy DEC

Full-time, 12-month staff, administrative employees, and eligible faculty will earn paid vacation. Upon successful completion of the new employee probationary period, each eligible employee will receive vacation credit retroactive to the original service date.

Employees will submit their absence request for time off in Workday. In deciding whether to approve or deny vacation leave, the supervisor will consider the effect of the employee's absence on the educational program or College District operations. Use of vacation leave will not exceed 15 consecutive workdays.

Leave hours accrue on the last day of each month. An employee who is in a paid status (at work or on paid leave) on the last day of the month earns leave hours for that month. Carryover of earned but unused vacation hours will be permitted within the guidelines established.

Employees who terminate employment prior to completion of the new employee probationary period will have no accrued vacation credit. Employees beyond the initial 90-day probationary period who terminate eligible employment with the College District will be paid for the current fiscal years earned but unused vacation hours and up to a maximum of 80 hours of earned but unused carryover vacation hours from prior fiscal years.

For more information, please visit the [Vacation Leave Benefits](#) page.

Holidays

Policy DED

All full-time, benefits-eligible staff and administrators shall receive paid holidays according to the [Work Day calendars associated with their positions](#). To be granted paid holiday leave, eligible employees shall be in a paid status both the day before and the day after the holiday.

Some employees, because of the nature of their department or work activities, may be required to report for work on a holiday.

Floating Holiday for Collin College Police and Facilities Maintenance Departments

Effective September 1, 2024, floating holidays are in place for both Police and Facilities Maintenance departments. The Human Resources Benefits team will enter 168 floating holiday hours for the fiscal year (21 days x 8 hrs. a day = 168 hours). This allows for coverage of critical college needs during times of closure. Employees that work on a Holiday will be paid for the actual time worked and the Holiday would be banked and would need to be used before the last day of the next month.

Any employee that terminates before 8/31 and has an eligible earned floating holiday unused will be paid off for that holiday, along with any vacation pay that is due.

Sick Leave

Full-time employees will earn eight hours of paid [sick leave](#) per month. Leave hours accrue on the last day of each month. An employee who is in a paid status (at work or on paid leave) on the last day of the month earns leave hours for that month. Sick leave will accumulate to a maximum of 720 hours.

Employees will submit their absence request for time off in Workday.

Sick leave will only be used after any applicable compensatory time has been exhausted for the following: (1) Illness of the employee, (2) Illness of a member of the employee's immediate family, (3) Up to three days (24 hours) of accrued sick leave each fiscal year for medical or dental appointments or to help care for an extended family member who is ill. Extended family members include parents, grandparents, adult children, grandchildren, siblings and in-laws, and step and foster relationships of the preceding, (4) Family emergency, (5) Birth or placement of a child when taken within the first year after the child's birth, adoption, or foster placement, and (6) Contribution to the sick leave bank.

Immediate family is defined as a dependent son or daughter, including a biological, adopted, or foster child; a stepchild; a legal ward, or a child for whom the employee stands in loco parentis who is under the age of 18; or someone 18 years or older who is incapable of self-care because of a mental or physical disability; and a spouse.

"Family emergency" will be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

Sick Leave for Adjunct Faculty

Paid sick leave is offered to adjunct faculty members as a result of illness-related absences of the adjunct faculty member. Adjunct faculty are eligible to receive the equivalent of one week as defined below, of paid sick leave per course each semester they are employed. For purposes of this policy, the phrase "equivalent of one week" is defined as 1/16th of the total course contact hours for adjunct faculty teaching 16-week courses or 1/8th of the total course contact hours for adjunct faculty teaching 8-week cohort classes. Paid sick leave for adjunct faculty members is granted on a per-semester basis and does not accrue.

When an adjunct member is absent from class, the Associate Dean is to submit an "[Application for Leave Form](#)" indicating "sick" for the absence reason. The HR/Compensation Team will apply the hours missed to available sick time for the adjunct. The hours used are then deducted from their available balance. Sick time used is rounded up in quarter-hour increments.

Critical Illness

"Critical illness" is defined as a life-threatening condition. A full-time employee will be granted up to 24 hours of paid critical illness leave for absences associated with the critical illness of an immediate family member or other family members of the employee, including siblings, grandparents, grandchildren, parents, parents-in-law, and siblings-in-law, or another person who occupies a position of similar importance in the employee's family, in accordance with procedures. [Critical Illness](#) leave will be noncumulative.

Family and Medical Leave (FML)—General Provisions

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for:

- The birth, adoption, or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child, or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child, or parent who is a military service member.

An eligible employee who is the spouse, child, parent, or next of kin of a covered service member with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the service member.

Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured forward from the date an individual employee's first FML (Family and Medical Leave) begins.

Use of Paid Leave

FML runs concurrently with accrued paid leave, compensatory time, and absences due to a work-related illness or injury. The college will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

Combined Leave for Spouses

Spouses who are employed by the college are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

Intermittent Leave

The college will permit the use of intermittent or reduced-schedule FML leave for the care of a newborn child or for the adoption or placement of a child with the employee during the FML period.

Fitness for Duty

An employee who takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The college shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition, to care for a child following birth, adoption, or foster care placement, or for qualifying exigency leave.

Reinstatement

On return from FML, an employee is entitled to be returned to the same position the employee held when leave began or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An employee is entitled to reinstatement even if the employee has been replaced or their position has been restructured to accommodate the employee's absence. However, an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Failure to Return

If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the college may require reimbursement of premiums paid by the college during the leave.

Outside Employment While on Leave

The college prohibits employees from engaging in any employment with another employer, supplemental employment, or providing non-employment services for compensation ("moonlighting") during any type of leave approved under this or any other Board policy other than vacation leave. This prohibition does not apply to employees who have received written approval to engage in outside employment or employees engaged in military service while on approved military leave.

College Contact

Employees who require FML or have questions should contact the Human Resources Benefits team at (972) 599-3152 or benefits@collin.edu for details on eligibility, requirements, and limitations. More information on [FMLA can be found here.](#)

Employee not Eligible for FMLA Leave

A full-time employee who has not yet worked the required 12 months and 1250 hours to qualify for FMLA leave may take a maximum of 160 hours of leave without pay for their own serious health condition or for the serious health condition of the employee's spouse and dependent children of the employee.

Personal Leave

Full-time employees will earn up to 24 hours of paid [personal leave](#) each fiscal year. Personal leave will be noncumulative.

Employees will submit their absence request for time off in Workday. In deciding whether to approve or deny personal leave, the supervisor will consider the effect of the employee's absence on the educational program or College District operations.

Bereavement Leave

Full-time benefits-eligible employees will be granted up to 40 hours of paid [bereavement leave](#) upon the death of an employee's spouse, child, parent, or other person who occupies a position of similar importance in the employee's family.

Full-time benefits-eligible employees will be granted up to 24 hours of paid bereavement leave upon the death of other family members of the employee, including siblings, grandparents, grandchildren, parents-in-law, and siblings-in-law, or other person who occupies a position of similar importance in the employee's family, including an employee's step and foster relationships of the above.

Bereavement leave will be noncumulative. Employees will submit their absence request for time off in Workday.

Sick Leave Bank (or Pool)

All full-time employees may contribute up to 24 hours of earned but unused sick leave per year.

A full-time employee may request leave from the bank if the employee experiences a catastrophic illness or injury and has exhausted all paid leave and any applicable compensatory time. The employee or a member of the employee's family or the employee's supervisor may submit a leave request from the sick leave bank.

Only full-time benefits-eligible employees may apply for use of the sick leave bank. Eligible employees may only draw from the sick leave bank for a single diagnosis code for a period not to exceed the maximum allowable hours consistent with plan operating procedures.

