

SECTION 1

Welcome/Introductions

Mission of Collin College



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

Core Values

We have a passion for...

- Learning
- Service and Involvement
- Creativity and Innovation
- Academic Excellence
- Dignity and Respect
- Integrity



Accreditation

- Collin College is accredited by the **Southern Association of Colleges and Schools (SACS) Commission on Colleges** to award associate degrees and certificates.
- The Southern Association of Colleges and Schools Commission on Colleges is the regional body for the accreditation of degree-granting higher education institutions in the Southern states.
- Certain programs offered by Collin College are also accredited by specialized, industry-specific accrediting bodies.



Our Campuses



Central Park Campus
2200 W. University Drive
McKinney, TX 75070



Collin Higher Education Center
3452 Spur 399
McKinney, TX 75069



Preston Ridge Campus
9700 Wade Boulevard
Frisco, TX 75035



Spring Creek Campus
2800 E. Spring Creek Pkwy
Plano, TX 75074



Courtyard Center
4800 Preston Park Blvd
Plano, TX 7507



Allen Center
300 Rivercrest Blvd
Allen, TX 75002



Rockwall Center
1050 Williams Street
Rockwall, TX 75087

What Makes Collin College A Great Place To Work?



- **Stable Growing Organization.** Since offering its first classes at area high schools in 1985, Collin College has expanded to serve about 53,000 credit and continuing education students each year. The only public college in the county, the college offers more than 100 degrees and certificates in a wide range of disciplines.
- **The Leadership.** Collin College has great leadership, provided by experienced and knowledgeable Leadership Team members with oversight and vision provided by a 9 member Board of Trustees, which are at-large elected positions within the county.
- **The Employees.** Collin College is a diverse organization with approximately 2500 dedicated employees. View the Personnel Headcount on the HR website for a current listing of employees by position type and campus.
- **The Culture.** The Collin College Mission and Core Values of Learning, Service and Involvement, Creativity and Innovation, Academic Excellence, Dignity and Respect, and Integrity, were established for both students and employees. Employees exhibit Cougar Pride at all times by assisting in carrying out the mission of the college and honor the Core Values in interactions with students as well as fellow employees.
- **Great Benefits.** Eligible full-time employees of Collin College enjoy free employee medical and dental coverage, free basic life coverage, 16 paid holidays (full-time staff), professional growth and development and much more.
- **Opportunity for Advancement.** Collin College encourages employees to broaden their knowledge base and seek new opportunities within the college by offering professional development and tuition reimbursement programs.

Meet The Board of Trustees



Collin College is led by a nine-member, elected [Board of Trustees](#) along with the district president.



Mac Hendricks
Chair



Stacy Anne Arias
Vice Chair



Jenny McCall
Secretary



Nancy Wurzman
Treasurer



Dr. J. Robert Collins
Founding Board Member



Andrew Hardin



Adrian Rodriguez



Steve Cone



Larry Wainwright

Meet the Leadership Team



Dr. H. Neil Matkin
District President



Dr. Colleen Smith
*District Sr. Vice President,
Academic Affairs and
Student Development*



Ralph Hall
*District Vice President,
Administrative Services
and CFO*



Kim Davison
*District Vice President,
Organizational and Systems
Effectiveness*



Lisa Vasquez
*Vice President,
College and Public
Relations*



Dr. Barbara Money
*Vice President,
Student Development*



Dr. Brenda Kihl
*Vice President/Provost
Preston Ridge Campus*



Dr. Mary McRae
*Vice President/Provost
Spring Creek Campus*



Dr. Sherry Schumann
*Vice President/Provost
Central Park Campus*



Dani Day
*Vice President,
Academic & Workforce
Development*



Norma Allen
*Assoc. Vice President,
Human Resources
and Compliance*

Meet Your HR Representatives



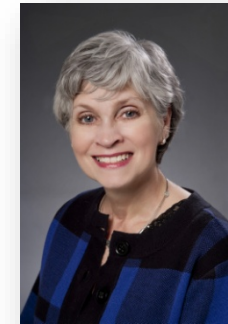
Rebecca Acuna
HR Consultant
 Spring Creek Campus
racuna@collin.edu
 972-985-6664



