

MODULE 3

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 click on the links that follow to review and/or print each of the policies, procedures and forms, and then print and complete the **Agreement and Acknowledgment form** (*a link can be found at the end of this module*) to acknowledge that you have received, or been given access to the following Collin College Faculty/Staff policies and procedures.

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

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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](#).
 - **NOTE:** Please be sure your transcripts are sent to the HR department, not Admissions since the Admissions office shreds original transcripts upon scanning them.

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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 click on the link to 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.

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5. **HIV & AIDS**. Please click on the link to view the HIV & AIDS Policy. 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 click on the link to 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.

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Acknowledgment (cont.)



7. [Worker's Compensation Coverage](#). Please click on the link to review Worker's Compensation information. 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](#). Click on the link to review the college's exit procedures. 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](#). Click on the 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.

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Acknowledgment (cont.)



[Employee Standards of Conduct Policy](#). Click on the link to view the Employee Standards of Conduct Policy – DH (Local). 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



Links to additional Important College, State and Federal Notices, as well as college policies, procedures and guidelines can be found on the [HR Website](#).

[Collin College Board Policies](#). Click on the link to view the Online Collin College Board Policies Manual.

[Agreement and Acknowledgment Form](#).* **Please print and complete this form** 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](#). Please click on the link to review the Collin College Equal Employment Opportunity Information. Also see Board policy [DAA \(Legal\) – Equal employment opportunity](#).

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](#). Please click on the link to be directed to 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.

[Software and Copyright Compliance Statement and LAN Security Agreement](#).* **Please print and complete this form** after you have reviewed these policies.





End of Module 3

Congratulations, you have completed **Module 3 – Policies and Procedures** of the New Employee Online Orientation Program.

Please ensure you have printed the following forms during this module:

1. Request for Transcript *(IF the position for which you were hired requires a degree)*
2. Agreement and Acknowledgment Form
3. LAN Security Agreement

Please exit out of this module and proceed to the next module listed in your offer letter.