

### **U.S.** Transcript Guidelines

All U.S. transcripts must be from a regionally accredited institution of higher education. Unofficial transcripts are acceptable for the application process; however, any offer of employment is contingent upon receipt of official transcripts within 30 days.

### U.S. transcripts must be received by HR in one of the following formats:

- Transcripts that are mailed directly to HR from the degree granting institution
- Hand-delivered official transcripts that are in sealed letterhead envelopes from the degree granting institution
- Transcripts that are emailed directly to HR if the URL link to access the transcript is sent directly from the degree granting institution
- Transcripts received by the Collin College Registrar through the authorized Electronic Transcript Network

PLEASE NOTE: Photocopies or transcripts that are stamped "Issued to Student" are NOT acceptable.

A listing of regionally accredited institutions of higher education can be found on the following website: <a href="http://www.chea.org">http://www.chea.org</a>



### **Foreign Transcript Guidelines**

Applicants with transcripts from countries other than the United States must provide official copies of their foreign transcripts and have their transcripts evaluated (and translated if in a language other than English) at their own expense by an agency that is certified by the National Association of Credential Evaluation Services (NACES) to determine the U.S. equivalency. Unofficial copies of the transcript, evaluation and translation documents are acceptable for the application process; however, any offer of employment is contingent upon receipt of ALL official documentation as indicated below within 30 days.

### Faculty members with foreign transcripts must submit <u>ALL</u> of the following:

- An official copy of the foreign transcript received by HR in one of the following formats:
  - o Mailed directly to HR from the degree granting institution
  - o Hand-delivered official transcripts that are in sealed letterhead envelopes from the degree granting institution
  - o Transcripts that are emailed directly to HR if the URL link to access the transcript is sent directly from the degree granting institution
  - o Transcripts received by the Collin College Registrar through the authorized Electronic Transcript Network
- An official transcript evaluation that evaluates the OFFICIAL foreign transcripts to determine its equivalency with a degree in the U.S. from a regionally accredited institution sent in either of the following formats:
  - o A faxed copy that is sent to HR directly from the evaluation agency if the document is on agency letterhead and the agency's fax number is clearly shown in the fax header OR
  - o An original letter from the credential evaluation/translation company on letterhead
    - Evaluation must note that official transcripts were reviewed or HR must send a
      copy of the official transcripts to the agency and require that they confirm that it
      is the same as the credentials they evaluated.
    - If the degree from a foreign institution is not clearly in the discipline being taught as recorded on the FCI, a course by course evaluation is required to ensure the equivalent of 18 or more graduate semester hours in the discipline.
- A transcript translation if the original transcript is written in a language other than English
  - o Transcripts must be translated by the same company that evaluates the transcript

Photocopies delivered by the newly hired employee are NOT acceptable. Evaluated transcripts that have been translated by the employee or a non-NACES certified organization or individual are NOT acceptable.

A listing of NACES certified international credential evaluators can be found on the following website: http://www.naces.org/members.htm



# Request for Transcript\* For Full-time Employees

\*Some schools require a processing fee. The employee is responsible for ordering his/her official transcript from the High School, College, University, or Testing Agency and for paying any processing fees.

This request is addressed to:			
Name of High School, College, Unive	ersity, or Testing Agency		
Address	City	State	Zip Code
I have accepted employment with C institution to the Collin College Hun Resources in one of the following for	nan Resources Office. Office		
Mailed directly to HR from to		on to the attention	of
	Cherie Hill Human Resources	Office	
	Collin College – Higher Edu		
	3452 Spur 399, 3 <sup>rd</sup>		
	McKinney, Texas	75069	
<ul> <li>Hand-delivered in sealed let</li> <li>Emailed directly to HR (URL institution)</li> </ul>	•		stitution tly from the degree granting
Transmitted to the Collin Co.	ollege Registrars' Office thro	ugh the authorized	Electronic Transcript Network
If there is some reason why the tran	nscript cannot be forwarded	to Collin College. p	lease indicate below:
	<u></u>		
☐ More information necessary ☐ Student owes school money			
No record of student	Utner reas	ons, please explain:	-
PLEASE A	TTACH THIS FORM TO THE	REQUESTED TRANS	CRIPT
PRINT: Last Name	First	М	iddle
Indicate any other names used (inc	clude nicknames)	М	aiden Name
Date of Birth Plac	ce of Birth	So	ocial Security Number
Dates of Attendance		If :	graduated, give dates
Employee/Student Signature		 Da	nte

### **Drug Free Schools and Community Act**

Collin County Community College supports the requirements of the Drug Free Schools and Communities Act. The college also endorses the Standards of the Commission of Colleges and Universities Committed to the Elimination of Drug and Alcohol Use.