Open Position
HR Consultant
 Preston Ridge Campus
 Allen Center
 972-758-3857



Andreina Fowler
HR Consultant
 Collin Higher Education Center
 Central Park Campus
afowler@collin.edu
 972-599-3161



Sandy Davis
Manager, HR/Benefits
 All Campuses
sdavis@collin.edu
 972-599-3164

Services Provided by the Campus HR Consultants Include:

- Recruiting
- Job Postings
- Job Descriptions
- New Hire Process
- Review Qualifications
- Calculate Salaries
- HR-Related Training
- Employee Relations
- Performance Management
- Answer HR Questions
- Communicate Info

Services Provided by the Benefits Manager Include:

- Benefits & Insurance
- Retirement (ORP/TDA)
- Disability Claims
- Insurance Verifications
- Workers' Compensation
- FMLA/Leaves of Absence

SECTION 2

Policies & Procedures

Policies & Procedures Acknowledgment



It is our responsibility, as employees of the College, to become familiar with the policies that govern our conduct.

Please review the Policies & Procedures packet provided in the offer letter.

If you have questions about any of these Policies & Procedures, refer to your supervisor, or contact your campus Human Resources Consultant.

Policies & Procedures

Acknowledgment (cont.)



1. **Relocation Allowance Agreement.** You agree that if you receive a relocation allowance, in the event that you leave the full-time employment of Collin College before completing one full year of employment, all relocation expenses paid to you by Collin College for your relocation for employment must be reimbursed to Collin College in full. You agree that Collin College may implement a payroll deduction up to the full amount owed, without further prior notice to you, and without any further consent from you. Any amount not deducted remains the employee's responsibility to repay.

2. **Employment Credential Deadline Policy.** You agree that Collin College only accepts official transcripts submitted via one of the acceptable formats indicated on the Official Transcripts Guidelines form. Qualifying transcripts **MUST** be received on or before the first date of employment (but not later than 30 days from the date of hire) as well as copies of certificates, licenses, and other credentials which document employment qualification. If appropriate documentation is not received within the first 30 days, you agree that your payroll checks may be withheld pending your submission of the required documentation and/or you may be terminated from employment with Collin College. It is the employee's responsibility to request qualifying transcripts and pay any associated transcript fees.
 - For your convenience, you may use our **Request for Transcript Form** (In Policies & Procedures Packet).
 - **NOTE:** Please be sure your transcripts are sent to the HR department, not Admissions.

Policies & Procedures

Acknowledgment (cont.)



3. **Probationary Employment Period.** You acknowledge that all full-time faculty and staff begin work under a 90-calendar day probationary period. You acknowledge that while in a probationary status, your employment relationship with Collin College is not subject to the requirements of due process and may be terminated at any time, without advance notice, for any or no reason, with or without cause, unless otherwise prohibited by law. You acknowledge that during the probationary period, vacation leave is not earned and may not be used during such period.

4. **Drug Free Schools and Communities Act.** Please view the Drug Free Schools and Communities Act. Collin College supports the requirements of this Act and has provided information in the new employee packet. In addition, Collin College campuses are tobacco free. Smoking and use of tobacco products, including electronic cigarettes, is prohibited on campus, including the parking areas. You acknowledge that you have received information regarding this Act and that it is your responsibility to review the information. You agree to read the material and comply with the guidelines. You agree to contact Human Resources if you have any questions or if you do not understand the information.

Policies & Procedures

Acknowledgment (cont.)



5. **HIV & AIDS.** The HIV & AIDS Policy has been provided. You acknowledge that you have read information regarding Collin College's HIV & AIDS Policies in the new employee orientation packet and that it is your responsibility to review the information. You agree to read the material and comply with the guidelines. You agree to contact Human Resources if you have questions or if you do not understand the information.

6. **Whistle Blower Act.** Please view the Whistle Blower Act. Texas Government Code prohibits retaliation against public employees who report official wrongdoing. The provision states: "a state or local government entity may not suspend or terminate the employment of, or take other adverse personnel action against a public employee who in good faith reports a violation of law by the employing governmental entity or another public employee to an appropriate law enforcement authority." You acknowledge that you have received notification regarding your rights in this regard. For more information, call 512-463-2185, Office of the Attorney General, Texas.

