

# **Northwestern Michigan College**

## **Staff/Adjunct Faculty Employee Guide**



# **Northwestern Michigan College**

**Revised January 2017  
Northwestern Michigan College is an  
Equal Opportunity Employer**

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## MESSAGE FROM THE PRESIDENT

Dear Colleagues:

On behalf of NMC, I extend our appreciation for the excellent work you do to keep learning at the center of our College life. This is a vibrant and challenging time at NMC, and we're fortunate to have such a strong group of talented employees.

The Board, faculty, administration, and staff have enjoyed a good working relationship over the years, built upon mutual respect. It is my hope that this sense of cooperation and collaboration will continue as we go forward together.

All good wishes for a successful academic year.

Sincerely,

Timothy J. Nelson  
NMC President

## **PREFACE**

The Employee Guide is published to give employees a convenient resource for locating Northwestern Michigan College's employment policies, procedures, and guidelines, and culture. This guide is not an employment contract but merely a guide to existing policies and information.

Since policies and procedures are subject to change, this information serves only as a guideline. Northwestern Michigan College reserves the right to change, add, delete or revise any employment policies and benefits at any time. None of these summarizations are intended to be construed as changing or supplementing in any manner the meaning of any policies, contracts, or other related documents. The contents of this guide may be revised by the Vice President for Educational Services and the Executive Director of Human Resources or designees. The Board of Trustees reserves the right to change its employment policies and benefits at any time.

Your Supervisor/ Academic Chair should inform you of revisions to policies, and future updates will be sent to you through your email via Policy Council public hearings or found on our web site at <http://www.nmc.edu/about/policies/> along with other Board and staff policies published in the NMC Policy Manual. This guide may be found on the website at <http://www.nmc.edu/hr/> (click on Employee Guide)

Additional copies of the Employee Guide and appendices for each employee category may be obtained from the NMC Office of Human Resources. Human Resources staff members are happy to help you with any questions regarding NMC's policies or other information contained in this Employee Guide.

## **POLICY OF NONDISCRIMINATION**

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

Northwestern Michigan College does not discriminate in admission, campus activities, education, employment, housing, public accommodation or public service on the basis of age, color, creed, disability, handicap, height, marital or familial status, national origin, political affiliation, race, religion, sex, sexual orientation, service in the military, veteran's status, weight or any other legally protected status under federal, state, or local law. No act of retaliation shall occur to any person making a charge, filing a complaint, testifying or participating in any discrimination investigation or proceeding. ([View the full Non-Discrimination Policy D-702.00](#))

# MISSION, VISION, VALUES, PURPOSES

## MISSION

Northwestern Michigan College provides lifelong learning opportunities to our communities.

## VISION

NMC will be the resource of choice for higher education, lifelong learning and cultural experiences. NMC will be an essential contributor to quality of life and a vibrant economy. We will demonstrate collaborative and inventive approaches to education and training for liberal studies, careers, interests and emerging learner markets.

## VALUES

Our individual and collective efforts create the legacy of NMC. In order to achieve our mission, we are individually committed and responsible to live these values:

- **Learning** is at the center of all we strive to achieve. It is the foundation upon which an enlightened citizenry and a dynamic community are built and is a lifelong process in which we are all engaged.
- We will continuously improve the learning experience and its global relevance to those we serve through **innovation, agility and thoughtful risk-taking**.
- Our actions are governed by the highest degree of **ethics, integrity and personal responsibility**, exhibited through **transparency, openness and trust**.
- We each will practice **responsible stewardship** for the human, physical, financial and environmental resources entrusted to our care.
- Each of us will strive to **exceed expectations** for quality and service in all that we do.
- We **value all people** and will invest in their personal and professional growth and development.
- We will **exhibit foresight** by monitoring the changing world around us and taking actions today that prepare us to meet future needs of our communities.
- We will **seek others** who share our vision and values, and **collaborate** with them on behalf of our communities.

## PURPOSES

To meet our mission, we are fully engaged in each of the following purposes, with the

result that our learners meet their goal(s) of being college-ready, transfer-ready, career-ready and ready for lifelong learning:

- Associate degree, certificate and transfer education in liberal arts and sciences, and occupational studies
- Career/occupational education and workforce development
- Cultural and personal enrichment
- Facilitating baccalaureate and graduate programs
- Contributing to economic development

The Mission, Vision, Values, and Purposes may be found online at <http://www.nmc.edu/about/mission-vision-values.html>

## MAP

To view a map of NMC's campuses, go to <http://www.nmc.edu/about/maps/index.html>

## GENERAL INFORMATION ABOUT NMC

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

NMC is a comprehensive community college that serves people, organizations and business throughout the Grand Traverse region:

1) NMC offers associate degrees, professional certificates, and baccalaureate degrees independently and through our seven University Center, partner universities, who also grant Baccalaureate, Graduate and Doctoral degrees.

2) NMC's extensive Extended Educational Services program offers a vast array of non-credit classes to more than 10,000 local residents annually.

3) NMC reaches thousands of other learners through Aero Park Laboratories, Dennon Museum Center, Hagerty Conference Center, Lobdell's: A Teaching Restaurant, NMC Training Services, Rogers Observatory and WNMC Public Radio.

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

Campus residence halls provide living accommodations for our students. Campus dining facilities in West Hall serve residence hall, commuting students, faculty, staff and guests.



The Front Street campus is a 146-acre tract of wooded land situated in a residential area near Grand Traverse Bay. The NMC Great Lakes Campus is located a mile from the Front Street campus on eight acres of waterfront property on West Grand Traverse Bay. The College's Aviation Center is adjacent to the Cherry Capital Airport on Aero Park Drive, and the NMC Observatory is located on five acres less than a 15-minute drive from NMC's main campus. The University Center Campus is on Cass Road on the west shore of Boardman Lake.

NMC has approximately 4,100 students enrolled in credit programs, and 10,000 in non-credit. Approximately 54% are female; average age is 23. Thirty-six percent are full-time students (12 or more credits), 25% taking 6-11 credits, and 19% taking 1-5 credits. Fifty-seven percent live in Grand Traverse County.

## **GOVERNANCE AND ORGANIZATION**

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

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

The NMC governance system is defined in Policy D-502.01, which may be viewed on NMC's website at <http://www.nmc.edu/about/policies/index.html>

## **NMC EMPLOYMENT**

As a new employee, you will receive an email to begin your online orientation. You will then meet with Human Resources (HR) for your orientation to NMC, to complete your documents for payroll, to establish your personnel records and to have an opportunity to ask questions regarding your employment at NMC. Hiring documents are required before employment can begin and paychecks can be issued. Your supervisor, academic chair, or office manager will continue your orientation, including familiarizing you with your job, work area, co-workers, and the NMC campus. Visit the virtual tour to learn more about NMC campuses: <https://www.nmc.edu/about/virtual-tour/index.html>

If your status or personal information changes while employed at NMC due to marriage, a death, moving, divorce, or other similar events, it is your responsibility to change your employment records. If changes need to be reported, please contact Human Resources (231.995.2612) for the proper forms. [Changes may also be made online through NMC Self-Service from the Personal Information tab.](#)

### **Your Paycheck**

Paychecks are issued biweekly (every other Friday). Direct deposit is strongly encouraged for all employees, and electronic earnings statements are available to view or to print from Self-Service at [https://banweb.nmc.edu/nmcp/twbkwbis.P\\_WWWLogin](https://banweb.nmc.edu/nmcp/twbkwbis.P_WWWLogin) (login

required.) Hard copy paychecks will be mailed to your home/permanent address. Any questions regarding paychecks can be directed to Payroll (231.995.1942.)

### **Probationary/Provisional Period**

New employees are on a probationary /provisional period. See the employee guide appendices for information on your employee category.

### **Retirement System**

Michigan law requires that every employee of a publicly supported community college be a member of the Michigan Public School Employees Retirement System (MPERS). Anyone who receives wages from Northwestern Michigan College (excluding full-time student employees) is automatically a member of the retirement system. (For salaried employees, please see your employee group section for information on Optional Retirement Plans.) This is a contributory plan. The State has several different plans determined by when you first become a member of MPERS, with differing contribution levels and retirement eligibility requirements.