Catastrophic Illness or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family. A catastrophic illness or injury is one that is expected to incapacitate the employee for an extended period of time (usually longer than five days) and that requires inpatient care in a hospital, hospice, or residential medical facility or a regimen of continuing treatment of the employee by a health-care provider that requires absences from work for treatment. Catastrophic leave is only available for those employees who have exhausted all leave time earned by those employees. Such conditions typically require prolonged inpatient hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth will be considered catastrophic if they meet the requirements of this paragraph. At its cost, the College District may require a second or third medical opinion to confirm that the illness or injury qualifies for catastrophic leave.

Workers Compensation Benefits

An employee absent from duty because of a job-related illness or injury may be eligible for [Worker's Compensation](#) weekly income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal their pre-illness or -injury wage.

Jury Duty

The college provides paid leave to employees who are summoned to [jury duty](#), including grand jury service. An employee's pay or leave balances will not be impacted. Employees may keep any compensation the court provides.

Employees will submit their absence request for time off in Workday and attach a copy of the summons for jury duty to document the need for leave.

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid [subpoena](#) for college-related business and will not be required to use personal leave.

Employee absences due to compliance with a valid subpoena for personal business will be deducted from the employee's personal leave or vacation leave or result in loss of pay at the employee's daily rate for each day of work missed.

Truancy Court Appearances

An employee who is a parent or guardian of a child and any court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use compensatory, personal, or Vacation time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observance

An employee may request a religious accommodation to be absent for a religious holiday or observance. Accommodations will be approved unless they pose an undue hardship to the college. The employee may use any accumulated compensatory, personal, or vacation time for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

Faculty members are required to provide written notice of a list of religious holy days to be observed during the semester to the Associate Dean/Director of the department. The notice may be delivered personally or by certified mail return receipt requested. Faculty are also required to provide advance notice to all students whose classes would be canceled.

An employee seeking a religious accommodation should contact the Human Resources Benefits team at (972) 599-3152 or benefits@collin.edu to begin the interactive process.

Military Leave

Policy DECB

Paid Leave for Military Service

Any employee who is a member of the Texas National Guard, Texas State Guard, a reserve component of the United States Armed Forces, or a member of a state or federally-authorized Urban Search and Rescue Team is entitled to paid leave when engaged in authorized training or duty orders by proper authority. Paid military leave is limited to 15 days each fiscal year. In addition, any employee called to state active duty by the governor or another appropriate authority in response to a disaster is entitled to a paid leave of absence, not to exceed seven workdays in a fiscal year.

Reemployment after Military Leave

Any employee who leaves the college to enter into the United States uniformed services or who is ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the college will be reemployed provided they can be qualified to perform the required duties.

Employees returning to work following military leave should contact the Human Resources Benefits team at (972) 599-3152 or benefits@collin.edu, within the period of time specified by law. In most cases, the length of federal military service cannot exceed five years.

Continuation of Health Insurance

Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Human Resources Benefits team at (972) 599-3152 or benefits@collin.edu for details on eligibility, requirements, and limitations.

Mental Health Leave for Certain Law Enforcement

A college peace officer or a full-time telecommunicator who experiences a traumatic event in the scope of employment will be granted a maximum of three days of mental health leave per traumatic event. Such leave will be provided in accordance with administrative regulations and will not be deducted from the employee's pay or leave balance.

Quarantine Leave for Peace Officers and Emergency Medical Technicians

A college peace officer or an emergency medical technician on staff will be granted quarantine leave when ordered by the local health authority or the person's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave will be provided in accordance with administrative regulations and will not be deducted from the employee's pay or leave balance.

Line of Duty Illness or Injury Leave

A full-time college-employed licensed police officer who regularly serves in a law enforcement capacity in a college police department or an emergency services medical personnel who is a paid employee of the college is entitled to a paid leave of absence (LOA) for an illness or injury related to the person's line of duty. If necessary, the leave shall continue for at least one year.

Following a leave of absence with full pay as required by law, the college will extend the leave of absence for a police officer's or emergency medical services personnel's line of duty illness or injury in accordance with medical certification and administrative regulations. The extended leave of absence will not exceed 60 workdays. The extended leave of absence will be taken with no loss of pay. In accordance with law, following an extended leave of absence, the police

officer or emergency medical services personnel may use accumulated personal, sick or, vacation time before being placed on unpaid temporary leave. At the end of the temporary leave, the police officer or emergency medical services personnel will be reinstated at the same rank and with the same seniority the person had before going on temporary leave.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the college. Employees are recognized at board meetings, in college publications, and through special events and activities. Recognition and appreciation activities also include the Presidential Medallion, Recognition of Service and Excellence (ROSE) Awards, Outstanding Professor of the Year Awards, League Excellence Awards, National Institute for Staff and Organizational Development (NISOD) Excellence Awards, Service Anniversaries, and Random Acts of Core Values. Please see more on the [Employee Recognition](#) page.

College Communications

The communications department publishes newsletters, brochures, flyers, calendars, news releases, and other communication materials throughout the academic year. These [publications](#) offer employees and the community information pertaining to school activities and achievements. They include the following:

Connection

The Official Community Newsletter for Collin College Connection is the college's award-winning community newsletter published three times a year to inform members of the Collin County community about college news, awards, events, and more.

Communications Round Up

A newsletter from the Communications Department for Collin College employees that shares information about how to best work with our department. For information or submissions.

Cougar News

A monthly newsletter for students, faculty, and staff at Collin College. For information or submissions, email stories@collin.edu. Cougar News welcomes student and faculty submissions.

Forces

Forces is an annual student publication that includes original student and faculty poetry, fiction, photography, and visual art.

Complaints and Grievances

Policy DGBA

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard by the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the college's policy concerning the process of bringing concerns and complaints can be found online at [DGBA \(Local\) and](#) complaint Information [can be found at this link](#).

Employee Conduct and Welfare

Standards of Conduct

Policy DH

All employees are expected to work together in a cooperative spirit to serve the college's best interests and be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, other employees, and community members.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action up to and including termination.
- Know and comply with department and college policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use college time, funds, and property for authorized college business and activities only.

All employees should perform their duties in accordance with state and federal law, college policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a college investigation, may result in disciplinary action, up to and including termination. The college holds all employees to the ethical standards expressed in the *Texas Community College Teachers Association Code of Professional Ethics*.

For more information, see [Board Policy DH \(Exhibit\)](#).

Discrimination, Harassment, and Retaliation on the Basis of Sex

Policies DAA, DH, DHB, DIAA, FA, FFDA,

Employees shall not engage in discrimination, harassment, or retaliation on the basis of sex, including sexual harassment, sexual assault and other sexual violence, dating violence, domestic violence, or stalking against other employees, prospective employees, former

employees, unpaid interns, or students. Employees also may not engage in discrimination, harassment, or retaliation against other persons, including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action up to and including termination. Processes for reporting prohibited conduct are described below.

Other forms of prohibited discrimination, harassment, and retaliation are addressed below in the Discrimination, Harassment, and Retaliation on the Basis of Other Protected Characteristics section.

Employees Who Witness Sex Discrimination, Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, or Stalking

All employees who witness or receive information reasonably believed to constitute prohibited discrimination on the basis of sex, including sexual harassment, sexual assault or other sexual violence, dating violence, domestic violence, or stalking against or by another employee or student, regardless of where or when the incident occurred, must promptly report the incidents to the college's Title IX Coordinator (Jennifer DuPlessis, Ph.D., Chief Human Resources Officer, Collin Higher Education Center, 3452 Spur 399, McKinney TX 75069 Phone: (972) 985-3702 jduplessis@collin.edu) or Deputy Title IX Coordinator ([Tonya Jacobson, Manager, HR/Employee Relations, 3452 Spur 399, McKinney TX 75069 Phone: \(972\) 758-3856](#)). An employee may also report to the District President.