In compliance with the Act, the college annually informs each student and employee about the standards of conduct and health risks associated with the use of illegal drugs, alcohol abuse, inhalants, and unauthorized use of prescription and over the counter (OTC) drugs; a description of the applicable legal sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs, alcohol, inhalants, OTC and prescription drugs; college sanctions for violation of the Student Code of Conduct; and the faculty/staff drug free work place policy as related to such standards; and a description of substance abuse counseling, treatment, and prevention programs available to students and employees.

### **Disciplinary Policies and Penalties**

Individual students, employees and organizations violating the college's policies or engaging in conduct which is prohibited by local, state or federal law are subject to discipline under the provisions of policies stated in the Student Code of Conduct published in the Student Handbook and the Collin College Faculty and Staff Handbook. In addition, college officials may refer any evidence of illegal activities to the proper governmental authorities for review and potential prosecution.

In compliance with the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) and Texas House Resolution 2253 and Senate Resolution 645 (passed in 1987) Collin College forbids the unlawful manufacture, possession, sale, use or distribution of illegal drugs, and alcoholic beverages at on- and off-campus college sponsored events. No illegal drugs, including unlawful possession or use of alcohol, will be allowed on campus (inside buildings and on campus property). Students and employees found guilty of such violation(s) will be penalized.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the president of any criminal drug statute conviction the employee incurs for a violation in a work place no later than five days after such conviction.

Within 30 calendar days of the president receiving notice from any source of a drug statute violation occurring in the work place, the president or his designee shall either (1) take appropriate personnel action against the employee, up to and including termination of employment or referral for prosecution; or (2) require the employee to participate satisfactorily in a drug and alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency or other appropriate agency. The cost of any such program shall be borne by the employee.

In addition, Collin College prohibits smoking and the use of tobacco products in all college buildings. Violators of this policy may be subject to disciplinary action.

### **College Counseling/Prevention Services**

The college is dedicated to providing quality education in a wholesome environment for its student body, faculty and staff, and therefore provides training for the college community in the identification of substance abuse and appropriate referrals. The college provides assessment, referral and counseling by licensed counselors for students through the College Counseling Center. Educational materials, programs and resources are available to students, faculty and staff through the Counseling Center. Educational materials, programs and resources are available to students, faculty and staff through the Counseling Center, the Dean of Students Office, the Student Activities Office, the Wellness Program and the Human Resources Office. Confidentiality is maintained as defined by Texas law.

### **Penalties Under State Law**

Offense	Minimum Punishment	Maximum Punishment	
Manufacture or delivery of controlled substances (drugs)	Texas Department of Corrections (TDC) term of 2 to 10 years or local jail term up to 1 year, and up to \$10,000 fine	TDC life term of 20 to 99 years and up to \$500,000 fine	
Possession of controlled substances (drugs)	Up to 180 days in jail and up to \$1,000 fine	TDC life term of 10 to 99 years and up to \$100,000 fine	
Possession or delivery of marijuana	Up to 180 days in jail and up to \$100 fine	TDC life term of 10 to 99 years and up to \$250,000 fine	
Driving while intoxicated (alcohol, drugs or both)	72 hours to 2 years in jail and \$100 to \$2,000 fine	30 days to 2 years in jail or TDC term of 60 days to 5 years and fine of \$500 to \$2,000	
Public intoxication		Up to \$200 fine	
Purchase, consumption or possession of alcohol by a minor	Fine of \$25 to \$200	Subsequent violation or offense, fine of \$100 to \$500	
Sale of alcohol to a minor	Fine of \$100 to \$500 or jail term of up to 1 year or both	Subsequent violation or offense, fine of \$500 to \$1,000; jail term up to 1 year; or both	