If you leave employment with Michigan Public Schools, you may request a refund of your contribution plus interest (applied every July 1<sup>st</sup>. MPERS offers different options that comply with federal regulations regarding payment of refunds.

Refer to MPERS website for more information on the retirement system and the possible benefits for you (<http://www.michigan.gov/orsschools>).

**NOTE:** Employees should be aware that being an active member of MPERS may preclude contributing to an Individual Retirement Account (IRA) or a KEOGH plan. You should check with your tax advisor if this may apply to you.

Further information regarding the retirement system can be obtained from NMC Human Resources (231.995.1350).

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Classroom/Office emergency procedures are included below because of their extreme importance.

### **SAFETY AND HEALTH**

#### **Accidents or Emergencies**

1. For accidents or emergencies—call 911 (i.e. breathing failure, profuse bleeding, shock, broken bones, etc.).
2. **For students or non-employees** - the faculty or staff member on the scene should submit an incident report to his/her supervisor as soon as possible,

The incident report form can be found on the shared drive at:

S:\Administrative Services\Public\LIABILITY INSURANCE\NMC Incident Report-Claim Form.xls

The form should be submitted to the Office of Finance and Administration. A copy of this report will be sent to Student Health Services (students/non employees) and Campus Safety for follow-up, and will become a permanent part of the student's health record. All student emergencies should be reported to the Educational Services Office

**3. For employees or student employees** - the faculty or staff member must complete and submit workers compensation forms to Human Resources (or his/her supervisor after hours) as soon the injury occurs. Employees should be sent to Munson Occupational Health for non-life-threatening emergencies.

Workers Compensation forms can be found online at:  
<https://employees.nmc.edu/forms/human-resources/index.html>

Submit the form(s) to Human Resources for employee work injuries or workplace illnesses as soon as possible after the injury/illness occurs. Workers' compensation forms will become a permanent part of the student's/employee's health record.

Employees should be sent to Munson Occupational Health for non-life-threatening emergencies.

For a list of treatment facilities where employees must go for workers' compensation treatment, view this form: <https://employees.nmc.edu/forms/human-resources/workers-compensation/injuries/authorization-to-treat.pdf>

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

## First Aid

1. First aid is everyone's concern. First aid classes are offered through the College as well as area schools and fire stations. If you would like to learn more about first aid procedures, contact The Office of Human Resources.
2. Know where your building's first aid supplies are:

### Location of First Aid Supplies

Aero Park Laboratories .....	End of Pallet Racks Near Rooms A, B, I & K
Aviation Building.....	Maintenance Hanger
Automotive Technology .....	Automotive Office Wall
Beckett Building .....	Business Academic Area Copy Room
Biederman Building .....	Health Occupations Office
Dennos Museum Center.....	Front Desk
East Hall.....	Front Desk
Facilities .....	Front Desk
.....	Kitchen
.....	Break Room
Fine Arts Building.....	Office Manager's Office
Founders Hall .....	Room 110
Great Lakes Culinary Institute .....	Each Kitchen
Great Lakes Maritime Academy .....	Front Desk
Health Science Building .....	Welcome Center Desk
Parsons-Stulen Building .....	Work Room near Reception Desk
Oleson Center.....	Kitchen; AED in lobby
Osterlin Building.....	Library Work Room Power House
.....	West Entrance Rajkovich (P.E.) Building
.....	Room 110
Scholars Hall .....	Office Manager's Office
Tanis Building.....	Student Health Services
University Center .....	Suite 202
.....	Welcome Center
.....	Office of Human Resources
Timothy J. Nelson Innovation Center.....	Front Desk

## Inclement Weather

To access the Inclement Weather Policy and procedure go to <http://www.nmc.edu/about/policies/board-staff/D-506.03.html>. Please review this policy to be prepared in case of inclement weather. Remember that it is important to use your own judgment in making decisions relative to your own safety as conditions may vary in different locations.

A decision to delay or close the College will be communicated by 6:00 a.m. for daytime schedules, and 3:00 p.m. for evening schedules. There is a possibility that

NMC would cancel all day classes and hold evening classes. Up-to-date information regarding college delays or closures will be communicated on the 24-hour telephone line at 995-1100, NMC's general information number at 995-1000, reported to the many area radio and television stations, campus video monitors, Cable Channel 13, NMC's website (<http://www.nmc.edu/student-services/class-cancellations.html>), and a message will be sent to NMC faculty and staff e-mail accounts. Each area is responsible for the development of a notification system for its faculty and staff.

For a list of local radio and television stations that receive NMC Inclement Weather Announcements please visit: <http://www.nmc.edu/about/policies/board-staff/D-506.03.html>

Monday through Friday, individual class cancellations (rather than college delays or closures) are reported on the 24-hour telephone line (updated between 7:00am to 5:00pm,) campus video monitors and NMC's website. Should you need to cancel class please notify your area office manager or your Academic Chair and for the inclement weather procedure. To communicate individual class cancellations to students, instructors should follow the directions for contacting Central Scheduling. The directions may be found on the intranet home page, linked under Daily Class Cancellations <https://intranet.nmc.edu/> (login required): Weekend class cancellations are reported on the instructor's voicemail greeting only.

**Telephone:** 995-1100 (24-hour telephone line for inclement weather cancellations only)

995-1000 (general information)

**Web:** <http://www.nmc.edu/student-services/class-cancellations.html>

## Harassment

Northwestern Michigan College prohibits all types of harassment of its employees, students, customers, or vendors in the forms outlined in Harassment Policies [D-602.03](#) and [D-703.00](#) and Sexual Harassment Policies [D-602.04](#) and [D-704.00](#). NMC's intent is to create and maintain a work and educational environment that promotes respect and dignity for all individuals and is free of harassment and unduly offensive behavior. Harassment is in conflict with a harmonious and productive work and educational environment. **Harassment will not be tolerated.** Violation of this harassment policy may result in disciplinary action.

Complaints regarding harassment may be presented to the immediate supervisor or to the Executive Director of Human Resources at 5-1342. Refer to the College Policies and Procedures on the web at <http://www.nmc.edu/policies> for a complete statement of the harassment policy

## Sexual Harassment

It is the policy of NMC that sexual harassment of students and employees is

unacceptable and will not be tolerated. Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other types of sexual conduct when submission to this conduct is made a condition of employment, is used as a factor in decisions regarding employment, or has the purpose of interfering with employment by creating an intimidating or offensive environment. Any complaints regarding sexual harassment should be directed to your supervisor or to the Executive Director of Human Resources (5-1342). If you are a supervisor and receive a sexual harassment complaint or become aware of any such harassment, you must take measures to properly rectify the situation. Refer to the Sexual Harassment Policy in the Policy Manual for more complete information.

## **Title IX**

In compliance with Title IX, NMC supports equal opportunities for all students in education and in providing educational opportunities. NMC does not tolerate gender-based discrimination. Examples of gender-based discrimination include, but are not limited to:

- Unwelcome physical contact such as touching
- Persistent, unwelcome requests for sexual contact
- Requests for sexual contact from someone who grades, advises, or supervises you
- Sex-related behavior accompanied by promise of reward or threat of harm
- Unwelcome sexual remarks about a person's clothing, body, sexuality, or sexual orientation
- Offensive sexual questions, jokes, and stories
- Display of sexually offensive posters, pictures, words or messages
- Introduction of sexually explicit material into the classroom or workplace without an educational or work-related purpose
- Retaliation for making a complaint of sexual misconduct

Employees who become aware of gender-based discrimination are required to report any violations directly to their supervisor, Human Resources, or the Ms. Vicki Cook, Title IX Coordinator at 995.1144 or [vcook@nmc.edu](mailto:vcook@nmc.edu).

All employees must complete all required compliance training as instructed by Human Resources and the College as part of the conditions of employment.

## **Hazardous Communication Program**

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

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

## **Communicable Disease Policy**

In the event that a student or employee contracts an infectious disease, it is the intent of the College to handle each case on its own particular facts. There will be an attempt to strike a balance between the rights of the person having the disease and the rights of students and co-workers to be free from the risk of exposure. If you become aware that a student or staff member has a communicable disease that poses a health hazard to others, report it immediately to the Director of Student Health Services. Confidentiality and privacy rights will be respected.