Policies & Procedures

Acknowledgment (cont.)



7. **Worker's Compensation Coverage.** All employees are covered by Collin College's worker's compensation insurance for injuries sustained in the course and scope of employment. You acknowledge that you must report an on-the-job injury to your supervisor immediately, but in no event, no more than 30 days following an injury, and you complete an injury form.
8. **Exit Process.** The college's exit procedures are provided on the HR Website. You acknowledge that at the end of employment with Collin College, you are required to complete the College exit process. Failure to complete the process may result in the delay or withholding of your additional payroll checks.
9. **FERPA.** Please view the Policies & Procedures link to learn more about FERPA. The Family Educational Rights and Privacy Act (FERPA) is the guiding force behind the provision of privacy to student records. There are many opportunities to obtain information regarding this Act and your rights and responsibilities as an employee of Collin College.

Policies & Procedures

Acknowledgment (cont.)



Employee Standards of Conduct Policy. The Employee Standards of Conduct Policy – DH (Local) has been provided in the Policies & Procedures packet. Please note the requirement for employees to notify their supervisor within three (3) calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for ANY felony OR any offense involving moral turpitude.

Agreement and Acknowledgment



Collin College Board Policies. The Online Collin College Board Policies Manual can be found at www.collin.edu/hr/ and clicking on “Board Policies Manual”.

Links to additional Important College, State and Federal Notices, as well as college policies, procedures and guidelines can be found on the HR Website. This includes Collin College Board Policies.

Agreement and Acknowledgment Form. The form is included in the Required Forms packet. Please print and sign acknowledging that you have received, or been given access to all of the referenced Collin College Faculty/Staff policies and procedures and that it is your responsibility to read, understand and abide by all such policies, procedures and guidelines. If you have questions, or do not understand any of this material, it is your responsibility to contact your supervisor or Human Resources.



EEO Training

Collin College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or veteran status or other protected class.

Equal Employment Opportunity Information. The Collin College Equal Employment Opportunity Information as well as Board policy DAA (Legal) – Equal employment opportunity has been provided in the Policies & Procedures packet in your offer letter.

ALL employees are required to complete two on-line training courses: “Unlawful Harassment Prevention” and “EEO Laws and Discrimination Prevention”. In addition, employees who may have access to student records will also be required to complete “FERPA for Higher Education” training.

Within the first several weeks of employment, you will receive an email from Workplace Answers with a training link to the courses listed above. Please complete these online training courses by the deadline stated in the email.

Upon completion of the online training courses, a completion certification will be automatically forwarded to Human Resources.

Technology Agreements

Appropriate Use of Technological and Information Resources. In Collin College's Board Policy Manual, information specific to the Appropriate Use of Technological and Information Resources can be found by typing "CR LOCAL" into the search box. For your review, a copy has been provided in the Policies & Procedures Packet.

Software and Copyright Compliance Statement and LAN Security

Agreement. The statement is provided in the Policies & Procedures Packet. The LAN Agreement is included with Required Forms.





End of Section 2

Congratulations! You have completed **Section 2 – Policies and Procedures** of the New Employee Online Orientation Program.

SECTION 3

Benefits Information

(Applies to Full-time Employees ONLY.
Part-time Employees may skip to Section 4.)



Benefits Overview

- As a full-time employee at Collin College, you are eligible to participate in the ERS Texas Employees Group Benefits Program.
- For the average state agency employee, the total value of the State of Texas benefits package is equal to your base salary plus 32.3%.

Enrollment Deadlines & Coverage Effective Dates:

DEADLINE: Within first 31 Days EFFECTIVE: 1 st of the month after your hire date	DEADLINE: Within first 60 Days EFFECTIVE: 1 st of the month after your 60 th day of employment
Enroll in Dental coverage	Choose your primary care physician or dentist (if necessary)
Enroll in Optional Life and Dependent Life	Enroll in HealthSelect medical insurance
Enroll in Short and Long-term Disability	
Enroll in TexFlex to save money on health and day care expenses	



Medical

All regular full-time employees are eligible to receive benefits through the Texas Employees Group Benefits Program (GBP). The GBP is administered by ERS (Employees Retirement System of Texas). This is the group that administers health insurance for most public employees including college and university employees in the state (excluding UT and TAMU)

Below is a brief synopsis of coverage.