### **Penalties Under Federal Law**

Offense	Minimum Punishment	Maximum Punishment
Manufacture, distribution of dispensing of illegal drugs	Imprisonment up to 1 year, minimum fine of \$1,500	Life imprisonment (no parole) and a fine up to \$8 million (individual) or \$20 million (other)
Possession illegal drugs	Civil penalty up to \$10,000	5 to 20 years imprisonment and fine of at least \$5,000 plus investigation/court costs
Operation of a common carrier under influence of alcohol or drugs		Imprisonment up to 15 years and a fine up to \$250,000
Unauthorized possession use, distribution or sale of OTC drugs, prescription drugs or inhalants	A prescription drug or OTC drug used for any reason other than a legitimate medical reason and inhalants used illegally are considered "illegal drugs" under the law and carry the penalties described above	A prescription drug or OTC drug used for any reason other than a legitimate medical reason and inhalants used illegally are considered "illegal drugs" under the law and carry the penalties described above

### HEALTH RISKS OF DRUG/ALCOHOL ABUSE AND USE OF INHALANTS

### **Alcohol**

- taken orally
- effects include initially stimulating behavior becomes progressively sedated; impedes memory and coordination
- dangers include physical and psychological dependency; impaired coordination and judgment; fatal respiratory or heart failure from consuming large quantities in a short time period; damage to liver, heart, pancreas, brain and nervous system by excessive and continuous consumption; increased likelihood of injury or death from car or equipment accidents

### **Amphetamines**

- taken orally, injected or inhaled
- effects include increases in blood pressure and heart and respiratory rates; dilates pupils; decreases appetite and blurs vision
- dangers include dizziness; insomnia; high doses causes loss of coordination, tremors and physical collapse; injection causes sudden increase in blood pressure that can result in stroke, fever or heart failure, false sense in indestructibility, hallucinations and acute anxiety

### **Barbiturates**

- taken orally
- affects include relaxed muscles in small doses; large doses cause slurred speech, impaired judgment and coordination and altered perception; even larger doses may lead to respiratory depression, coma and death
- dangers include being highly addictive; withdrawal symptoms include restlessness, insomnia, anxiety, convulsions and death; increased accident risk due to impaired judgment and motor skills

### Cocaine

- taken by inhaling through nasal passages, injection or smoked
- effects include elevated blood pressure, heart and respiratory rate and temperature; dilated pupils
- dangers include psychological and physical dependency; death caused by heart or respiratory failure; paranoid psychosis; ulceration of nasal passages; injection of drug with unsterile equipment may lead to onset of AIDS or hepatitis

### **Crack Cocaine**

- taken by smoking
- effects include dilated pupils; increased pulse rate; elevated blood pressure; leads to insomnia, loss of appetite, paranoia, tactile hallucinations and seizures
- dangers include extreme addiction; death caused by disruption of brain's control of the heart and respiratory functions

### **Inhalants**

- effects include nausea, vomiting, dizziness, headaches, lack of coordination and control
- dangers include unconsciousness; cause suffocation and death from respiratory arrest;
   permanent brain and central nervous system damage may result for long term effects of toxins

### Marijuana

- taken by smoking in hand-rolled cigarettes or water pipes
- effects include increased heart rate; bloodshot eyes, dry mouth and throat; increased appetite
- dangers include impaired coordination, concentration and memory; paranoia and psychosis; damaged lungs and pulmonary systems; brain damage; safety risks while driving or operating equipment due to impaired judgment and motor skills; depression, self-absorption and confusion

### LSD/PCP

- taken orally
- effects include severe hallucination; feelings of detachment; incoherent speech; cold hands and feet, crying, laughing and vomiting
- dangers include flashback; suicidal tendencies; brain and chromosome damage; and unpredictable behavior