In addition to the report to the Title IX coordinator, a report against the District President must also be made directly to the board of trustees.

An employee who knows of or has reasonable cause to believe that child abuse occurred or may occur must also report the employee's knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse* below for additional information.

Exceptions to the Reporting Requirements

An employee is not required to report information they received as a result of a disclosure made at a college-sponsored public awareness event unless the person has the authority to institute corrective measures on behalf of the college.

Absent the victim's consent, or unless required by law, a confidential employee described below may only disclose the type of incident reported and may not disclose information that would violate a victim's expectation of privacy.

An employee is not required to report an incident the employee learned of during the course of the college's review or processing of an incident report, or that has been confirmed to have been previously reported.

Victims of Sex Discrimination, Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, or Stalking.

An employee who is the victim of discrimination on the basis of sex, including sexual harassment, sexual assault or other sexual violence, dating violence, domestic violence, or stalking, has the right to report the incident to the college and to receive a prompt and equitable resolution of the report.

Allegations may be reported to the employee's immediate supervisor, to the Title IX Coordinator (Jennifer DuPlessis, Ph.D., Chief Human Resources Officer, Collin Higher Education Center, 3452 Spur 399, McKinney TX 75069 Phone: (972) 985-3702 jduplessis@collin.edu), to the [Deputy Title IX Coordinator \(Tonya Jacobson, Manager, HR/Employee Relations, 3452 Spur 399, McKinney TX 75069 Phone: \(972\) 758-3856\)](#), or the District President. The employee may also report electronically through the college's website at <https://www.collin.edu/hr/complaints/index.html>. An electronic report may be submitted anonymously.

Alternatively, the employee may report the incident to a designated confidential employee. A confidential employee is a person who holds a professional license requiring confidentiality, such as a counselor or medical provider, who is supervised by such a person, or who is designated as a confidential employee.

An employee is not required to report the incident to the person alleged to have committed it.

An employee who is the victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the college in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.

It is important that a victim of prohibited discrimination on the basis of sex, including sexual harassment, sexual assault or other sexual violence, dating violence, domestic violence, or stalking, go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.

Retaliation

The college prohibits retaliation against an employee for the purpose of interfering with a right or privilege under policies DIAA and FFDA who, in good faith, makes a report or a complaint, serves as a witness, or otherwise participates or refuses to participate in an investigation, proceeding, or hearing regarding an allegation of discrimination on the basis of sex, including sexual harassment, sexual assault or other sexual violence, dating violence, domestic violence, or stalking. This prohibition does not apply to the discipline of an employee who committed or assists in the commission of the misconduct.

False Report or Failure to Report

An employee commits an offense if the employee makes a false report or knowingly fails to report such incidents with the intent to harm, deceive, or conceal the incidents. An employee found by the college to have committed one of these offenses will be terminated.

A link to the college's policies that include definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is below:

[DIAA \(Local\) Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence](#)

[FFDA \(Local\) Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence](#)

Discrimination, Harassment, and Retaliation on the Basis of Other Protected Characteristics

Policies DAA, DAAA, DH, DHB, DIAB, FA, FFDB

In addition to the prohibition on discrimination, harassment, and retaliation on the basis of sex addressed above, employees shall not engage in discrimination, harassment, or retaliation on the basis of other legally protected characteristics against other employees, prospective employees, former employees, unpaid interns, or students. Employees also may not engage in prohibited discrimination, harassment, or retaliation against other persons, including board members, vendors, contractors, volunteers, or parents. A substantiated charge will result in disciplinary action. Processes for reporting prohibited conduct are described below.

Report of Actions Targeting Employees

An employee who believes the employee or another employee has been discriminated against, or retaliated against, or harassed on the basis of a legally protected characteristic other than sex is encouraged to promptly report such incidents to the employee's supervisor or the District President or designee. An employee is not required to report prohibited conduct to the person alleged to have committed it. If the supervisor is the subject of a complaint, the complaint may be directed to the District President or designee. A complaint against the District President may be made directly to the board.

Report of Actions Targeting Students

Employees who suspect a student may have experienced discrimination, harassment, or retaliation on the basis of a protected characteristic other than sex are obligated to report their concerns to an appropriate college official. All allegations will promptly be investigated. An employee who knows of or has reasonable cause to believe that child abuse occurred or may

occur must also report the employee's knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse* below for additional information.

The link to the college's policies, including definitions and procedures for reporting and investigating harassment of students, is below:

[DIAB \(Local\) Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics](#)

[FFDA \(Local\) Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence](#)

Reporting Suspected Child Abuse

Policies DH, DHB

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §261.001, to a local or state law enforcement agency, the Texas Department of Family and Protective Services (DFPS), or an appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility in which the abuse occurred). An employee who is considered a professional under Texas Family Code §261.101(b) must report child abuse, or neglect, or indecency with a child if the employee has reasonable cause to believe the conduct occurred or may occur within 48 hours after first suspecting the abuse or neglect. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a daycare teacher) must be reported to DFPS. Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or disabled person.

Reports to the DFPS can be made to the Texas Abuse Hotline at 800-252-5400 or, if not urgent, on the web at the [Texas Abuse Hotline Website](#). An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown that the individual intended to conceal the abuse or neglect. Employees may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. The college will not take any adverse action in response to good faith reports of child abuse or neglect or participation in an investigation regarding an allegation of child abuse or neglect.

Employees who have reasonable cause to believe that a child has been or may be abused or neglected should also report their concerns to the Dean of Students office. This includes students with disabilities who are no longer minors. Employees are not required to report their concerns to the Dean of Students office before making a report to the appropriate agency.

Reporting the concern to the Dean of Students office does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation is prohibited.

The college has established a procedure for addressing sexual abuse and other maltreatment of children, which may be accessed at [Board Policy DHB \(Local\)](#). As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. *Sexual abuse* in the Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare, as well as a failure to make a reasonable effort to prevent sexual conduct with a child. *Maltreatment* is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law to report the suspected abuse or neglect to law enforcement or to DFPS and follow the procedures described above.

Reporting Crime

Policy DG

The Texas Whistleblower Act protects college employees who make good faith reports of violations of law by the college to an appropriate law enforcement authority. The college is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against an employee who makes a report under the Act. An *appropriate law enforcement authority* is part of a federal, state, or local governmental entity that the employee, in good faith, believes is authorized to regulate under or enforce the law alleged to be violated or to investigate or prosecute a crime.

Employee Coaching and Discipline

A coaching notice is used in non-disciplinary circumstances to document conversations with an employee in which the supervisor provides constructive feedback for behavior or performance that has been discussed informally and is not meeting expectations.

The Level 1 and Level 2 discipline notices are used in situations that have either progressed beyond coaching or are serious enough to warrant discipline. Supervisors will contact a Human Resources Consultant to verify that disciplinary action and the selected level are appropriate. See [Coaching and Discipline Instructions](#) for more information.

Standards of Performance

The [Standards of Performance](#) guide is intended to provide an overall standard practice for employee coaching notices and levels of discipline. Managers/supervisors will partner with their campus Human Resources Consultant to determine the appropriate level of coaching and/or discipline related to the offense(s) to ensure that college-wide standards of performance are uniformly enforced.