Medical Benefits

Collin College offers medical coverage with employee premiums currently paid by the state of Texas and Collin College. Medical/Health insurance coverage is available including traditional coverage with a point-of-service (POS). Collin College pays the employee's coverage with optional dependent coverage available with the cost shared between the state, Collin College and the employee. Employee medical coverage for health, prescription, vision, and basic life insurance coverage begins the first of the month after the completion of a 90-day probationary period of employment. Medical coverage for eligible dependents can begin that date too, if the employee enrolls dependents within the allowable time frame. **Please note that waiving medical benefits now may prevent you from being eligible to enroll in the future.** Coverage not tied to the medical coverage (dental, optional life insurance, voluntary AD&D, and short-term and/or long-term disability insurance) will be effective on the employee's first day, if elected on the first day, or on the first of the month after the first 30 days, if elected within the first 30 days.

Rx, Vision, Dental, Basic Life

Prescription Drug Coverage

Collin College offers employee prescription drug coverage as a part of the health insurance plan. The medical plan covers prescription medications with an employee co-pay for retail and 90-day mail order prescriptions using a prescription drug card. New prescriptions may be obtained through a participating pharmacy or through a convenient mail order service.



Vision Benefits

One annual eye exam per year is covered under the medical plan. Additionally, discount benefits on glasses, contacts, and LASIK are available through certain participating providers.



Dental Benefits

Collin College employees receive employee dental coverage paid by Collin College. Employees have a choice between a traditional indemnity plan and a dental HMO plan. Employee-paid coverage is available for dependents.



Basic Term Life Insurance

Collin College employees receive free employee basic life coverage as part of the health insurance plan. Coverage on the employee begins the first day of eligible employment and includes \$5,000 basic life insurance and \$5,000 accidental death and dismemberment coverage.

Optional Life & Disability Insurance



Optional Term Life Insurance

Collin College benefits-eligible employees have the option of purchasing the following additional life insurance:

- **Supplemental Term Life Insurance** – in multiples of one to four times your annual salary
- **Dependent Term Life Insurance** – in the amount of \$5,000 (doubles in the event of accidental death)
- **Accidental Death and Dismemberment (AD&D)** – can purchase individual or family coverage

Short-term Disability

Collin College employees can purchase short-term disability insurance which provides up to 66% of the employee's regular insured monthly salary for up to five months for qualified disabilities and after 30 days of continuous disability and exhaustion of available sick leave.

Long-term Disability

Collin College employees can purchase long-term disability insurance which provides up to 60% of the employee's regular insured monthly salary up to age 65 for qualified disabilities after 180 days of continuous disability and exhaustion of available sick leave.

NOTE: *Failure to enroll in any of these plans within the first 30 days of employment may jeopardize your ability to enroll in the future. Evidence of Insurability (EOI) may be required.*



FSA's

Flexible Spending Accounts

Collin College employees can sign up for TexFlex, which allows employees to use pre-tax savings to pay for planned health and dependent care expenses for the year. The annual election amount is divided by the number of months you work and is taken out of your paycheck each month before income tax. The remaining amount of your paycheck is lower, so the amount you're taxed on is lower. When you have an eligible health or daycare expense, you request reimbursement from the pre-tax money you've contributed to your Tex Flex account.

TexFlex

Click on the link to learn more. If you are interested in enrolling in TexFlex, you may complete an enrollment form at your HR Benefits Meeting, or in the future during annual enrollment. **NOTE:** Unused TexFlex contributions cannot be refunded to the employee and will be forfeited if not claimed by the end of the plan year. There is a small fee for participation in the TexFlex program.

TEXFLEX



Pension/Retirement

Retirement Programs

Full-time employees must participate in either TRS (Teacher's Retirement System) or ORP (Optional Retirement Program), if eligible. Information regarding TRS and ORP will be provided to you at your in-person HR Benefits Meeting on your first day of employment. Full-time employees are automatically enrolled in TRS unless they already participate in ORP.