### **Prescription OTC Drugs**

Health risks vary depending on the type of prescription or OTC drug

### **Opiates**

- taken by injection
- effects include impaired judgment, slurred speech and drowsiness
- dangers include physical addiction; overdose can cause coma, shock and depressed respiration
  or death; withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea,
  vomiting, muscle/joint pains; abrupt withdrawal may cause death
- injection of illegal opiates is highly associated with AIDS, hepatitis, tetanus and infections of the heart

### **Anabolic Steroids**

- taken orally or by injection
- effects include aggression, acne, dizziness, diarrhea, hives and insomnia
- dangers include medical complications including sterility, impotence, liver cancer, heart disease and death

Collin College's proactive prevention, education, and counseling program seeks to eliminate the abuse of alcohol and use of illegal drugs. Components include:

- Individual and group counseling
- Assessment and referral
- Educational presentations and materials
- Resource information
- Consultation

### Information about AIDS and Drugs

AIDS (Acquired Immune Deficiency Syndrome) is the final stage of an infection caused by the HIV virus. This virus may be transmitted to others through the direct contact with an infected person's blood, semen or vaginal fluids. HIV is also transmitted through the sharing of needles, syringes or sharps by users of illegal intravenous drugs.

A brochure, "AIDS IN THE WORKPLACE" is distributed to employees and students yearly.

Students and employees seeking assistance or educational materials on alcohol, drugs, tobacco, other substances or AIDS may contact one of the following offices for information:

- Counseling Services CPC (972) 548-6615, PRC (972) 377-1671 or SCC (972) 881-5126
- Human Resources Office CHEC (972) 548-6664
- Dean of Students Office CPC (972) 548-6771, PRC (972) 377-1793 or SCC (972) 881-5604
- Student Life Office CPC (972)- 548-6788, PRC (972) 377-1788 or SCC (972) 881-5788
- Wellness Program SCC (972) 881-5777

# HIV/AIDS and the Workplace

You may be wondering what HIV and AIDS could have to do with your job and workplace. Well, it depends on the type of work you do. Some people, like health care workers, have to deal with HIV and AIDS every day. Most of us, though, don't need to give much thought to HIV or AIDS when it comes to our jobs. And that makes a lot of sense, because HIV is not spread through the type of casual day-to-day contact that most of us have with other people in our jobs. On the other hand, it does make sense to be familiar with HIV and AIDS for our own personal health, as well as with the situations that might come up at work that do involve HIV and AIDS.

### What you should know about HIV, AIDS and the workplace:

- HIV is the virus that causes AIDS, a disease that destroys a person's immune system.
- There are only a few ways that a person can be infected with HIV most of which don't involve work related situations.
- It is easy to protect yourself from being infected with HIV, both in your personal life and in workplace settings.

### Some general information about HIV/AIDS:

**Acquired Immune Deficiency Syndrome (AIDS)** is the final stage of an infection caused by the **Human Immunodeficiency Virus (HIV)**. HIV attacks the body's immune system, hurting the body's ability to fight off diseases and other infections.

**There is no cure for HIV infection or AIDS.** There are also no clear symptoms of HIV infection, although some people may have flu-like symptoms for a few days after they are infected with HIV. But, even if an infected person has no symptoms, feels, and looks healthy, he or she can still pass the virus to others.

### HIV is spread from person to person in the following body fluids:

- blood
- semen
- · vaginal secretions
- · breast milk

HIV is **NOT** spread through the environment; it is a very fragile blood-borne virus. HIV-infected persons do not pose a threat to co-workers or clients during casual, day-to-day activities and contacts.

### You CANNOT be infected with HIV through:

- handshakes
- · hugs or casual touching
- close working conditions
- telephones, office equipment, or furniture
- sinks, toilets, or showers

- · dishes, utensils, or food
- · sneezing or coughing
- aiı
- water
- insects

### There are only a few ways for a person to come in contact with HIV:

- by having sex, either anal, oral, or vaginal, without the use of a condom;
- by sharing needles, syringes, and other instruments that break the skin, such as tattoo and/or ear/body piercing needles;
- from an HIV-infected mother to her baby during pregnancy, birth, or breastfeeding; and
- by coming in contact with HIV-infected blood either through an open wound or through a blood transfusion. Risks from transfusions, however, are now very low because of blood-screening, which started in 1985.