Faculty, staff and student employees with a communicable disease will be treated consistently with other employees as long as they are able to meet acceptable performance standards and do not pose a health hazard to others. An employee's health condition is personal and confidential and should be treated as such. See the complete policy on Communicable Diseases at <http://www.nmc.edu/about/policies/board-staff/D-705.00.html> for more information. Questions or concerns may be directed to the Director of Student Health Services or the Executive Director of Human Resources.

## **Drug Free Workplace**

It is the intent of Northwestern Michigan College to comply with the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on the NMC premises, including the premises on which NMC programs are conducted. Please refer to the NMC Alcohol and Illicit Drugs Policy, <http://www.nmc.edu/about/policies/board-staff/D-505.08.html>.

1. As a condition of employment, all employees will receive and review information on NMC's Policies and Procedures on Alcohol and Illicit Drugs and shall abide by its provisions.
2. Employees are required to report to work in an appropriate mental and physical condition to perform their jobs in a satisfactory manner. No employee will report to work evidencing any effects of alcohol. While on NMC premises and while conducting business-related activities off NMC premises, no employee may use, possess, distribute, sell, or be under the influence of illegal drugs. An employee will be deemed to be under the influence of an illegal drug if it is in his/her system regardless of the quantity or whether it impairs behavior. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively, and in a safe manner that does not endanger himself/herself or other individuals in the workplace.

3. All NMC employees are required to notify the Office of Human Resources if they are arrested related to drug or alcohol offenses Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify NMC of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction. Failure to provide such notice will subject the employee to discipline up to and including dismissal pursuant to applicable College procedures governing employee discipline. The employee shall notify his/her immediate supervisor, who will report the incident to the Office of Human Resources (231-995-1342).
4. Employees should discuss substance use/abuse matters with their supervisor and the Office of Human Resources to receive assistance or referrals to appropriate community resources prior to receiving disciplinary action.
5. A drug-free awareness and education program will be maintained for NMC faculty and staff through Human Resources, Wellness Committee and other applicable College services. For other related Alcohol & Illicit Drug policies and procedures, view the following: [D-744.01 – Alcohol and Illicit Drugs-Staff Procedure](#)  
[D-744.02 – Alcohol and Illicit Drug Use-Reasonable Suspicion Procedure](#)

### **Substance Abuse and Other Personal Problems**

Many resources exist within the College and the community for assistance with abuse problems. If you, a colleague, a student, or a family member has a problem, you may ask for information from the Employee Assistance Program (EAP) or the Office of Human Resources. The College pays for the assessment referral, which includes up to three hours of time with an EAP counselor. After the referral has been made to the appropriate resource, payment will be incurred by the person referred. Confidentiality and privacy rights will be respected. The EAP can be contacted by calling (231.947.8387).

### **Tobacco Free Policy**

In order to promote a healthy culture of learning for students, staff, faculty and guests, Northwestern Michigan College prohibits the use and/or sale of tobacco products on all NMC properties. No person shall use, chew, smoke or sell tobacco products at any time or in any place on NMC properties, including sidewalks within the boundaries of any NMC campus. More information may be found at:  
<http://www.nmc.edu/about/policies/board-staff/D-500.03.html>

### **Family and Medical Leave**

Up to twelve weeks of unpaid family and medical leave in any twelve-month period may be granted in accordance with the provisions of the Family and Medical Leave Act of 1993, for one or more of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;



- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition, or
- For a serious health condition that makes the employee unable to perform their job.

To be eligible for this leave, an employee must have worked at NMC for at least twelve months and a minimum of 1,250 hours during the preceding year. For a complete copy of this policy or to apply for FMLA, contact The Office of Human Resources at extension 5-1025.

### **TRAINING AND PROFESSIONAL DEVELOPMENT**

NMC supports and promotes professional development opportunities for employees. Some professional development opportunities are available through the Professional Development Institute catalog online, <https://nmc.silkroad.com/> and click on the Learning tile.

For more information, visit NMC's Professional Development Procedure: <http://www.nmc.edu/about/policies/board-staff/D-753.01.html> Or contact the Office of Human Resources.

### **Grievances and Problems**

Most job-related problems or concerns can be resolved through a discussion between you and your supervisor/academic chair. If you cannot resolve a problem at this level, follow the grievance process outlined in Policy D706.01 - <http://www.nmc.edu/about/policies/board-staff/D-706.01.html> or contact Human Resources for assistance and support.

### **Discrimination**

NMC is committed to a policy of equal opportunity for all persons and does not unlawfully discriminate on the basis of race, color, national origin, religion, disability, genetic information, height, weight, marital status, or veteran status in employment, educational programs and activities and admissions.

In addition, although not mandated by law, it is the policy of Northwestern Michigan College to prohibit discrimination in employment, educational programs and activities and admissions on the basis of sexual orientation, gender identity and gender expression. Any complaints or concerns regarding discrimination may be directed to the Executive Director of Human Resources.

### **Conflict of Interest**

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

For a complete copy of the procedures regarding conflict of interest, visit <http://www.nmc.edu/about/policies/board-staff/D-506.01.html>

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

### **Intellectual Property Rights**

It is the policy of Northwestern Michigan College to set forth the rights and obligations of the College and its employees concerning intellectual property in conjunction with the development of courses and course materials related to the Flexible Learning Option program. Such rights include, but are not limited to, intellectual property that can be trademarked, copyrighted, or patented. For complete details on the Intellectual Property Rights policy, visit <http://www.nmc.edu/policies/nmc/D-506.02.pdf>

## **LEAVING EMPLOYMENT WITH THE COLLEGE**

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

### **Resignation**

Employees leaving employment with the College must immediately return all keys to their Supervisor/Academic Chair and complete the electronic off-boarding event prior to leaving and to receiving a final paycheck. In addition, regular staff should schedule an Exit Interview with Human Resources or a Questionnaire should be completed. All exit forms are available on the shared drive: S:\Human Resources\Public\Forms\Exit Forms.

You will need to provide a written resignation, either by letter or filling out a resignation form. This should state your reason(s) for leaving and your last day of work.

Employees are also encouraged to complete the Employee Consent Release form. Please submit your notice as far in advance as possible in order to allow adequate time to search for a replacement. A two week notice is the minimum expectation and professional courtesy when leaving employment.

Be sure to complete your tasks in your electronic offboarding event to ensure all responsibilities are taken care of and all NMC items are returned to their respective departments.. Please schedule an exit interview will be scheduled with the Executive Director of Human Resources or HR designee.

## **EMPLOYEE RECOGNITION**

Each semester an employee is selected as Employee of the Semester. Nominations are accepted from co-workers and supervisors. Criteria for the award include exemplifying [NMC's values through the employee's outstanding performance for the semester](#). The Employee of the Semester receives a check for \$150.00 and a framed certificate awarded at the Board of Trustees meeting. Watch for nomination requests and forms toward the end

of each semester. In addition, employees are invited to submit kudos (electronic thank-you for co-workers by going to:

<http://www.nmc.edu/departments/human-resources/kudos.html>

NMC provides a system of recognition to employees, Kudos, to support peer-to-peer recognition. Kudos provides a way to thank employees for their contributions to the College. The Kudos is sent via email to the nominee(s) and their supervisors and then included in the weekly NMC Intercom (electronic newsletter).

Employees are invited to submit kudos for colleagues by going to:

<http://www.nmc.edu/departments/human-resources/kudos.html>

## COLLEGE COMMUNICATION, RESOURCES AND EVENTS

The planning, coordination, execution and evaluation of all public relations functions and information at the College is handled through the Communications and Public Relations Office. Please contact them at (231.995.1019) regarding any media or public relations activities. Employees should speak with the Executive Director of Public Relations prior to speaking with the media.