Job Not Covered by Social Security

Your earnings at Collin College **ARE NOT** covered by Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of you husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

Form SSA-1945 and Statement Concerning Your Employment in a Job Not Covered by Social Security. (Form is included in the Required Forms packet.)

If you have any questions or concerns regarding this form, you may visit www.socialsecurity.gov.



Paid and Unpaid Leave

Collin College offers the following types of leave to full-time employees. Additional information about each of these leave types can be found on the HR Website:

- Bereavement
- Court Appearance/Jury Duty
- Critical Illness
- FMLA/Leaves of Absence
- Holidays
- Military Leave
- Personal Leave
- Sabbatical Leave
(eligible employees only)
- Sick Leave
- Sick Leave Pool
(available after completion of 90-days)
- Vacation
(staff only, available after completion of 90-days)
- Voting in Public Elections
- Wellness Program Participation
- Worker's Compensation

IMPORTANT NOTE: Collin College does not offer Leave Without Pay (LWOP) as an optional form of time off. Time off is meant to be granted and taken within the existing leave types and policies. Newly hired employees with pre-scheduled time off within their first 90 days must request the unpaid time off from their supervisor and Human Resources at the time of offer.

Fitness Facilities, Wellness



Fitness Facilities

- There is no charge for employees to use the college's fitness centers. Collin College ID is required.
- Oak Point Center (near SCC) belongs to the City of Plano, not the college. However, Faculty and Staff can utilize the pool with an ID. Please contact the Oak Point Center at 972-941-7540 or the Physical Education Office, x5925, for hours.

Wellness Programs

- Collin College's Wellness Program is dedicated to helping employees enjoy a healthier way of life. A variety of college-sponsored wellness activities, events and information are offered to Collin College employees including blood pressure checks, fitness assessments, exercise programs and wellness seminars.
- Collin College also offers a Wellness Leave Program to provide incentive and time to participate in wellness programs. Full-time faculty and staff may participate in any of the college's sports or exercise programs and receive matched time for their exercise efforts, within the Wellness Program Guidelines.



EAP, Employee Discounts

EAP

Collin College also offers a free Employee Assistance Program (EAP) which provides confidential services to help manage daily responsibilities, life events, work stresses or issues affecting quality of life. The EAP is available 24 hours a day, 7 days a week.



Time-Honored EAP Solutions Since 1977



Employee Discount Programs

In addition to group benefit plans and college-sponsored programs, Collin College employees also receive a number of discounts or special services on a variety of items from area businesses including:



- Credit Unions
- Banks
- Auto/Home Insurance
- Automotive
- Consumer Products
- Dining
- Education
- Electronic Equipment
- Financial Services
- Health and Wellness
- Home and Garden
- Insurance
- Local Discounts
- Travel and Entertainment

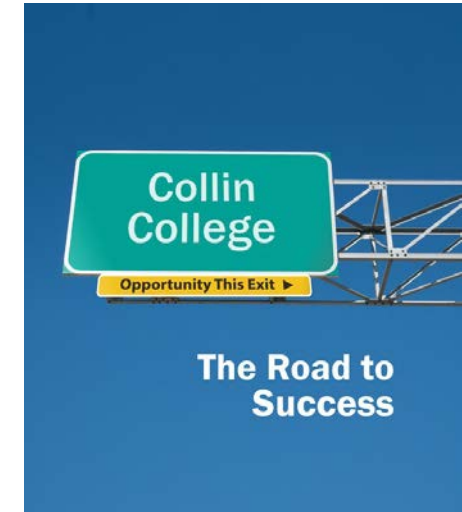
More information about these benefits can be found on the HR Website.

Professional Development



Many Professional Development and Continuing Education courses are offered free to Collin College employees if the course is related to your current job and is approved supervisor as work related.

For additional information on upcoming course offerings and eligibility guidelines, visit the Professional Development web page.





Benefit Enrollment Process

Benefit Enrollment

On your first day of employment, you should report to the Human Resources office at the Collin Higher Education Center, to finalize your employment paperwork and benefits enrollment.

Prior to your first day HR meeting, you will need to review the ERS New Employee web page to receive an overview of the benefits available to you.

