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 & Centers

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 2,500 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

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

Dr. J. Robert Collins
Chair
Founding Board Member

Stacy Anne Arias
Vice Chair

Andrew Hardin
Secretary

Nancy Wurzman
Treasurer

Mac Hendricks

Jenny McCall

Jim Orr

Adrian Rodriguez

Larry Wainwright

Meet the Leadership Team

COLLIN COLLEGE

Dr. H. Neil Matkin
District President

Dr. Brenda Kihl
Executive Vice President

Dr. Sherry Schumann
Senior Vice President Academic, Workforce, and Enrollment Services

Kim Davison
Senior Vice President, Organizational Effectiveness

Kenneth Lynn
Acting Vice President, Administrative Services and CFO

Lisa Vasquez
Vice President, College and Public Relations

Dr. Jon Hardesty
Vice President/Provost Central Park Campus

Dr. Abe Johnson
Vice President/Provost Preston Ridge Campus

Dr. Mary McRae
Vice President/Provost Spring Creek Campus

Dr. Dani Day
Vice President, Academic and Workforce Development

Norma Allen
Vice President, Human Resources

Dr. Scott Parke
Vice President, Policy and Planning

Jennifer Blalock
Vice President, Workforce & Economic Dev.

Albert Tezeno
Vice President, Student & Enrollment Svcs.

Meet the Academic Deans

COLLIN COLLEGE

Donald Weasenforth
Dean, Academic
Affairs - SCC

Gary Hodge
Dean, Workforce, CPC

Gaye Cooksey
Dean, Workforce - District

Cameron Neal
Dean, Academic
Affairs - SCC

Brenda Carter
Dean, Academic
Affairs, CPC

Donna Hatch
Dean, Nursing - District

Jim Barko
Dean, Workforce/
Developmental
Education - District

Wendy Gunderson
Dean, Academic Affairs –
PRC

Meet the Associate Deans

COLLIN COLLEGE

Dr. Millie Black
Associate Dean
Academic Affairs
SCC

Amy Greene
Associate Dean
Academic Affairs PRC

Amy Gainer
Associate Dean
Academic Affairs
CPC

Craig Leverette
Associate Dean
Academic Affairs
SCC

Dawn Richardson
Associate Dean
Academic Affairs
PRC

Garry Evans
Associate Dean
Workforce
SCC

Daphne Babcock
Associate Dean
Academic Affairs
SCC

Karen Musa
Associate Dean
Workforce
PRC

Dr. Kelly Driskell
Associate Dean
Workforce
SCC

Dr. La Tanya Thomas
Associate Dean
Workforce
SCC

Dr. Meredith Wang
Associate Dean
Academic Affairs
SCC

Michael Coffman
Associate Dean
Workforce
PRC

Dr. William "Lee" Powell
Associate Dean
Academic Affairs
CPC

Dr. Meredith Martin
Associate Dean
Academic Affairs
PRC

Meet Your HR Representatives

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

Jaslyn Lue
HR Consultant
Preston Ridge,
Courtyard, Allen Center
jlue@collin.edu
972-758-3857

Andreina Fowler
HR Consultant
Central Park Campus

Collin Higher Education Center
afowler@collin.edu
972-599-3161

Christina Canales
Manager, HR/Benefits
All Campuses
ccanales@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.)

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.)

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.)

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.

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.)

Workers' Compensation Coverage. All employees are covered by Collin College's workers' 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 more than 30 days following an injury, and that you will complete an injury form.

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.

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

Pension/Retirement

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 ww.socialsecurity.gov.

MetLife PERC plan

All part-time Collin College employees are required to participate in the **Program for Extra Retirement Compensation (PERC)** in lieu of Social Security (FICA).

- Mandatory program through a 403(b) tax-sheltered annuity account with MetLife in lieu of Social Security contributions
- Employee contributes 7.5% of salary pre-tax

Part-time Faculty Insurance

Associate Faculty members, who meet the following specific criteria (according to Texas Insurance Code 1551.1021), may elect to participate in the Texas Employees Group Benefits Program (GBP).

Eligibility:

An associate faculty member teaching credit classes at Collin College is eligible to participate in the group benefits program if the faculty member:

- Receives compensation for services rendered to a public institution of higher education (HE) as an adjunct faculty member;
- Was employed as a faculty member by the same public institution of HE and taught at least one course in the regular fall and spring semester at the public institution of HE in the preceding academic year; and
- Is scheduled to teach 12 semester credit hours in the academic year of coverage.

Texa$aver

- Texa$aver is a voluntary retirement savings program offered through ERS.
- The recordkeeper for Texa$aver is Empower Retirement.

Fitness Facilities, Wellness

COLLIN COLLEGE

Fitness Facilities
- College fitness facility usage is free for employees!
    - Collin College ID is required.
- Oak Point Center pool (near SCC) is available for College employees with a Collin College ID. Please contact the Oak Point Center at 972-941-7540.

Wellness Programs
- Collin College's Wellness Program is dedicated to helping employees enjoy a healthier way of life. A variety of wellness activities, events and information, are offered to Collin College employees including blood pressure checks, fitness assessments, exercise programs and wellness seminars.

- 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.

Employee Discounts

COLLIN COLLEGE

Employee Discount Programs

In addition to group benefit plans, 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 ERS website.

Questions?

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

For any questions, please contact the HR Department or an HRC.

End of Section 3

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

SECTION 4

Payroll Information

Payroll

All employees are required to have Direct Deposit. Employees may view and print their pay stubs by logging into CougarWeb.

Part-Time Staff and Student Employees

All part-time staff and student employees are paid on the last business day of the month. Part-time employees must track all hours worked in TimeClock Plus.

Part-Time Associate Faculty

Part-time associate faculty are paid based on the number of lecture and lab course contact hours taught. Please refer to the current Associate Faculty Payroll Chart in your offer letter for additional compensation 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 dependent 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.

TimeClock Plus

All non-exempt (hourly) employees MUST clock in and out of the college's time clock system, TimeClock Plus (TCP)

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 TimeClock 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, under Administrative Services, and visiting the Payroll site.

TimeClock Plus

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

- Instructions for Time Clock Plus can be accessed through CougarWeb, under Administrative Services, and visiting the Payroll site.

FLSA Work Hours and Leave Guidelines

COLLIN COLLEGE

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.

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)

Faculty Information

As an Associate Faculty 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.

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 can be found at http://www.collin.edu/cougarweb/tutorial/thingstoknow_employees_pub.html

Campus Security & Emergencies

COLLIN COLLEGE

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.

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

COLLIN COLLEGE

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.
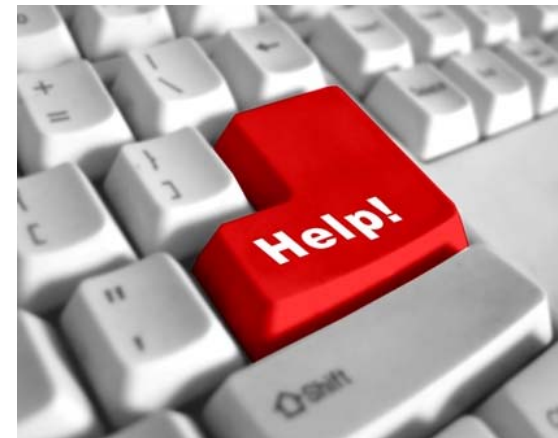
Media Services

- 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 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.)

COLLIN COLLEGE

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

Collin College

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 verification and payroll purposes)*