### NMC Communication/Publications

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

- **Intercom**— Information newsletter published weekly by Public Relations and Marketing. NMC employees receive an email notice each week to view *Intercom* as part of the *NMC Communique*. **NMC Communique** - Online site for NMC student news, Intercom, and updates from the President.
- **NMC Catalog**—Master information on NMC programs and course offerings. are available on the website at <http://www.nmc.edu/programs/catalog-schedules/nmc-catalog.html>
- **Schedule of Classes**—Available on the web at <http://www.nmc.edu/programs/catalog-schedules/>
- **Policy Manual**—NMC board and staff policies are published on the NMC website. For NMC policies, go to <http://www.nmc.edu/policies/> to view general NMC policies, or click on Human Resource Policies to view those that apply to faculty and staff.
- **Telephone Directory**—Directory updated each semester and available at: <http://www.nmc.edu/departments/human-resources/staff-list.html>
- **White Pine Press**—Student operated newspaper
- **NMC Magazine**—Magazine published by students
- **Nor'Wester**—Newsletter published for NMC Alumni and friends

## MISCELLANEOUS

### Parking System

You will need to obtain a parking permit (and park in a legal, non-metered parking spot) in order to park on NMC's Front Street Campus without receiving a ticket. You should receive your first parking pass from Human Resources when you attend your first day orientation. Regular staff will receive their subsequent parking permits through inter-office mail. Additional parking permits may be obtained from the Cashier's Office for a nominal fee.

### Telephone System

The NMC telephone system has many helpful features. Telephone operations will be glad to demonstrate the system right in your office. Call (ext. 5-1110) for an appointment, The NMC phone directory is available on the MyNMC web page or may be obtained online at:

<https://employees.nmc.edu/directory/index.html>.

For police, fire, or medical emergencies dial 9, then 911. NMC has a complete emergency notification and incident reporting system. For more information, contact Facilities (ext. 5-1111).

## **Keys**

Keys to campus buildings are issued by Facilities. If you need a key for your building or office area, please request one through your supervisor. You will need to sign a key issue form for each key you receive. Keys must be returned to Facilities prior to leaving the College.

## **Campus Mail**

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

## **Where to Eat**

NMC's Hawk Owl Café, located in West Hall, has good, reasonably priced meals. They are open during the regular school year. There are also food kiosks operated in other areas including the Mark & Helen Osterlin Library, James Beckett Building, Parsons-Stulen Building, and University Center.

The first-year culinary arts students offer lunch in Lobdell's ~ A Teaching Restaurant at the Great Lakes Campus throughout the semester. This is open to the public. Watch for e-mail messages or check the NMC website for menus, dates and times. For more information call (5-3120).

## **Health and Fitness**

The NMC Wellness Program, sponsored by Human Resources and the Employee Wellness Committee provides events, challenges, and seminars designed to help you with your health and wellness needs. Topics include fitness, diet, health, and mental well-being. Watch for emails and electronic newsletters.

NMC has a Fitness Center in the Physical Education Building, which includes spin bikes, mini-tramps, rowing machines, and other equipment and a weight training equipment. Contact Extended Educational Services to see if you are eligible for an employee discount. For more information about the Fitness Center, call 5-1379 -for more information

## **Special Events**

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

- **Opening/Midyear Conference** – Before classes start each semester, faculty and staff convene for a one-day conference. Normally, there are featured speakers,

short seminars, state of the College and legislative updates, and an all-College breakfast.

- **Professional Development Day** – Open to all regular staff, faculty, and adjunct faculty. This day provides professional development opportunities through internally led sessions throughout and a chance to network with colleagues.
- **NMC Barbecue** – This is NMC’s annual fundraiser held every May. Everyone in the community is invited to partake of picnic-style food, including buffalo burgers, and enjoy the many fun family events. Supported by the BBQ Board and many NMC and community volunteers, the event is organized by Public Relations and Marketing.
- **Graduation** – Held in May, this is a very special event you'll want to attend to support our students.
- **NMC Scholarship Open** – This golf outing is held every August. The proceeds are the only source of funds for Honors, Presidential and Divisional scholarships. This event is organized by Resource Development.
- **Retirement and Recognition Reception** – An annual event held in April to recognize regular staff, faculty, and adjunct faculty who have reached a milestone anniversary (5 years, 10 years, etc.) and those who have retired during the current fiscal year. Foundation Excellence Awards (Employee of the year) are also presented to employees/teams selected for demonstrating outstanding commitment to NMC’s Mission, Vision and Values.
- **Miscellaneous** – Concerts, speakers, plays, art shows and other activities are sponsored throughout the year. Watch the *Intercom* for announcements.

## APPENDIX A What is a Community College?

*"The term community should be defined not only as a region to be served, but also as a climate to be created."*

The network of community, technical, and junior colleges in America is unique and extraordinarily successful. It is, perhaps, the only sector of higher education that truly can be called a movement, one in which the members are bound together and inspired by common goals.\*

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

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

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

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

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

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

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

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

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





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## **ADMINISTRATIVE/PROFESSIONAL and TECHNICAL/PARAPROFESSIONAL STAFF SECTION**

### **Preface**

This revision of the Employee Guide includes policies and procedures that are relevant to administrative, professional, technical/ paraprofessional staff. This guide is intended to provide broad concepts of responsibilities and a practical resource for specific policies. It does not, however, contain all the policies that affect employees at Northwestern Michigan College. See NMC's Policies and Procedures and HR policies and procedures on the web at: <https://www.nmc.edu/about/policies/>

The Administrative/Professional/Technical/Paraprofessional Staff Section contains employee category specific information as part of the Employee Guide. The full version may be found on the website at <http://www.nmc.edu/hr/> (click on Employee Guide) For questions regarding NMC's policies or other information contained in this Employee Guide, contact Human Resources.

Because all policies are subject to change and this information is a summary, nothing in this guide is intended to change the meaning of any policies, employee benefits or other related documents.

## CLASSIFICATION AND COMPENSATION

Responsibilities are primarily administrative, professional or technical/paraprofessional. Positions are classified in the classification compensation plan, and are exempt under the provisions of Fair Labor Standards Act, except in circumstances where the position does not meet the FLSA duties test. Exempt positions are not eligible for overtime pay and are paid an annual salary rather than hourly wage. Exempt employees working are expected to work their base hours or account for hours not worked with approved leave time. An employee absence form should be used to report time-off when base (usually 40) hours are not worked. Vacation, Personal Leave days, and temporary schedule changes should be approved in advance by your supervisor. ( See the benefit section regarding leave time for more information.)

Full-time Staff Example: An employee works a regular eight-hour day on Monday, attends a special meeting that evening, meets with an employee at 7:00 a.m. on Tuesday morning and decides to leave at 1:00 p.m. on Friday afternoon. Since this is not part of a Flexible Hours Agreement (see page 10), the expectation is that an eight-hour day will be completed on Friday. It is the understanding that because of the nature of exempt positions staff may be required to meet at special times and put in hours above the base (usually 40) hours on occasion.

### Salary Schedules

The Board of Trustees has adopted the long-range goal of employing the very best people available and guaranteeing them compensation levels consistent with employers of those institutions with whom NMC competes for services. The Board of Trustees may authorize adjustments to the staff salary schedule in order to maintain the college's competitive position with respect to salaries. If increases are available, they are normally effective January 1.

The Classification and Compensation Plan provides for salary ranges (minimum and maximum) for each grade. The staff salary schedule has five levels. The expectation is that employees with satisfactory performance should move up in their respective salary level; employees with unsatisfactory performance will not advance.

## EMPLOYMENT CATEGORIES

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

May be subject to fill in for other positions to meet staffing requirements.

- E. Supplemental** - Available for on-call or supplemental service, but not on a regular work schedule or annual appointment. Works less than 900 hours per year. Is not placed in classification compensation plan; consistent pay levels are established administratively. No guarantee of continuing employment.
- F. Temporary** - Contracted or scheduled to fill a short-term need for a specified period of time, or to replace a regular employee on leave. Is not placed in classification compensation plan; consistent pay rates are established administratively. If substituting in a regular position, the pay rate will be at least the minimum of the salary range of the regular position.

The Classification and Compensation Plan provides for salary ranges (minimum and maximum) for each grade. The staff salary schedule has five levels. The expectation is that employees with satisfactory performance should move up in their respective salary level; employees with unsatisfactory performance will not advance.