Covering Your Dependents

If you plan to cover any dependents on your insurance plans, or list them as beneficiaries, please be sure you know their social security numbers and dates of birth, as you will be asked to provide that information on the enrollment forms you will complete at your HR Benefits Meeting.

Remember, if you do not enroll in benefits now, you will have to wait until the next Annual Enrollment or until you have a qualifying life event. If you wait to enroll, eligibility and enrollment restrictions may apply.

Questions?

Frequently Asked Benefit Questions: FAQs are available by visiting <http://www.collin.edu/hr/benefits/faq.html>.

You will be given the opportunity to ask any additional questions you may have at your HR Benefits Meeting.





End of Section 3

Congratulations! You have completed **Section 3 – Benefits** of the New Employee Online Orientation Program.

SECTION 4

Payroll Information

Associate Faculty Payroll Information



Associate faculty members are paid based on the number of contact hours they are assigned to teach and are generally limited to no more than 9 contact hours per 16-week semester. Please note, express, Maymester and Summer terms may be limited to fewer than 9 contact hours. Please review the [Faculty Load Manual](#) for additional information.

Teaching assignments are on a semester by semester basis and are conditioned upon various factors including receipt of official qualifying credential documentation, sufficient enrollment in the course and upon the schedules of full-time faculty. An offer of a teaching assignment one semester does not guarantee subsequent assignments for future semesters.

[Associate Faculty Compensation Chart & Payroll Schedule](#). Click on the link to view the current compensation rates and payroll schedule for associate faculty. Please note, compensation and payroll dates for flex entry and special assignments may differ from what is listed on this chart.



Time Clock Plus

All non-exempt (hourly) employees MUST clock in and out of the college's time clock system, Time Clock Plus (TCP), in order to track work hours.

Within the first week of employment, you and your supervisor should receive an email from the Payroll Department with TCP login information. Your CWID will be your User ID, and Payroll will issue a generic password via email for initial access to the Time Clock Plus system.

Until you receive access to TCP, please keep up with your hours on a hand written time sheet. All hours and leave will be approved on a weekly basis by your supervisor.

The TCP Payroll contact is Judy Ayres, jayres@collin.edu and phone 972-758-3824. Instructions for Time Clock Plus can be accessed through CougarWeb on the Payroll site.



Time Clock Plus (cont'd)

All exempt and non-exempt employees must also report paid leave time in Time Clock Plus (TCP). Once a new hire is set up in Time Clock Plus, an e-mail will be sent from a Payroll representative providing further instructions.

Please note that the timesheet does not concur with the pay period described on the previous page.

Visit the Business Office/Payroll intranet page by logging into [CougarWeb](#) for additional time sheet guidelines and instructions.

FLSA Work Hours and Leave Guidelines



FLSA Work Hours and Leave Guidelines for Non-exempt Employees. Please view the FLSA Guidelines to learn more about the Fair Labor Standards Act (FLSA), a federal law that governs an employee's work hours and reporting requirements. This document includes instructions on how to complete a timesheet.

Note: Any adjustment to an employee's regular work schedule, even if it does not result in a deduction of accrued leave balances, must be approved by the employee's supervisor.

For additional FLSA information, visit: <http://www.dol.gov/whd/flsa/>





End of SECTION 4

Congratulations! you have completed **SECTION 4 – Payroll** of the New Employee Online Orientation Program.

SECTION 5

Faculty Information

(For Faculty only. Staff may skip to section 6)

Meet the Academic Deans



Cameron Neal
Dean, Math & Natural
Sciences - SCC



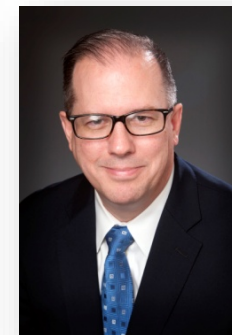
Donald Weasenforth
Dean, Communication
& Humanities - SCC