Technology Resources

Policy CR

The college's technology resources, including its networks, computer systems, e-mail accounts, devices connected to its networks, and all college-owned devices used on or off college property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the college.
- Does not unduly burden the college's technology resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of college technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees must abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and/or legal action. Employees with questions about computer use and data management can contact the Chief Information Officer.

Information Security

Policy CS

The college owns, leases, or serves as custodian for a wide variety of information and information resources, including sensitive and confidential information. Employees must guard against the unauthorized or accidental modification, destruction, or disclosure of this information consistent with the college's information security policies, procedures, and practices. Failure to comply with these requirements may result in discipline, up to and including termination.

Questions and concerns about the college's information security program may be directed to the Chief Information Officer.

Personal Use of Electronic Media

Policy CR, DH

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

Employees are responsible for their public conduct even when they are not acting as college employees. Employees will 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 interferes with the employee's ability to perform their job duties effectively, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the college's computers, network, or equipment.
- The employee shall not use the college's logo or other copyrighted material of the college without permission. Employees should be cognizant that they have access to college information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas *Community College Teachers Association Code of Professional Ethics*, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records. [See Policy FJ \(Local\)](#)
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DBA \(Local\)](#)
 - Confidentiality of college records, including private e-mail addresses. [See Policy GCA](#)
 - Intellectual property. [See Policy CT \(Local\)](#)
 - Prohibition on the disclosure of information or rumor that might damage or embarrass or violate the privacy of any other person. [See Policy DH \(Local\)](#)

Social Media Procedures Guide

Collin College has created a [Social Media Procedures Guide](#) to provide platform-neutral guidelines for using social media and creating social media content on behalf of Collin College or as a representative of Collin College.

Technology Support

Problems related to online access, work-assigned computers, printers, software, and other employee systems should be reported to the Technology Support [Help Desk](#).

Online resources to create a help ticket, set up OneLogin, and more are available on the [Technology Support web pages](#). The staff and faculty Technology Support Help Desk can be reached at 972.548.6555 or by emailing helpdesk@collin.edu. Check the [Faculty/Staff Technical Support](#) page inside CougarWeb for hours.

Collin College uses OneLogin as a single sign-on and identity management for online applications. All staff, faculty, and students are required to use OneLogin to access your college-assigned email (Outlook), Office365, Canvas Learning Management System, Workday, and other tools.

To find information on setting up your account or resetting your password, please go to: [Collin Employee Technology Support](#)

For information on using your phone or voicemail, please go to: [Telecommunications](#) (must be logged into [CougarWeb](#) to access this page).

Records Retention

Policy CIA, GCB

Employees must retain local government records in accordance with college procedures for the appropriate retention period, which varies depending on the category of record (i.e., the content contained in that individual e-mail message) described in the college's records retention schedule. *Local government record* means any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by a local government or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of public business. The determination of which category of record applies must be made on a case-by-case basis. If the contents of the record fall in more than one category in the records retention schedule and are not severable, the combined record must be retained for the length of time of the component with the longest retention period. The college's records retention schedule is available at the [Admissions and Records Office - Retention Schedule](#).

Employees should not maintain college information on privately owned devices. Any college information must be forwarded or transferred to the college to be preserved. The college will make reasonable efforts to obtain public information in compliance with the Texas Public Information Act.

Reasonable efforts may include:

- Verbal or written directive
- Remote access to college-owned devices and services

Requests for Public Information

The Texas Public Information Act makes a variety of information on the college available to the general public. [Requests for Public Information](#), as defined in the Public Information Act (Chapter 552 of the Texas Government Code), should be submitted in writing (by hand delivery, U.S. mail, or email) to the address below. Please note that the Public Relations Office hours are Monday through Friday from 8 a.m. to 5 p.m., excluding public holidays and days that the college is closed.

Motor Vehicle Reports

Policy CJ

Only Collin County Community College District (“Collin College” or the “College”) employees or contracted transportation company drivers will be authorized as drivers of Collin College-owned vehicles.

Collin College will routinely evaluate the driving history report or Motor Vehicle Report (“MVR”) of all College employees whose position requires driving College-owned or -leased vehicles or driving a vehicle for the purposes of transporting students or staff to college-sponsored or other related events. Drivers are expected to comply with the requirements of Board Policy CJ (LOCAL).

The purpose of routine evaluation of driver applicant and employee Motor Vehicle Reports is to ensure that Collin College students and employees are provided with services that meet the College’s high safety and service standards.

Employees with questions or concerns relating to motor vehicle reports should contact the Human Resources office at (972) 985-3783 or hr@collin.edu.

Criminal History Background Checks

Policy DC

Employees may be subject to a review of their criminal history record information at any time during employment. All information obtained is considered privileged and confidential and may not be released or disclosed to any person or agency except by court order.

Employee Arrests and Convictions

Policy DH

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

Moral turpitude includes, but is not limited to, the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession, transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- 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
- Acts constituting abuse or neglect under the Texas Family Code §261.001

Alcohol- and Drug-Abuse Prevention

Policies DH, DI

Collin College is committed to maintaining an alcohol- and drug-free environment and will not tolerate the manufacture, possession, distribution, dispensation, transmission, sale, being under the influence, or use of alcohol and illegal drugs while conducting college business or while on college property, in college vehicles, or at college-related activities, whether during or outside of usual working hours. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be

subject to disciplinary action, up to and including termination. The college's policies regarding employee drug use follows:

[Board Policy DH \(Local\)](#)

[Board Policy DI \(Local\)](#)

[Board Policy DI \(Exhibit\)](#)

Tobacco Products and E-Cigarette Use

Policies DH, GDA

The college prohibits the use and sale of tobacco products and e-cigarettes on all college-owned property, in college vehicles, and at college-related activities. This includes all buildings, parking facilities, and facilities used for athletics and other activities. Employees may not give or sell tobacco products or e-cigarettes to a person in violation of law. *E-cigarette* means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device described above. The term does not include a prescription medical device unrelated to the cessation of smoking but does include a component, part, or accessory for the device.

Fraud and Financial Impropriety

Policy CDE

All employees should act with integrity and diligence in duties involving the college's financial resources. The college prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

- Forgery or unauthorized alteration of any document or account belonging to the college.
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
- Misappropriation of funds, securities, supplies, or other college assets, including employee time.
- Impropriety in the handling of money or reporting of college financial transactions.
- Profiteering as a result of insider knowledge of college information or activities.
- Unauthorized disclosure of confidential or proprietary information to outside parties.
- Unauthorized disclosure of investment activities engaged in or contemplated by the college.

- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the college, except as otherwise permitted by law or college policy.
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
- Failing to provide financial records required by federal, state, or local entities.
- Failure to disclose conflicts of interest as required by law or college policy.
- Any other dishonest act regarding the finances of the college.
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

Conflict of Interest

Policies CAA, DBD, DBF

Employees are required to disclose in writing to the college any situation that creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the college. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Outside employment

Employees should contact their supervisor for additional information.

Gifts and Favors

Policies CAA, DBD

Employees may not accept gifts, favors, services, or other benefits that could influence, or be construed to influence, the employee's discharge of assigned duties. In addition, acceptance of any single item with a value at or above \$50 or items from a single contractor or subcontractor that have an aggregate value exceeding \$100 in a 12-month period is prohibited.

Intellectual Property

Policy CT

All copyrights, trademarks, and other intellectual property rights belonging to the college shall remain with the college at all times. Except as provided by law, college policy, or written

authorization from the District President or designee, the use of college intellectual property shall be limited to college-related purposes.