## **TRAINING AND DEVELOPMENT**

### **NMC Four Year Tuition Program**

Staff who are interested in pursuing a bachelor's or higher level degree who have been regular employees at NMC for at least two years may apply for a Four Year Scholarship Program. NMC may provide \$3,000 tuition reimbursement to approved applicants annually to regular staff at Northwestern Michigan College who attend a four-year college or university pursuing courses or an advance degree. To view eligibility requirements and complete the application, go to S:\Human Resources\Public\Forms\Staff Tuition Assistance Application. The maximum award per staff member per fiscal year is \$3,000 per fiscal year. Emails are sent out each semester requesting applications

### **On Campus Training**

The Professional Development Institute, Wellness Committee, and other groups sponsor training sessions on various topics throughout the year. All staff are welcome to attend. Watch for emails and notices in the *Intercom* announcing the sessions.

### **Professional Development Funding**

Some College areas have a budget to support the training and development needs of their employees. The Center for Instructional Excellence also provides some funding for adjunct faculty development. Talk to your supervisor about professional development that may apply to you.

### **Tuition Benefit**

As described in NMC Policy D-711 at <http://www.nmc.edu/about/policies/board-staff/D-711.00.html> adjunct faculty, and regular staff members may attend classes at NMC with tuition paid by College tuition waiver program. . See Employee Appendices for specific information related to your employee group.

## **Administrative/Professional and Technical/Paraprofessional Councils**

The administrative/professional, and technical/paraprofessional staff elect members to serve on their respective staff councils. The Councils consist of five members elected for one or two- year terms. The purpose of the Councils is to represent the assembly of administrators/professional, technical/paraprofessional and support staff in matters pertinent to professional development, salaries, benefits, and general welfare of NMC, and to act as liaison with other bodies of the College. As a staff member, you will receive emails and committee updates from your respective Council.

## **HIGHLIGHTED POLICIES**

### **FERPA and Student Privacy Rights**

The Family Educational Rights and Privacy Act (FERPA) requires "the consent in writing by the student before personally identifiable records or information may be released." Section 438 of the General Education Provisions Act, Title IV of Pub. L 90-247, as amended.

**NOTE:** This means you cannot disseminate grades at the student's place of employment or post grades in a manner whereby the student can be identified (this includes posting by social security number or student ID). Information should also not be given out regarding the whereabouts of a student. Please ask your Academic Chair or the Registrar if you have any questions regarding FERPA.

### **Discipline and Dismissal**

An employee may be recommended for termination by the appropriate supervisor in collaboration with Human Resources for performance issues. The supervisor and Human Resources will notify the employee by providing a written notice stating the reasons, providing for either a two-week notice or immediate dismissal. Causes for termination or other disciplinary action include, but are not limited to the following:

- A. Policy violations, dishonesty, drunkenness, immoral conduct, or violation of the Controlled Substance Act,
- B. Conviction of a felony by a Court of Law, incompetency, insubordination, dereliction of duty, repeated disrespect of others,
- D. Use of fraud, deception or misrepresentation of facts used in the application for employment,
- E. Frequent and/or habitual tardiness or trivial absences which reduce the efficiency of the work unit.

### **Continuation of Health Coverage**

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

In addition, continuation coverage may be available to your spouse and dependent children in

the event of your death, termination of employment, reduction of hours, divorce or legal separation from spouse, eligibility for Medicare, or if the child ceases to become a dependent. It is your responsibility to inform Human Resources if any of these events occur.

For more questions regarding your insurance or these changes, contact the Office of Human Resources at 995-1350.

### **Layoffs/Retrenchment**

If layoffs or retrenchment become necessary within the College due to budget shortfall or structural changes, NMC will make attempts to support its employees, which may include retraining, reassignment within the institution, or other retrenchment assistance. Please refer to the retrenchment staff policy for detailed information.

[D-707.00 Retrenchment](#)

[D-707.02 Retrenchment of Staff Procedure](#)



**Northwestern  
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## **ADJUNCT FACULTY SECTION**

### **Preface**

This revision of the Adjunct Faculty Guide includes policies and procedures that are relevant to adjunct faculty. This guide is intended to provide broad concepts of adjunct faculty responsibilities and a practical resource for specific policies. It does not, however, contain all the policies that affect employees at Northwestern Michigan College. See NMC's Policies and Procedures and HR policies and procedures on the web at:

<https://www.nmc.edu/about/policies/>

The Adjunct Faculty Section contains employee category specific information as part of the Employee Guide. The full version may be found on the website at <http://www.nmc.edu/hr/> (Click on Employee Guide.) For questions regarding NMC's policies or other information contained in this Employee Guide, contact Human Resources.

Because all policies are subject to change and this information is a summary, nothing in this guide is intended to change the meaning of any policies, employee benefits or other related documents.

### **DEFINITION OF AN ADJUNCT INSTRUCTOR**

Adjunct (part-time, supplemental) instructors are contracted semester-by-semester on a contact-hour basis to fill specific needs. Adjunct instructors are not subject to the faculty career plan; consistent pay levels are established administratively. No guarantee of continuing employment.

## **FACULTY CODE OF PROFESSIONAL ETHICS**

Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. The primary responsibility to their subject is to seek and to state the truth as they see it. To this end, they devote their energies to developing and improving their scholarly competence. Faculty members accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge, as well as practicing intellectual honesty. Although subsidiary interests are followed, these interests must never hamper or compromise the faculty member's freedom to inquiry.

As teachers, faculty members encourage the free pursuit of learning in their students, holding before the students the best scholarly standards of their academic areas. They demonstrate respect for the student as an individual and adhere to the proper role of intellectual guide and counselor. Faculty members make every reasonable effort to foster honest academic conduct and to assure that the evaluation of students reflects the students' true merits. Respecting the confidential nature of the relationship between faculty member and student, they avoid any exploitation of students for private advantage, acknowledge contributions from them, and protect the student's academic freedom - in all ways conveying the philosophy that the student is the central element of the college community.

As colleagues, faculty members have obligations that derive from common membership in the community of scholars. These obligations include respecting and defending the free inquiry of associates, and in the exchange of criticism and ideas, showing due respect for the opinions of others. Faculty members acknowledge their academic debts and strive to be objective in the professional judgment of colleagues. They accept their share of faculty responsibilities for the governance of Northwestern Michigan College.

As members of Northwestern Michigan College, faculty members seek above all to be effective teachers and scholars. Faculty members acknowledge an obligation to meet all classes, to meet all examination periods, to be available for consultation, and to give due notice to both students and administration when this is not possible. Although they observe the stated regulations of the College, provided the regulations do not contravene academic freedom, faculty members maintain the right to criticize and seek change. They determine the amount and character of the work done outside the College with due regard to their paramount responsibilities. When considering the interruption or termination of service, faculty members recognize the effect of the decision upon the programs of the College and give due notice of their intentions.

As members of their community, faculty members have the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to the College. When speaking or acting as private persons, they avoid creating the impression that they speak or act for Northwestern Michigan College. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

## **DUTIES & RESPONSIBILITIES OF ADJUNCT FACULTY MEMBERS**

Each adjunct faculty member is primarily responsible for effectively teaching students in assigned classes. In such assignments, each adjunct faculty instructor is a member of the professional teaching staff, and as such is responsible for effectively implementing the mission of NMC and the appropriate academic areas. Each member of the adjunct faculty is directly responsible to, and is provided resources by, the following: the academic chair(s), the department head(s), and/or the program coordinator(s). The office manager in each academic area is an additional resource to all faculty.

Specifically, adjunct faculty members have these responsibilities:

### **Planning**

1. Distributes to each student and for each course taught, an approved syllabus that:
  - a. Conveys the goals and outcomes of the course.
  - b. Reflects curriculum adopted by the academic area for said course.
  - c. Establishes and communicates challenging expectations for students.
  - d. Explains the relationship of those expectations to the grading and assessment process.
2. Plans thoroughly on a daily, weekly, and semester basis to ensure implementation of the established curriculum and provides strong support for students (in their pursuit of established expectations).