Gary Hodge
Dean, Social & Behavioral
Sciences - SCC



Gaye Cooksey
Dean, Fine Arts - District



Jim Barko
Dean, Developmental
Education - District



Brenda Carter
Dean, Academic
Affairs, CPC



Abe Johnson
Dean, Health Sciences -
District



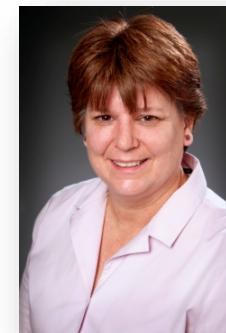
Donna Hatch
Dean, Nursing - District



Bill Blitt
Dean, Business &
Computer Systems -
District



Jon Hardesty
Dean, Science,
Technology, Engineering
& Math - PRC



Wendy Gunderson
Dean, Communication,
Humanities, Social &
Behavioral Sciences –
PRC



Raul Martinez
Associate Dean,
Health Sciences –
District

Faculty Information

In addition to your HR Benefits Meeting, you will receive correspondence in the mail inviting you to a number of Faculty Development events and workshops that will be held during the first couple weeks of the semester.

Faculty Development events may include:

- New Faculty Orientation & Introductions
- All College Day
- Faculty development conferences
- Division meetings
- Workshops on academic topics
- Class preparation, advising, mentoring and much more!

For questions about Faculty Development events, contact your Dean.



Required Faculty Forms

Affidavit of Primary Language. The Texas legislature enacted House Bill 638 which requires higher education institutions to aid faculty members requiring assistance to become proficient in the use of the English language. The Texas Higher Education Coordinating Board is charged with approving and monitoring the program established by each institution. One part of the compliance process is to determine whether or not English is the primary language of each teaching faculty member, tutor, teaching and laboratory assistant with responsibility for teaching academic credit courses. Employees whose primary language is not English must successfully pass an English proficiency test.

Payroll Schedule Election Form (FT Faculty Only) This form gives employees contracted to work less than 12 months per year the option to be paid over 12 months. This is called “annualized compensation.” Annualized compensation gives you income during the summer months. IRS regulations require a written election to receive annualized compensation in order to avoid additional taxes being imposed on the employee. All full-time faculty are required to complete this form.



End of Section 5

Congratulations! You have completed **Section 5 – Faculty Information** of the New Employee Online Orientation Program.

SECTION 6

Helpful Information

CougarWeb



CougarWeb is the portal into important information at Collin College. CougarWeb is used by students, faculty and staff.

The CougarWeb **'My Workplace'** tab has employee information such as your check stub information, W2 forms, your leave balances, benefits information, college policies & procedures, calendars, forms and departmental intranet pages.

CougarWeb also provides employees of Collin College with access the college's library databases and resources and remote access to their college email account.

For more information, log on to CougarWeb (after you have received your CWID number) or a Tutorial of CougarWeb is provided at http://www.collin.edu/cougarweb/tutorial/thingstoknow_employees_pub.html

A screenshot of the CougarWeb login page. The page has a blue header with the 'CougarWeb' title. Below the title, there are input fields for 'Username:' and 'Password:', followed by a 'Login' button. To the right of the login fields is the Collin College logo and the text 'Welcome to CougarWeb'. Below this, there is a paragraph of text: 'CougarWeb is a portal for many elements of your experience at Collin College. Please remember to always log-out after use.' At the bottom left, there is a 'Need help?' link and a 'Registration & Payment How To' link. At the bottom right, there is a large image of a cougar's head. The footer contains the text 'Copyright © Collin College 2007'.

Campus Security & Emergencies



The safety of our students, employees and visitors is extremely important to us. We have a number of well-trained, dedicated men and women who serve as Collin College Police Officers and Dispatchers. These individuals are all committed to making our classrooms, workplace and the community a safe place to study, work and enjoy.

The campus police are available 24/7/365.

Visit Collin College's Police Department Website to learn more about our Police Department services, campus emergency information, campus policies and contact information.



Chief Michael Gromatzky
Collin College Police

Emergency Contact Numbers:

- Call 911 if necessary.
- To reach Collin College's Police Dispatch Line:
 - On-campus: Dial extension **5555**
 - Off-campus: Dial **972-578-5555**

CougarAlert

When an emergency occurs, the college's CougarAlert system can send email, text messages and voice messages to employees and students in as little as 90 seconds.

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 for scheduled closures, such as holidays.

All employees are strongly encouraged to subscribe to CougarAlert.