# HIV/AIDS and the Workplace

### How HIV/AIDS affects you in your workplace:

As you can see from the information on the last page, most of the behaviors that pass HIV from one person to another do not occur in the workplace. The only way that most people in the average workplace could be exposed to HIV would be if they had an open wound and someone else's infected blood entered their body through that broken skin.

### How to avoid HIV infection in the workplace:

It is easy to avoid being exposed to HIV and other blood-borne diseases by using good personal hygiene and common sense at all times:

- keep broken skin covered with a clean, dry bandage;
- avoid direct contact with blood spills;
- wear gloves to clean spills that contain visible blood; and
- clean blood spills with an appropriate disinfectant or 1:10 solution of freshly mixed household bleach and water. After cleanup, wash hands thoroughly with soap and running water.

### Ways to reduce your risk for HIV infection in your personal life:

- Do not have sex (abstain)
- Delay having sex until you are in a faithful relationship with one person who you know does not have HIV.
- If you choose not to abstain from sex or to limit sex to one faithful, uninfected partner, then always use a latex condom every time you have sex (oral, anal, or vaginal). If used correctly and every time you have sex, latex condoms can provide protection against HIV and other sexually transmitted diseases (STDs).
- If you have a drug habit, do not share needles or syringes. If you can't stop sharing needles/syringes, clean them with bleach and then rinse them with water between every use. Also, do not share any other type of needles, such as tattoo and ear/body piercing needles.
- The best thing for your health is to stop using drugs. If you need help to stop using, call the National Drug Abuse Hotline at 1-800-662-4357.

### If you work with someone who has HIV and/or AIDS:

If you have a cold, flu or other virus, remember that people with HIV or AIDS do not have a healthy immune system. They are more likely to become ill from a virus that a healthy person's body could easily fight. Remember, too, that people with HIV or AIDS are just like anyone else living with a disease: they need caring, support, and understanding.

For HIV/STD testing locations in Texas, call: 2-1-1

For other HIV/STD questions, call: 1 (800) CDC-INFO (English/Español) 1 (888) 232-6348 (TTY)

For more information, go to: www.dshs.state.tx.us/hivstd









# YOU HAVE THE RIGHT TO REMAIN SILENT!



The law known as the "Whistleblower Act" prohibits retaliation against public employees who report official wrongdoing. The Act states that "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." (Tex. Gov't Code Ann. §554.002(a) (Vernon 1999). For more information or additional copies, please call (512) 463-2185.





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STUDENT RESOURCES

**CONTINUING EDUCATION** 

**ALUMNI AND COMMUNITY** 

### WORKER'S COMPENSATION

Collin College / Human Resources / index / Worker's Compensation

### **Worker's Compensation**

If you suffer an on the job injury, you will need to complete the First Report of Injury form and send it to Christina Canales in HR immediately or as soon as possible. You may email it to <a href="mailto:ccanales@collin.edu">ccanales@collin.edu</a> or fax it to 972-985-3778. You must also report the injury to your supervisor immediately.

You may see any doctor or urgent care clinic that accepts workers compensation claims, such as Concentra or CareNow. Our medical plan, HealthSelect, does not cover work related injuries or sickness. Our workers compensation carrier is Deep East Texas Self-Insured Fund. Their number is 800-944-0859. Be sure to give this information to the doctor or clinic you visit.

Employees do have the right to opt out of Workers Compensation coverage, but, must do so in writing to Christina Canales in HR at the Collin Higher Education Center.