### **Instruction**

1. Provides motivation to learn through:
  - a. Thorough planning.
  - b. Enthusiasm for the subject matter.
  - c. An appropriate classroom climate.
  - d. Relevant and current course content.
  - e. The use of varied instructional delivery modes.
2. Facilitates and paces instruction effectively to maximize learning.
3. Assesses learning goals frequently, using a variety of methods, such as:
  - a. Questioning techniques.
  - b. Oral and/or written tests.
  - c. Student presentations.
  - d. Writing assignments.
4. Is available to students for consultation on an as-needed basis.
5. Provides instructional support (e.g., tutoring and support services/special needs)



as deemed appropriate. For detailed information about these services, contact, Director of Learning Services, at (231.995.1228).

## **Professional Growth**

1. Maintains a current knowledge of the subject area(s) of instruction and effective teaching methodologies.
2. Makes good use of professional development opportunities. For information on professional development activities available to adjunct faculty, visit [www.nmc.edu/cie](http://www.nmc.edu/cie).

## **Professional Expectations**

1. Professional Expertise: Subject Area Mastery
  - a. Places the primary emphasis on student learning in the design, delivery, evaluation, and assessment of courses.
  - b. Demonstrates a continuing engagement with the learning and scholarship of his/her area of specialization.
  - c. Strives to be on the cutting edge of professional content knowledge and methodology.
  - d. Maintain professional credentials and certifications as applicable
2. Professional Expertise: Teaching Methodology
  - a. Provides a clear and comprehensive course syllabus.
  - b. Understands and adapts teaching to the various learning styles present in the classroom as demonstrated by the development of course materials and assessment of student learning.
  - c. Understands and practices a variety of teaching strategies.
  - d. Uses innovation in teaching practices to facilitate student learning.
  - e. Designs and implements a course curriculum that reflects the relevance of the academic studies to the everyday world.
3. Professional Qualities
  - a. Exhibits strong communication skills and serves as a role model for students in this area.
  - b. Strives to foster higher-level learning with an emphasis on analysis, problem solving and critical thinking.
  - c. Is fully committed to the mission and values of Northwestern Michigan College.
  - d. Possesses a positive attitude including the ability to see good in self and others.
  - e. Shows flexibility including the acceptance of and willingness to change.
  - f. Takes risks and tries new things.
  - g. Knows and acknowledges personal limits.
  - h. Displays self-discipline and a strong work ethic.
  - i. Accepts responsibilities for professional and personal growth.
4. Professional Abilities
  - a. Demonstrates success and commitment as a team player.

- b. Uses constructive feedback as an opportunity for growth.
  - c. Handles conflict effectively.
  - d. Motivates others.
5. Professional Relations with Students: Creating a Positive Learning Environment
    - a. Puts students first.
    - b. Sets high expectations for students.
    - c. Resolves to “make a difference” in students’ learning.
    - d. Makes an earnest attempt to learn and remember students’ names.
    - e. Listens to and hears what students say.
    - f. Shows respect for students.
    - g. Shows confidence in students and encourages them to believe they can learn successfully.

### **Additional Contract Responsibilities**

1. Responds to requests (e.g., from academic area chairs, department heads, committee chairs, Records Office) in a timely and thorough manner.
2. Communicates with students and college personnel via the College’s electronic mail system.
3. Consults with the academic area chair or other appropriate College personnel on questions or issues involving course curricula, instructional strategies, and College policies and procedures.
4. Works constructively and through established channels to resolve problems.
5. Meets classes for the scheduled times.
6. Emails [cancellations@nmc.edu](mailto:cancellations@nmc.edu) as soon as possible if the need to be absent arises. If email is not available, you may call 231.995.1806. Class cancellations may also be viewed at <https://www.nmc.edu/student-services/class-cancellations.html>, and cancellations may be submitted on NMC’s intranet at <https://intranet.nmc.edu/depts/central-scheduling/class-cancellations.html> Use your NMCID and password to log into the site. Absences may result in a reduction in contracted pay.
7. Consults the official class roster to assure that all students appearing in class are registered for the class, as students are not permitted to sit in class without being registered. All students must be registered by the end of the add period.
8. Maintains a paper or electronic record (i.e., spreadsheet or grade book) of each student’s progress and has it available upon request by appropriate College personnel.
9. Enters grades online for each student for attendance verification, grade alerts

notification and final grades. Monitors NMC email for instructions and deadline dates.

10. Follows academic area's established method for obtaining student evaluation feedback regarding instructor performance.
11. Treats all members of the College community with dignity and respect.
12. Adherence to all College Policies
13. Completes all required compliance training as instructed by Human Resources and the College as part of conditions of employment.

## **ADJUNCT FACULTY RESPONSIBILITY CONCERNING STUDENTS**

### **Suspected Abuse**

According to the Adult Protective Service Public Act 519, any person in the helping professions (this is defined as anyone in an educational role) is required to report instances of suspected abuse to Adult Protective Services. This covers anyone 18 years or older who is considered vulnerable. Vulnerable is presently defined as anyone who is unable to protect him/herself from abuse, neglect, or exploitation by virtue of mental or physical incapacity. The alleged abused person could be mentally ill, developmentally disabled, physically disabled, or simply lacking information on his or her rights. Call the Family Independence Agency, (231.922.5240), if you have questions about this legal responsibility. For students under 18, the same applies under Public Act 280.

### **Student Rights and Responsibilities**

Faculty members should be familiar with the contents of the Student Rights and Responsibilities Policy and Procedures and should understand their role in maintaining and enforcing those rules and student rights. (A copy may be obtained from the web at <https://www.nmc.edu/about/policies/board-staff/D-602.00.html> and <https://www.nmc.edu/about/policies/board-staff/D-602.01.html>)

Of particular note is the faculty's responsibility to maintain an academic learning environment free from sexual or other forms of harassment. Harassing behavior must be stopped. Contact the Dean of Student Life or the Vice President of Student Services and Technologies if you have questions or need assistance related to harassment, sexual harassment.

### **FERPA and Student Privacy Rights**

The Family Educational Rights and Privacy Act (FERPA) requires "the consent in writing by the student before personally identifiable records or information may be released." Section 438 of the General Education Provisions Act, Title IV of Pub. L 90-247, as amended.

**NOTE:** This means you cannot disseminate grades at the student's place of employment

or post grades in a manner whereby the student can be identified (this includes posting by social security number or student ID). Information should also not be given out regarding the whereabouts of a student. Please ask your Academic Chair or the Registrar if you have any questions regarding FERPA.

### **Removal of a Student from Class**

A faculty member may remove a student from a single class meeting for just cause if that cause is immediately made known to the student. Behavior, which interferes with conduct of planned classes, endangers the safety of any student, or inhibits other students from learning is cause for removal.

**Permanent removal** from class may be initiated by the faculty member working with close cooperation with the Academic Chair and the Vice President for Enrollment Management and Student Services to ensure student due process is honored.

1. Failure of student to attend class by last official day to add classes without notifying the instructor as to reason for absence.
2. Disruptive behavior, unsafe work habits, and/or physical limitations which prevent a student from participating in scheduled class activities or prevent the student, or members of the class, from achieving the learning objectives set forth by the instructor.

A student who is barred or removed from a class may pursue the normal student due process procedure and may be referred to the Dean for Enrollment Management and Student Services.

## **INSTRUCTIONAL INFORMATION**

### **Course Outlines**

Pertinent information regarding each course offered at NMC is kept on file in academic area offices.

### **Course Syllabus**

Each instructor is to prepare a course syllabus using the template provided under the Adjunct Faculty Resources section in this Employee Guide.

## **HUMAN RESOURCES INFORMATION FOR ADJUNCT FACULTY**

### **Employee Contracts**

Adjunct faculty are employed on a semester-by-semester basis. A contract will be signed each semester of employment. Employees will generally not be contracted for more than 24 contact hours per academic year, except under unusual circumstances. Details of the conditions of the contract are under Instructional Agreement on the form. A sample is available in the academic area office.