College District personnel endeavoring to produce intellectual property of commercial value will disclose planned projects to the Chief Human Resources Officer by completing the [Request for Determination Intellectual Property/Conflict of Interest form](#) available through Human Resources. College District employees will not disclose the planned projects to third parties until a response from the College District to the request is issued.

Copyrighted Materials

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data, and programs, etc.). Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

The performance and display of copyrighted material, including motion pictures, dramatic works, musical performances, or other audio and visual works, may only occur for education purposes and as a regular part of instruction and directly related to the curriculum during face-to-face teaching activities, when viewed in a classroom or designated place of instruction, and with a lawfully made copy or via an authorized account.

Trademarked Materials

Symbols such as professional team's mascot, colors, slogans, sounds, and like items are typically protected by federal and state trademark law. Employees are expected to comply with the provisions of the law.

Patents

Federal law protects the invention or discovery of a process, machine, manufacture, or improvement. Only the patent holder may use, make, or sell the invention or discovery or a material component of that invention or discovery.

Work Product

As an agent of the college, an employee, including a student employee, does not have rights to the work they create on college time or using college technology resources. The college will own any work or work product created by a college employee in the course and scope of their employment, including the right to obtain copyrights.

If the employee obtains a patent for such work, the employee is required to grant a non-exclusive, non-transferable, perpetual, royalty-free, college-wide license to the college for use of the patented work. A college 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.

A college employee may apply to the District President or designee to use college materials and equipment in their creative projects, provided the employee agrees either to grant to the college a non-exclusive, non-transferable, perpetual, royalty-free, college-wide license to use the work or permits the college to be listed as co-author or co-inventor if the college contribution to the work is substantial.

Associations and Political Activities

Policy DGA

The college will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

Use of college resources, including work time for political activities, is prohibited.

The college encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

Safety and Security

Policy CG series

The college has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries.

Employees must follow established protocols and respond to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve college equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

While driving on college business, employees are required to abide by all state and local traffic laws. Employees driving on college business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact the Director of Safety and Emergency Management, the Vice President of Facilities and Construction, or the Chief Human Resources Officer.

Annual Security Report

Policy GCC

The college collects information about campus crime statistics and the college's security policies as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The college's annual security report issued under the [Clery Act](#) is posted on the college website for review by employees, students, and community members.

Possession of Firearms and Weapons

Policies CHF

Concealed Carry

A licensed holder may carry a concealed handgun on or about the license holder's person while on campus. Areas that prohibit concealed carry at any time will be clearly marked. Licensed holders are responsible for securing their weapons properly. Any incidents of accidental discharge will be investigated, and negligence may result in termination of employment. For additional information, please see [Board Policy CHF \(Local\)](#).

General Procedures

Campus Closures

The college may close campuses because of severe weather, epidemics, or emergency conditions, among other reasons. When it becomes necessary to delay or cancel classes, a notice will be posted on the college's website, CougarAlert, and the following radio and television stations will be notified:

Radio Stations	
570 AM, KLIF	820 AM, WBAP
1080 AM, KRLD	1310 AM, KTCK
93.3 FM, KLIF	94.9 FM, KLTY
95.3 KHYI FM	96.3 FM, KSCS
96.7 FM, KTCK	98.7 FM, KLUV
99.5 FM, KPLX	100.3 FM, KJCK
103.7 FM, KVIL	105.3 FM, KRLD
107.5 FM, KMKV	

Television Stations	
KDFW Channel 4	WFAA Channel 8
KTXA Channel 21	KXAS Channel 5
KTVT Channel 11	

A decision to cancel classes will usually be made by 6:00 a.m. for day classes and 4:00 p.m. for evening classes. If a closure notice is not posted on the website, Collin College is open.

Emergencies

Policies CGC

All employees should be familiar with the safety procedures for responding to emergencies, including medical emergencies. Employees should locate evacuation diagrams posted in their

work areas and be familiar with shelter-in-place, lockout, and lockdown procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Fire extinguishers are located throughout all college buildings. Employees should know the location of these devices and the procedures for their use.

Emergency Notifications

Collin College is committed to ensuring its community receives timely, accurate, and helpful information in the event of a significant emergency or dangerous situation occurring on campus or in the local area that poses an immediate threat to the health and safety of Collin College students, faculty, and staff. Collin College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, and/or staff occurring on campus. An “immediate threat” includes an imminent or impending threat, significant emergency, or dangerous situation (e.g., approaching tornado or other extreme weather condition, armed intruder, bomb threat, chemical or hazardous waste spill, explosion, fire, gas leak, outbreak of a serious illness).

CougarAlert is Collin College’s official emergency notification system, providing critical information to the entire Collin College community via text message, phone message, and/or email. InformaCast is an alternate system for some areas and will broadcast on college phones and speakers.

Emergency notification messages may direct individuals to evacuate, shelter in a severe weather location, shelter-in-place, stay away from a particular area, or contain other information pertinent to the situation. Collin College may also send follow-up messages to update the community, change the actions individuals should take, or provide other relevant information as the significant emergency or dangerous situation unfolds. In all cases, Collin College will give an “all clear” or “end of incident” message when there is no longer a danger to the Collin College community.

All college employees should register for the CougarAlert system. CougarAlerts will be sent in emergencies that require unscheduled closure or evacuation of a campus or the district. This includes but is not limited to weather closures, power outages, police emergencies, catastrophes, and/or hazardous exposures. CougarAlerts will not be used for promotional purposes or scheduled closures like holidays.

To register, go to [CougarAlert Instructions for Credit Students and Employees](#)

Emergency and Safety Procedures

Threats

If any Collin College student, faculty, or staff member receives a threatening phone call, they should remain calm and obtain as much information as possible from the caller. Ask the caller questions such as the location where the incident will occur, the type of threat, and the time the incident will occur. Call the Collin College Police Department at **(972) 578-5555** or extension **5555** from any campus phone. Be sure to provide the dispatcher with your name, the location of the incident, the type of threat, and a phone number where you can be contacted for additional information.

Reporting an Emergency on Campus

If there is an emergency on any Collin College campus, immediately contact the Collin College Police Department at **(972) 578-5555** or extension **5555** from any campus phone.

If it is a life-threatening medical emergency, go to the nearest phone and dial 911, then contact the Collin College Police Department at (972) 578-5555 or extension 5555 from any campus phone.

Medical Emergencies

Give the dispatcher your name, the location of the emergency, and the type of emergency. If a medical emergency occurs in one (1) of the Fitness Centers, notify the Fitness Center staff member on duty.

Automated external defibrillators (AED) and first aid kits can be found in various locations on each campus and center. While on campus, students, faculty, and staff should make themselves aware of these locations.

An emergency can also be reported in person at any of the following Collin College Police Department office locations:

1. Celina Campus: Room 129
2. Collin Higher Education Center: Room 134
3. Courtyard Center: Room 125
4. Farmersville Campus: Room 103
5. Frisco Campus: Room LH-179
6. McKinney Campus: Room C-121
7. Plano Campus: Room K-119
8. Technical Campus: Room C-010
9. Wylie Campus: Room B-139
10. Public Safety Training Center: Report security issues to the Law Enforcement Academy or Fire Science Academy offices. If it is a life-threatening medical emergency, go to the

nearest phone and dial **911**, or contact the McKinney Police Department at **(972) 547-2700**.

11. Rockwall Center: Report security issues to the site coordinator at 469.698.7499. If it is a life-threatening medical emergency, go to the nearest phone and dial **911**, or contact the Rockwall Police Department at **(972) 771-7717**.

College-Wide Security and Safety Alerts

A college-wide security and safety alert will be issued in the event a crime occurs that the Collin College Police Department constitutes a serious or continuing threat to members of the Collin College community.