To subscribe, visit: <http://www.collin.edu/cougaralert.html>



Help Desk & Media Services

Help Desk

- The Help Desk is available to assist employees with technology issues. The Help Desk can be reached most conveniently by dialing x6555 from any phone on campus, or by emailing HelpDesk@collin.edu.
- You can also find Academic Technology and Network Services tutorials online to assist with Blackboard, CougarWeb, CougarMail, Pharos, Accessing network drives remotely/Virtual Office, Phones and Voicemail, general technology and software tutorials and much more!
- You can also check out software from the Help Desk to install on your home computer if it is for work-related applications.



Media Services

- Media Services staff are available at each campus to assist with classroom technology issues, requests for video equipment, laptops, projectors and much more.

Helpful Information

Who's Who at Collin College

- Collin College's Organization Chart is available on the HR website.

Get Involved and “Be in the Know”

- Check out the Collin College Event Calendar for upcoming college events.
- Ask your supervisor, or watch for college-wide announcements about college news and events or opportunities to participate in Collin College committees, task forces or activities.
- Collin College is proud of its students, faculty and staff as well as the many achievements they earn. Points of Cougar Pride highlights some recent achievements.



Helpful Information (cont.)

Collin College Has Gone Mobile

- Use your smart phone to access www.collin.edu for quick mobile access to CougarWeb, a calendar of events and much more .

Collin College Athletics

- The college nickname used by our athletic teams and other organizations throughout the college is the Collin College Cougars.
- For athletic event schedules, visit: <http://www.collin.edu/athletics/>.



Helpful Information (cont.)

Business Cards & Name Tags

- Employees can get their own magnetic name tag, desk plate and/or business cards if necessary. Ask your division administrative assistant for help with ordering these items.

Information Desks & Room Reservations

- The Information Desk at each campus can help with general inquiries, provide directions, and receive visitors and callers.
- If you have a meeting scheduled, notify the Information Desk so your attendees can be directed to the appropriate location.



Helpful Information (cont.)

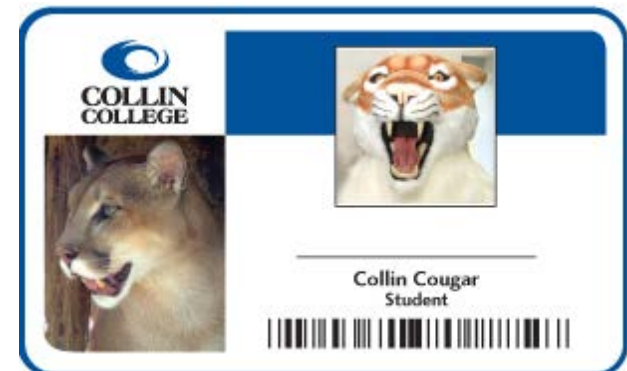
Dress Code

- While we do not have a college-wide dress code policy, employees are expected to dress appropriately for the workplace. Business casual attire is generally worn by most employees. You are encouraged to discuss appropriate attire expectations for your department with your supervisor.
- Employees are also encouraged to show their Cougar Pride by wearing their Collin College Spirit Shirts each Wednesday. Watch for announcements for the next opportunity to purchase your Spirit Shirt! Proceeds go to the Spirit Scholarship fund.



Employee ID Cards,

- All faculty and staff of Collin College are required to have an Employee ID Card in order to use certain services provided by the college including the bookstore, computer labs, fitness center, library and college-sponsored events.
- You can get your ID card in any Student Life office **AFTER** you have received your first paycheck.





Certificate of Completion

Congratulations! you have now completed all sections of the New Employee Online Orientation.

New Employee Online Orientation Certificate of Completion: This form is provided in the “Required Forms” packet. Please print and complete this form and bring the form with you to your scheduled benefits meeting on your first day of employment.

REMINDER:

Please ensure you have printed and completed all required forms listed on your Online Orientation Checklist in the Required Forms packet. You will need to bring the following items with you on or before your first day of employment:

1. **Online Orientation Checklist** *(and all associated forms listed on the checklist)*
2. **I-9 Identification and Work Authorization Documentation**
3. **Social Security Card** *(for payroll purposes)*