## **Faculty Dismissal Reasons for Immediate Dismissal**

The following list provides examples of reasons that may be considered cause for immediate dismissal:

- A. Failure to effectively perform faculty duties and responsibilities;
- B. Deficiency in teaching technique or subject matter;
- C. Conflict of interest;
- D. Willful violation of College policy or procedures;
- E. Falsification of information on employment application or obtained in the interview or employment process;
- F. "Gross misconduct" means conduct that is in disregard of:
  - 1. Faculty professional ethics, e.g., intellectual dishonesty; plagiarism; or falsification of teaching methods, data, records, or research data;
  - 2. The rights of others and which exploits others, e.g., use of position or authority to exact personal gain or favor from students, other faculty, or employees of the college;
  - 3. The honesty and integrity of education for which the college strives; or
  - 4. Other conduct deemed to adversely affect an adjunct faculty member's ability to function effectively as a faculty member.

If an adjunct faculty member is dismissed, his/her contract and pay will be ended at the date of dismissal.

## **TRAINING AND DEVELOPMENT**

### **Faculty Evaluation**

All faculty, full and part-time, are evaluated by students each year. Your academic chair/ department head will discuss the format and schedule for this process. Adjunct Faculty must also complete an online annual review each year, which includes a self-evaluation. For questions regarding your review, contact your academic chair or Human Resources.

### **Professional Development Funding**

Some College areas have a budget to support the training and development needs of their employees. The Center for Instructional Excellence also provides some funding for adjunct faculty development. Talk to your supervisor about professional development that may apply to you.

### **On Campus Training**

The Professional Development Institute, Wellness Committee, and other groups sponsor training sessions on various topics throughout the year. All staff are welcome to attend. Watch for emails and notices in the *Intercom* announcing the sessions.

### **Tuition Benefit**

As described in NMC Policy D-711 at <http://www.nmc.edu/about/policies/board-staff/D-711.00.html> adjunct faculty, and regular staff members may attend classes at NMC with tuition paid by College tuition waiver program. . See Employee Appendices for specific information related to your employee group.

## **Center for Instructional Excellence**

NMC's Center for Instructional Excellence manages a library of faculty and learning focused books is located in the Educational Media Technologies Office in the Osterlin Building. This library is open to all faculty and staff. The Center is responsible for the coordination and development of faculty professional opportunities throughout the academic year. Speakers, video conferences, Brown Bag Series, workshops, seminars, etc., are offered to enhance instructional delivery. A faculty lending library on instructional techniques is also available in the Osterlin Library. Adjunct faculty are encouraged to attend all events sponsored by the Center.



**Northwestern  
Michigan  
College**

## **Adjunct Faculty Resources**

## COURSE SYLLABUS ESSENTIAL CRITERIA

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*Members of the Educational Services Instructional Management Team (ESIMT) have determined the following items are essential to all NMC course syllabi. Please note the titles below are only “topics to be included” if they are applicable to your class. You are free to use any format that meets these requirements.*

1. **Course Title and Number**

2. **Semester and year**

3. **Name of instructor**

4. **Instructor Contact information**

B. Office location

C. Office hours

D. Office telephone number

E. Fax number

F. E-mail address

5. **Course Description**

*This information can be found in the college catalog or course outline.*

6. **Required course material**

*This includes textbooks (ISBN, author, title, edition), workbooks, lab manuals, calculator, tools/cutlery/instruments, additional fees, and anything else required for the course.*

7. **Suggested supplemental materials**

*This includes materials that are not required but may be beneficial to student success—study guides, optional readings, etc. Financial aid only covers required course materials.*

8. **Learning outcomes**

*The course outcomes that have been identified for this course are available on the course outline. Under Grade Determination (#14) below, the graded activities should indicate how these course outcomes are assessed.*

9. **General Education outcomes**

*Place general education outcomes here. This information can be obtained from the academic chair or office manager.*



**10. Prerequisite courses/placement**

*Include this item if there are any course prerequisites or minimal ACT/COMPASS scores.*

**11. Additional Required Skills**

Some courses require students to possess certain skills not included as prerequisites. Examples may include math skills for economics or accounting, particular reading skills, experience with office or mechanical equipment or software. If this class is based upon such skills, they should be noted.

**12. Class policies**

**A. Inclement Weather Policy**

*This must include an attendance and make-up policy that is aligned with the College inclement weather policy. The following language should be included on all your course syllabi:*

When weather conditions appear hazardous the college may decide to close (or delay opening) or an individual instructor may decide to cancel his or her class(es). Should any of these situations occur Monday through Friday, the information will be communicated to a 24-hour telephone line at (231) 995-1100 and NMC's homepage at <https://www.nmc.edu/student-services/class-cancellations.html>

For weekend class cancellations ONLY, the information is communicated exclusively through your instructor's voicemail greeting. You should call your instructor's office phone number for the most up to date information.

**B. Academic Code of Conduct**

*Include the following statement. Instructors may provide additional specifics as long they align with the college policy:*

Cheating or plagiarism on written or oral examinations, quizzes, papers, or other academic work is prohibited. Cheating is defined as falsifying data on a report, exam, summary, or paper; the giving or receiving of aid in an examination situation; and/or the use of unauthorized materials as an aid during an examination. Plagiarism consists of offering as one's own work, the words, ideas, or arguments of another person, without appropriate attribution by quotation, reference, or footnote. Plagiarism occurs both when the words of another are reproduced without acknowledgment, and when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer.

If an instructor finds that a student has violated this code, the faculty member may impose course-level sanctions on the student and will report the act of academic

dishonesty to the Vice President of Enrollment Management and Student Services to record the infraction and to take further action.

For the complete description of the Academic Code of Conduct Procedures and Sanctions, please consult the Students Rights and Responsibilities Policy.

**C. Student Attendance Policy**

*Enter your attendance policy here.*

Student email policy

*Include the following statement:*

All students are required to use their NMC email account for all communication in this class and college business.

**D. Campus Safety Procedures**

*Include the following statement:*

View the Campus Safety Video at <https://www.nmc.edu/student-services/campus-safety/index>

**E. Other Policies:**

*Add these policies if applicable:*

- Safety procedures
- Lab Safety
- Equipment Safety

**13. Course itinerary**

*To the extent possible, for each week or class meeting of the semester, identify reading assignments, project due dates, exam/quiz dates, lab topics, and other assignment schedules.*

**14. Grade Determination**

*Indicate precisely how the student's grade is determined. The following example can be modified for most courses:*

<u>Graded Activity</u>	<u>Maximum Point Value</u>
4 One Hour Exams at 75 points each	300
4 lecture quizzes at 25 points each	100
4 Application Problems at 25 points each	100
Final examination	150
17 lab assignments	250

Lab Midterm	25
Lab Final	<u>75</u>
<b>TOTAL</b>	<b>1,000 points</b>

	<u>Points Earned</u>	-	<u>Percentage of Points</u>
OR-			94% - 100% = 4.0
	1,000 - 940 = 4.0		88% - 93% = 3.5
	880 - 939 = 3.5		82% - 87% = 3.0
	820 - 879 = 3.0		etc.
	etc.		

**15. Assignment Make Up Procedure**  
*Enter your make up procedure here.*

**16. Transfer statement**  
*Place this statement in your syllabus.*

The transfer of NMC courses is determined by the transfer institutions in cooperation with NMC. To check the transferability of this course, visit the web site <https://www.nmc.edu/student-services/advising-center/transfer.html>

**17. Student Rights and Responsibilities**  
*Place the following statement in your syllabus:*

NMC is dedicated to creating an academic community which promotes intellectual inquiry, encourages vigorous discourse, and respects individual freedom and dignity. Students are integral members of this community and are expected to participate in sustaining its values. A copy of the Student Rights & Responsibilities handbook is available at <http://www.nmc.edu/policies/nmc/D-602-01.pdf>.

**18. Academic Assistance**  
*Place the following statement in your syllabus and insert any specific course information here:*

NMC is committed to helping students develop the skills necessary to be successful by creating a supportive learning environment that fosters growth. For information about NMC's tutoring services, visit <http://www.nmc.edu/tss/> or call 231.995.1138.

**19. Students with Disabilities Support**  
*Place the following statement in your syllabus:*

Northwestern Michigan College offers a wide range of services for students that have appropriately documented disabilities and/or need accommodations in order to achieve their academic goals. For information about support services visit <http://www.nmc.edu/tss/services.html> or call 231 995-1929.