When issuing a college-wide security and safety alert, some specific information may be withheld if there is a possible risk of compromising law enforcement efforts to investigate and/or solve the crime. Additionally, when issuing a college-wide security and safety alert, Collin College will not include personally identifying information about victims, including, but not limited to, victims' names, which will be kept confidential.

College-wide security and safety alerts will always be distributed through CougarAlert and posted on the [Collin College Police Department's](#) webpage. Official updates to and discontinuance of college-wide security and safety alerts will always be sent through CougarAlert and posted on the Collin College Police Department's webpage.

Criminal Activity

If a faculty or staff member is the victim of, or a witness to, criminal activity, they should call the Collin College Police Department at **(972) 578-5555** or extension **5555** from any campus phone. Be sure to provide the dispatcher with your name, the location of the incident, the type of criminal activity, and a phone number where you can be contacted for additional information. If instructed by the Collin College Police Department, dial **911** and report the criminal activity to emergency services. Do not attempt to interfere with the activity except in the case of self-defense or self-preservation.

Emergency Drills

Collin College will conduct emergency drills (e.g., evacuation, fire, severe weather) periodically throughout the academic year at each campus and center. All students, faculty, and staff are expected to participate in emergency drills and follow instructions given to them by Collin College officials. Students, faculty, and staff should wait for Collin College officials to notify them when emergency drills are complete and they are able to return to normal activities. If there are any questions or concerns regarding emergency drills, contact the Office of Emergency Management at (972) 881-5617 or emergencymanagement@collin.edu.

Seek Shelter

When outdoor warning sirens sound to signal there is severe weather or environmental danger outside, find a safe place in a building. Go inside the nearest building to bathrooms or interior halls on the lowest level, away from glass doors and windows. Monitor one (1) or more media sources. Wait for Collin College officials to notify you when it is safe to return to normal activities.

Shelters can be found in various locations on each campus and center. While on campus, students, faculty, and staff should make themselves aware of these locations.

Evacuation

When indoor alarms sound or strobe lights flash to signal danger inside or near a building, such as a fire, leave the building immediately using the nearest marked exit unless otherwise instructed. Go outside the building, and if possible, assist those who are disabled. Take all valuables (e.g., backpack, cellphone, purse) with you. Assemble outside as directed by Collin College officials and stay at least 300 feet away from the building. Notify the Collin College Police Department or emergency crews if you suspect someone is still in the building. Wait for Collin College officials to notify you when it is safe to return to normal activities.

Lockdown

If there is an intruder with a weapon or the threat of another type of violence on campus, students, faculty, and staff should take appropriate actions depending on their personal situation and location. Appropriate actions include:

1. **Avoid:** Go to a safer location if that is an option.
2. **Deny:** Get out of sight, remain quiet, and lock or barricade doors when possible.
3. **Defend:** If confronted with violence, collaborate with others to distract the intruder and get away or defend yourself.

Warn others and call **(972) 578-5555** or extension **5555** from any campus phone if you have information for the Collin College Police Department. Wait for Collin College officials to notify you when it is safe to return to normal activities.

Shelter-in-place

If the outside air quality is threatened or compromised, sheltering-in-place directs personnel to an inside area, offering more protection. Relocate to the highest level, seek an interior room, attempt to seal the doors, and wait for further instructions.

Hold Message

If there is a threat in the campus's proximity, a hold message is issued to suggest that personnel stay put until the situation is over.

Parking

Policy CHC

Any vehicle parked on College District property shall only be in a marked space. Vehicles parked in areas other than a designated parking space or lot may be towed at the owner's expense. For information regarding towed vehicles, contact campus police. Without special authorization, drivers may not park in areas or spaces marked as Handicapped, Reserved, or Loading Zone.

Identification Card

ID cards are available at any Student Engagement office during regular business hours, as well as:

- Frisco Campus - Room A186
- McKinney Campus - Room C118A
- Plano Campus - Room F130
- Wylie Campus - Room SC105
- Celina Campus - Room 122
- Farmersville Campus - Room 124
- Rockwall Center - Suite 100
- Technical Campus - Room A145
- Courtyard Center - Suite 101
- Collin Higher Education Center – Suite 339

To obtain your ID card, students, faculty, and staff will need the following:

1. Know their nine-digit CWID (College-Wide Identification number/Employee ID).
2. Be able to present a valid photo ID (i.e., driver's license, passport, high school ID, military ID).

Library

The Collin College libraries house books, media collections and services, open labs, calculators, laptops, and much more. Library personnel are always willing to provide teaching and learning materials.

Visit the [Library's website](#) for information about the library's collections. These collections include books, journals, music CDs, books on CDs, DVDs, software, and electronic resources such as databases, full-text journals, and e-books. All electronic resources are available remotely.

Purchasing Procedures

Policy CF

All purchase requests must be submitted to the purchasing department on an official college requisition in Workday that will check the budget and go through the required approvals for the purchase. No purchases, charges, or commitments to buy goods or services for the college can be made without a PO number or using a T-card, according to the T-card manual. The college will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the college's business office. Contact the [Purchasing department](#) at 972-758-3874 for additional information on purchasing procedures.

Name and Address Changes

Employment records must be kept up to date. Employees must submit their request in Workday if there are any changes or corrections to their name, home address, or contact information. You may also select the visibility to be private or public. Instructional links are included below.

[Modify Personal Information Guide](#)

[Change Home Address Guide](#)

Personnel Records

Policy DBA, GCA

Most college records, including personnel records, are public information and must be released upon request. Employees may choose to have the following personal information withheld:

- Home Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information or change to an existing choice may be made at any time in Workday by following the Instructional links included above under name and address changes.

Facilities Use

Policies DGC, GD, GDA

Employees may use college facilities and common outdoor areas for non-work activities and work-related activities and invite speakers to campus in accordance with college district policies and established regulations. The facilities scheduling coordinator is responsible for scheduling the use of facilities. College district facilities and areas not considered common outdoor areas must be scheduled in advance of use by contacting [Conference Services](#).

The college's policy regarding employee use of college facilities follows: [DGC \(Local\)](#)

Recreational Use

Approval from the Conference Services Department is required for the use of the College District's indoor and outdoor recreational facilities, such as the gym, tennis courts, and the like, when the facilities are not in use by the College District or for another scheduled purpose.

Use of Common Outdoor Areas by Community Members

A community member does not need a College District permit or reservation for the exercise of expressive activities in common outdoor areas. Expressive activity may occur in those common outdoor areas of the College District that are not in use by others. However, community members may, and are encouraged to, reserve a space to assemble in the common outdoor areas of the College District. Once a person or group reserves a certain space in a common outdoor area for assembly or expressive activities, it is not available for another person's or group's use or reservation at the same time.

[The college's policy regarding the use of recreational areas and use of Common Outdoor Areas follows: GD \(Local\)](#)

Professional Development Resources and Support

The Training and Development Office oversees district-wide employee success and talent development initiatives. These initiatives include training, tuition reimbursement, scholarships, community leadership programs, employee recognition/awards, wellness, sabbatical leave, organizational surveys, and other areas as identified on the Training and Development website. For the most current Collin College Benefit Program details, please visit the [Training and Development](#) webpage.

Termination of Employment

Resignations

Policy DMD

Contract Employees - General Requirements

All resignations by employees serving under a term contract must be submitted in writing to the District President or designee. The employee will give reasonable notice as specified in the contract and will include a statement of the reasons for resigning in the letter. A prepaid certified or registered resignation letter will be considered submitted upon mailing.