**20. Other items you may want to include:**

- Student study strategies
- How to find out if class has been canceled
- Writing and Reading Center
- Math Center

**21. College Procedure to Drop a Class**

*Place this statement in your syllabus.*

If a student decides to drop a college course, they must follow the college procedures to withdraw from the course. Information on dropping a course is found at <https://www.nmc.edu/student-services/records-registration/getting-things-done/drop-class.html>

The instructor will determine the student's last day of attendance based on the student's last day of academically related activity.

**Syllabus Changes:** The instructor reserves the right to make changes to the syllabus and will inform the class of any changes.



## **SUPPORT STAFF SECTION**

### **Preface**

This revision of the Employee Guide includes policies and procedures that are relevant to support staff, who are non-exempt, hourly employees. The guide is intended to provide broad concepts of responsibilities and serve as a practical resource for specific policies. It does not, however, contain all the policies that affect employees at Northwestern Michigan College.

See NMC's Policies and Procedures and HR policies and procedures on the web at:  
<https://www.nmc.edu/about/policies/>

Because all policies are subject to change and this information is a summary, nothing in this guide is intended to change the meaning of any policies, employee benefits or other related documents.

The Support Staff Section contains employee category specific information as part of the Employee Guide. The full version may be found on the website at <http://www.nmc.edu/hr/> (click on Employee Guide) For questions regarding NMC's policies or other information contained in this Employee Guide, contact Human Resources.

## CLASSIFICATION AND COMPENSATION

### Employment Categories of Support Staff

For purposes of definition, these are the basic employment categories of support staff:

- A. Full-time staff regular schedule** - scheduled on an annual basis to work at least 75-80 hours bi-weekly for 52 weeks.
- B. Full-time limited schedule** - scheduled on an annual basis to work at least 75-80 hours bi-weekly for less than 52 weeks but at least 35 weeks per year. May be subject to fill in for other positions to meet staffing requirements.
- C. Part-time regular schedule** - scheduled on an annual basis to work less than 75-80 hours but at least 37½ - 40 hours bi-weekly for 52 weeks per year. May be subject to fill in for other positions to meet staffing requirements.
- D. Part-time limited schedule** - scheduled on an annual basis to work less than 75-80 hours but at least 37½ - 40 hours bi-weekly, for less than 52 weeks but at least 35 weeks per year. May be subject to fill in for other positions to meet staffing requirements.

### Other Employment Categories

- A. Supplemental part-time** - An employee who is available for on-call or supplemental service, but is not on a regular work schedule or annual appointment; works less than 1500 hours per year. Is not placed in Classification Compensation Plan; consistent pay levels are established administratively. No guarantee of continuing employment.
- B. Temporary** - Temporary employees are contracted or scheduled to fill a short-term need for a specified period of time, usually replacing a regular employee on leave. Appointment is normally for less than 1500 hours in a fiscal year unless there is a prior agreement to substitute for a regular employee for a specified period of time up to one year. Temporary employees are not placed in the staff Classification Compensation Plan; consistent pay rates will be established administratively. If substituting in a regular position, the pay will be at least the minimum of the salary range of the regular position.

### Salary Schedules

The Board of Trustees has adopted the long-range goal of employing the very best people available and guaranteeing them compensation levels consistent with employers of those institutions with whom NMC competes for services. The Board of Trustees may authorize adjustments to the support staff salary schedule in order to maintain the college's competitive position with respect to salaries. If increases are available, they are normally effective January 1.

The Classification and Compensation Plan provides for salary ranges (minimum and maximum) for each grade. The staff salary schedule has five levels. The expectation is that employees with satisfactory performance should move up in their respective salary level; employees with unsatisfactory performance will not advance.

## **Hours of Work**

*Work Week.* The normal workweek for full-time support staff is 37 ½ hours or 40 hours during a five-day workweek. Working hours for part-time personnel are determined by the supervisor. Your supervisor must approve any hours worked beyond your normal schedule prior to working additional hours or a different schedule.

*Overtime.* Overtime is paid at time and one-half for time worked in excess of forty hours in a one-week period. This applies to holiday hours worked. Any hours worked in excess of 40 per week may not be accumulated beyond the same week in which they were earned.

*Break Periods.* The normal workday allows for a one-hour unpaid lunch period and a 15-minute break in the morning and afternoon, which are coordinated with your supervisor. Part-time staff working at least four continuous hours also are allowed a 15-minute break period. The breaks cannot be accumulated or used to make up other time.

## **TRAINING AND DEVELOPMENT**

### **NMC Four Year Tuition Program**

Staff who are interested in pursuing a bachelor's or higher level degree who have been regular employees at NMC for at least two years may apply for a Four Year Scholarship Program. NMC may provide \$3,000 tuition reimbursement to approved applicants annually to regular staff at Northwestern Michigan College who attend a four-year college or university pursuing courses or an advance degree. To view eligibility requirements and complete the application, go to S:\Human Resources\Public\Forms\Staff Tuition Assistance Application. The maximum award per staff member per fiscal year is \$3,000 per fiscal year. Emails are sent out each semester requesting applications.

### **Professional Development Funding**

Some College areas have a budget to support the training and development needs of their employees. The Center for Instructional Excellence also provides some funding for adjunct faculty development. Talk to your supervisor about professional development that may apply to you.

### **Tuition Benefit**

As described in NMC Policy D-711 at <http://www.nmc.edu/about/policies/board-staff/D-711.00.html> adjunct faculty, and regular staff members may attend classes at NMC with tuition paid by College tuition waiver program. . See Employee Appendices for specific information related to your employee group.

### **On Campus/Online Training**

The Professional Development Institute, Wellness Committee, and other groups sponsor training sessions on various topics throughout the year. All staff are welcome to attend. Watch for emails and notices in the *Intercom* announcing the sessions.

### **Support Staff Council**

The administrative, professional, technical/paraprofessional, and support staff elect members to serve on their respective staff councils. The Councils consist of five members elected for one or two- year terms. The purpose of the Councils is to represent the assembly of

administrators/professional, technical/paraprofessional and support staffs in matters pertinent to professional development, salaries, benefits, and general welfare of NMC, and to act as liaison with other bodies of the College. As a staff member, you will receive an emails and committee updates from your respective Council.

## **FERPA and Student Privacy Rights**

The Family Educational Rights and Privacy Act (FERPA) requires "the consent in writing by the student before personally identifiable records or information may be released." Section 438 of the General Education Provisions Act, Title IV of Pub. L 90-247, as amended.

**NOTE:** This means you cannot disseminate grades at the student's place of employment or post grades in a manner whereby the student can be identified (this includes posting by social security number or student ID). Information should also not be given out regarding the whereabouts of a student. Please ask your Academic Chair or the Registrar if you have any questions regarding FERPA.

## **HUMAN RESOURCES SECTION**

### **Discipline and Dismissal**

An employee may be recommended for termination by the appropriate supervisor in collaboration with Human Resources for performance issues. The supervisor and Human Resources will notify the employee by providing a written notice stating the reasons, providing for either a two-week notice or immediate dismissal. Causes for termination or other disciplinary action include, but are not limited to the following:

- A. Policy violations, dishonesty, drunkenness, immoral conduct, or violation of the Controlled Substance Act,
- B. Conviction of a felony by a Court of Law,
- C. incompetency, insubordination, dereliction of duty, repeated disrespect of others,
- D. Use of fraud, deception or misrepresentation of facts used in the application for employment,
- E. Frequent and/or habitual tardiness or trivial absences which reduce the efficiency of the work unit.

### **Continuation of Health Coverage**

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

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

For more questions regarding your insurance or these changes, contact the Office of Human Resources at 995-1350.



## **Layoffs/Retrenchment**

If layoffs or retrenchment become necessary within the College due to budget shortfall or structural changes. NMC will make attempts to support its employees, which may include retraining, reassignment within the institution, or other retrenchment assistance. Please refer to the retrenchment staff policy for detailed information.

[D-707.00 Retrenchment](#)

[D-707.02 Retrenchment of Staff Procedure](#)