End of Contract Term

Any employee serving under a term contract may resign his or her position and leave the employment of the College District effective at the end of the contract term without penalty, provided the employee submits a letter of resignation in accordance with administrative regulations and the provisions at General Requirements above.

The District President or designee is authorized to accept a term contract employee's resignation effective at the end of the contract term.

Prior to the End of the Contract Term

An employee serving under a term contract wishing to resign prior to the end of the contract term must submit a letter of resignation in accordance with the provisions of the General Requirements above. Written approval by the District President is required for resignations effective before the end of the contract term.

Once submitted and accepted, the resignation may only be withdrawn with the consent of the District President.

Noncontract Employees

The District President is authorized to accept the resignation of an at-will employee at any time. The District President may delegate to other administrators the authority to accept the resignation of an at-will employee. The College District has the sole discretion to designate a resigning employee's earlier final day at work, whether or not the intended notice period has been fully satisfied. Once submitted and accepted, the resignation of an at-will employee may only be withdrawn with the consent of the District President or designee.

Resignations and Exit Information

All Exiting Employees

All exiting employees (full-time and part-time) must submit a written letter (or email) of resignation to their supervisor and Human Resources indicating the last day of work and reason for leaving. Professional notice of at least ten business days is expected. If the employee does not provide an advance notice, the employee's supervisor should notify Human Resources of the separation date and reason.

The manager will initiate the termination in Workday and attach the resignation notice to the termination. [Terminating Employment](#)

****Please note that the termination will not be fully processed until all items are submitted and completed in Workday.**

1. [Collin College Important Exit Information](#)
Review the Collin College Important Exit Information.
2. **Change of Address Form**
This task will be sent to the exiting employee via Workday.
3. **Collin College Employee Exit Survey**
An exit questionnaire will be sent to the exiting employee via Workday.
4. **Asset Collection Acknowledgement**
Supervisors will receive this confirmation task to verify that all items belonging to the College have been collected at the end of the process.
5. **Benefit Information:**
 - [TRS Notice of Final Deposit and Request for Refund Form](#)
After thoroughly reviewing the impact of withdrawal, if you choose to withdraw your Teachers Retirement System account, please print and complete the TRS Notice of Final Deposit and Request for Refund Form.

NOTE: The form MUST be notarized and mailed directly to TRS. Please read the TRS [Requesting a Refund](#) brochure to understand the impact of a refund.
 - [Health Insurance Continuation Information](#)

Full-Time Faculty Resignations

Full-time faculty may access this link to the [FT Faculty Resignation Form](#).

Termination of Teaching Faculty

Annual teaching faculty compensation is based on a contract period. Final pay is prorated based on the actual days worked by the terminating faculty member if the contract period is not completed.

Voluntary Separation - Faculty

The faculty member may seek release from their contract at the end of the academic year without penalty, provided such faculty member submits a written letter of resignation by March 2 of that academic year. At any other time, the faculty member may seek release from their contract by providing at least 14 days written notice of resignation to the District President. Such resignation by the faculty Member may be accepted by the College immediately, at its sole discretion. If you turn in your resignation after March 2, the faculty member is not eligible to receive overload pay if they teach summer sessions. They will be paid at the adjunct rate.

Involuntary Termination – Faculty

Please see [DMAA \(Local\)](#): Term Contracts: Dismissal for more information.

Non-Renewal of Teaching Faculty

Teaching faculty on one-year contracts will be notified in writing of the renewal or non-renewal of their contract for the subsequent academic year by March 15.

Teaching faculty do not have a property interest or other interest in employment beyond the term of that teaching faculty member's written contract.

Teaching faculty on multi-year contracts will normally be notified in writing of renewal or non-renewal of their contract for the subsequent year by the later date of January 31 or the 30 days following receipt by the president of the final report of the Council on Excellence. In any case, notification will not be later than the last day of classes in May.

Please see [DMAB \(Local\)](#): Term Contracts: Nonrenewal and [DMAB \(Local\)](#): Contract & Non-Contract: Term of Contract (Multiyear) for more information.

Termination of Non-Teaching Employees/Staff

See [DD \(Local\)](#): Contract & At-Will Employment for more information.

Non-teaching employees are employed on an at-will basis.

Voluntary Separation (Staff)

Staff who voluntarily terminate must submit a letter of resignation to their immediate supervisor with a copy to Human Resources. Professional notice of at least two weeks is expected.

Resignation Notice

Professional written notice of at least two weeks is expected. The eligibility for rehire is based on voluntary terminations and providing a ten (10) business day notice (two weeks). The final day of employment will be the last actual full day worked; it may not be a day or half-day of time off.

Final Paycheck

Your final paycheck (for time worked through your last day of work) will be paid via direct deposit or via check, depending on timing of the system. If paid by check, the check will be mailed to the address you have in WorkDay on the last working day of the month of separation. Final pay is prorated based on the actual days worked by the terminating employee.

Vacation Pay

Terminating employees will receive any remaining eligible pay for earned and unused vacation time (up to 80 hours of rolled-over vacation time, plus any unused vacation earned for the current fiscal year) payable during the first week of the month following separation. This will be a separate paper check from your final paycheck and mailed to the address on record in WorkDay.

Compensatory Time/Over Time

Terminating employees will receive remaining eligible pay for any unused compensatory time and/or overtime payable during the first week of the month following separation. This will be a paper check mailed to the address in WorkDay. Please note that if you are owed both vacation pay and compensatory time and/or overtime, they will be on the same check, separate from your final paycheck.

Sick Time/Personal Time

Collin College does not pay out any unused sick or personal time.

Medical/Dental Insurance

Coverage through your employment will end at the end of the month of separation, provided all premiums have been paid. For example, if your last day worked is January 16, your coverage will end on January 31.

Consolidated Omnibus Budget Reconciliation Act (COBRA) Information

All COBRA information will be sent directly to your home address by ERS. COBRA rates can be found on the ERS website. If you have questions regarding COBRA benefits prior to receiving this information, you may view the [ERS COBRA Page](#) or call ERS at (877) 275-4377.

Group Life/Accidental Death and Dismemberment (AD&D) Coverage/Voluntary AD&D

Your group life, AD&D, and Voluntary AD&D coverage will terminate on the last day of the month of termination. Conversion options may be available to you. For more information, contact [Securian Financial](#) or (877) 494-1716.

Teacher Retirement System (TRS)

Should you choose to withdraw your TRS account, you must complete a TRS-6, Application for Refund, and return it to TRS. (NOTE: If you withdraw your account by receiving a refund, you will end your membership in TRS. By ending your membership, you lose your service credit and forfeit any retirement benefits that you have accrued and may affect your eligibility for ERS retiree insurance. It is important that you fully understand the TRS and insurance benefits that you are waiving. Therefore, if you have five or more years of TRS service credit, you must sign a form acknowledging that you are waiving all rights to future TRS retirement benefits.) If you need to access the forms or have questions regarding your TRS account, please contact TRS directly at 1-800-223-8778 or visit the TRS website at www.trs.texas.gov.

Texas Optional Retirement Program (ORP)

Please contact your financial advisor if you have an ORP account and have questions regarding available options. For general ORP questions, please contact the Human Resources Benefits team at (972) 599-3152 or benefits@collin.edu.

Tax Sheltered Annuity (TSA)

For legacy 403b accounts, please contact your financial advisor or financial investment provider. For accounts through AIG, please contact:

- Bentley Craft, (972) 567-8115, or bentley.craft@corebridgefinancial.com, or
- Luke Logan, (469) 271-0179, or caleb.logan@aig.com

Change of Address

If you have a change of address, you must update this information in Workday prior to your last day of employment under your profile/contact tab or as part of your exit process. Please refer to the Name and Address Changes section of this handbook. Former employees may submit a change of address request [here](#), and a verification process will be initiated.

Dismissal or Nonrenewal of Contract Employees

Policies DM series

Employees on a term contract can be dismissed during the academic year for good cause or nonrenewed at the end of the contract term for any reason according to the procedures outlined in college policies.

Dismissal of Noncontract Employees

Policy DM

Non-contract employees are employed at will and may be dismissed without written notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the college to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, or any other basis protected by law or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination through the Complaint process outlined in this handbook and board policy.

Reports Concerning Court-Ordered Withholding

The college is required to report the termination of employees that are under a court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

Student Issues

Equal Educational Opportunities

Policies FA, FFDA, FFDB

In an effort to promote nondiscrimination and as required by law, Collin College does not discriminate on the basis of race, color, religion, national origin, sex, gender, age, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Americans with Disabilities Act; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment, should be directed to Terrence Brennan, District Dean of Students (Collin Higher Education Center, 3452 Spur 399, Suite 457, McKinney, Texas 75069, Phone: (972) 881-5734, Email: tbrennan@collin.edu), the Title IX Coordinator for Students or Amy Throop, Associate Dean of Students (Collin College, 2200 W University Drive, McKinney, TX 75071, Phone: (972) 881-5667, Email: athroop@collin.edu), the Deputy Title IX Coordinator for Students.

Questions or concerns about discrimination on the basis of a disability should be directed to Terrence Brennan, District Dean of Students Collin Higher Education Center, 3452 Spur 399, Suite 457, McKinney, Texas 75069, Phone: (972) 881-5734, Email: tbrennan@collin.edu, the ADA/Section 504 coordinator.

A student will not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinators, may be directed to the District President..

Student Records

Policy FJ

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. Access to student records is restricted to individuals authorized by law, including the student, parents when the student is a dependent for tax purposes, and college officials with legitimate educational interests.

The [Student Handbook](#) provides students with detailed information on student records. Students who want to review student records should be directed to the Registrar's office for assistance.

Student Complaints

Policy FLD

In an effort to hear and resolve student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. The Dean of the Students' Office can provide students with information on filing a complaint.

Students are encouraged to discuss problems or complaints with the faculty member or the appropriate administrator at any time. Students with complaints that cannot be resolved to their satisfaction should be directed to the department chair or student services counselor. The formal complaint process provides students with an opportunity to be heard up to the highest levels of management (i.e., the District President and board of trustees) if they are dissatisfied with an associate dean/director, dean, or student services counselor's response.

Student Conduct and Discipline

Policies FL series, FM series

Students are expected to follow the college's rules and regulations concerning student conduct outlined in the student handbook and college policies. Faculty and staff are required to submit an alleged violation or violations of college policies and procedures, including rules for student conduct, to the Dean of Students Office within a reasonable timeframe (i.e., within ten (10) business days). The allegations must be submitted in writing through traditional or electronic means and describe the violation and surrounding facts. The Dean of the Students' Office or designee shall investigate the matter if necessary.

Index

- Administration, 12
- Alcohol and drug
 - abuse prevention, 50
 - testing, 16
- Arrests and convictions, 50
- Associations and political activities, 54
- At-will employment, 16
- Automatic payroll deposits, 20
- Background checks, 50
- Benefits
 - cafeteria plan, 24
 - health, dental, and life insurance, 23
 - leave, 28
 - retirement, 25
 - workers' compensation, 24, 34
- Bereavement leave, 33
- Board Meetings, 11
- Board of Trustees
 - information, 10
 - members, 10
- Breaks, 18
- Breast milk, 18
- Cafeteria plan benefits, 24
- Change of address, 62
- Child abuse
 - reporting, 44
 - sexual, 44
- Clery Act reporting, 55
- College
 - calendar, 12
 - communications, 38
 - description, 7
 - information, 7
 - mission statement, 8
- Compensation, 20
- Complaints
 - employee, 39
 - Student, 71
- Compliance coordinators, 14, 70
- Compliance with a subpoena, 34
- Conduct and welfare, 40
- Conflict of interest, 52
- Contract
 - employment, 15
 - nonrenewal, 69
- Court appearances, 34
- Court-ordered withholding, 69
- Crime reporting, 45
- Criminal history, 50
- Directories
 - helpful contacts, 13
- Discrimination
 - employee, 40
 - student, 70
- Dismissal
 - contract employees, 69
 - noncontract employees, 69
- Drug
 - abuse prevention, 50
 - testing, 16
- E-cigarettes, 51
- Electronic communications, 47
- Emergencies, 56
- Employee
 - conduct and welfare, 40
 - recognition, 38
- Employment
 - after retirement, 15
 - at-will, 16
 - authorization documents, 16
 - contract, 15
 - noncontract, 15
 - outside, 18
- Equal opportunity
 - educational, 70
 - employment, 14
- E-Verify, 16
- Facilities use, 63

Firearms, 55
 Form I-9, 16
 Fraud, 51
 General procedures, 56
 Gifts and favors, 52
 Grievances, 39
 Harassment
 employee, 43
 student, 40
 Health insurance, 23
 Helpful contacts, 13
 Holidays, 29
 Information security, 46
 Insurance
 health, dental, and life, 23
 unemployment, 24
 Intellectual property, 52
 Internet use, 47
 Job vacancy announcements, 15
 Jury duty, 34
 Leave
 bank, 33
 benefits, 28
 bereavement, 33
 court appearance, 34
 extended, 33
 holidays, 29
 jury duty, 34
 medical certification, 28
 military, 35
 personal, 33
 pool, 33
 quarantine, 37
 religious observance, 35
 sick, 30
 truancy court appearance, 35
 vacation, 29
 workers' compensation, 34
 Maltreatment of children, 44
 Military leave, 35
 Mission statement, 8
 Name and address changes, 62
 Nonrenewals, 69
 Nursing mothers, 18
 Outside employment, 18
 Overtime, 21
 Parking, 61
 Paychecks, 20
 Payroll
 automatic deposits, 20
 deductions, 21
 schedule, 20
 Peace Officer
 quarantine leave, 37
 Performance evaluation, 19
 Personal leave, 33
 Political activities, 54
 Possession of firearms and weapons, 55
 Pregnant Workers Fairness Act, 18
 Publications, 38
 Purchasing procedures, 62
 Records
 retention, 48
 Religious observance, 35
 Reporting crime, 45
 Resignations, 64
 contract employees, 64
 noncontract employees, 64
 Retaliation, 40, 43
 Retirement
 benefits, 25
 employment after, 15
 Safety, 54
 Salaries, 20
 Searches, 16
 Security, 54
 Security report, 55
 Severe weather closing, 56
 Sexual harassment
 employee, 40
 student, 40
 Sick leave, 30
 Standards of conduct, 40
 Student

- complaints, 71
- discipline, 71
- equal educational opportunities, 70
- harassment, 40
- issues, 70
- records, 70
- Student complaints, 71
- Technology use, 46
- Termination
 - dismissal during the contract term, 69
 - noncontract employees, 69
 - nonrenewal, 69
 - resignation, 64
- Tobacco
 - products, 51
 - use, 51
- Travel expenses, 23
- Truancy court appearances, 35
- Tutoring, 18
- Unemployment insurance, 24
- Unlawful acts, 45
- Vacancy announcements, 15
- Vacation, 29
- Wages, 20
- Weapons, 55
- Whistleblower Act, 45
- Work schedule, 17
- Workers' compensation benefits, 24, 34
- Workload, 17