### Form Link

First Report of Injury Form

### **Benefits Links**

Medical Benefits
Dental Benefits
Leave Benefits

Retirement
ORP Vendors List
TDA Vendors List

Part-time Benefits
Employee Discounts
Benefits Forms

Benefits Homepage

HR Homepage

### **CONTACT US**

Collin Higher Education Center

**Human Resources Office** 3452 Spur 399, Room #339 McKinney, TX 75069

Christina Canales Manager of Benefits Phone (972) 599-3164 Fax (972) 985-3778 ccanales@collin.edu

Cherie Hill HR Coordinator Phone (972) 548-6662 Fax (972) 548-6716 chill@collin.edu

Mae Francis HR Specialist Phone (972) 548-6659 Fax (972) 548-6716 mfrancis@collin.edu

Jonene Kemp HR Specialist Phone (972) 599-3163 Fax (972) 548-6716 jdkemp@collin.edu

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### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The purpose of the Family Educational Rights and Privacy Act of 1974 (**FERPA**) is to afford certain rights to students concerning their educational records. The primary rights afforded are the right to inspect and review the educational records, the right to seek to have the records amended, and the right to have some control over the disclosure of information from the records.

If asked where one can read Collin College's policies on <u>FERPA</u>, the release of directory information, or how to restrict one's directory information, direct them to the following references: Student Records section of the Collin catalog, Student Rights and Responsibilities in the Student Handbook, and on the website at <a href="http://www.collin.edu/">http://www.collin.edu/</a>.

"School Officials" at Collin County Community College are defined as those members of the institution who act in the student's educational interest within the limitations of their "need to know." This may include faculty, administrators, campus security, support staff, student employees and/or part time employees who manage student education record information.

Collin College has designated the following items as directory information. (This is information that can be given out by appropriate authorized departments such as Registrar, Admissions, and Human Resources.

- Student name(s)
- Student address
- Student telephone
- Dates of attendance
- Degrees awarded
- Major field of study

- Date of graduation
- Most recent previous school attended
- Photo/visual likeness
- Participation in sports or activities
- Weight and height of athletic team members
- Honors

### Special "Don'ts" for Faculty:

To avoid violations of **FERPA** rules, **Do Not:** 

- At any time post students' grades.
- Link the name of a student with that student's student identification number in any public manner.
- Leave graded tests in a stack for students to pick up by sorting through the papers of other students.
- Circulate a printed class list with student names and student identification number or grades as an attendance roster.

- Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student or clearance from the Admissions and Records Office.
- Provide anyone with lists of students enrolled in your classes for any commercial purpose.
- Provide anyone with student schedules or assist anyone in finding a student on campus.

As an Employee of Collin College, you have a responsibility to protect all educational records in your possession. These include any documents in the departmental office, computer printouts in your office, class lists on paper or on a computer desktop, computer display screens and notes taken during any kind of advising session with a student Do not allow any students to view, read, or record another student's student identification number while in your workspace.

Employees at Collin College who are parents, spouses, partners, friends or relatives of any kind, of a Collin student are not to give out or discuss information on these students beyond directory information. If you are being pressured to comply with a request for information beyond that which can be released, refer the requester to the <u>Admissions and Records Office</u>.

### And the Most Important Thing to Remember about FERPA Is:

When in doubt, don't give it out! Call the Admissions and Records Office or email <a href="mailto:smeinhardt@collin.edu">smeinhardt@collin.edu</a> to review with her the specifics of your individual question or situation.

### **EMPLOYEE STANDARDS OF CONDUCT**

DH (LOCAL)

### **VIOLATIONS**

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DDC and DM series]

### RECORD RETENTION

An employee shall comply with the College District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CIA]

### SAFETY REQUIREMENTS

All employees shall adhere to College District safety procedures and guidelines and shall report unsafe conditions or practices to the appropriate supervisor.

# ALCOHOL AND DRUGS

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to all new employees and shall be available on the College District human resources' Web site.

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at the College District or College District-related activities during or outside of usual working hours:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- 3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
- 4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

### **EXCEPTIONS**

An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

The College President is authorized by the Board to permit the serving and consumption of alcohol at special fund-raising functions for the College District, at specially designated events in College District facilities, and as a part of specifically defined and approved academic curricular programs/classes (e.g., culinary arts).

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LDU 2013.03 DH(LOCAL)-X

### EMPLOYEE STANDARDS OF CONDUCT

DH (LOCAL)

NOTICE

In addition to a copy of this policy, each employee shall be given a copy of the College District's statement regarding drug-free work-place and drug-free schools and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

REPORTING VIOLATIONS OF THE LAW Each employee shall report violations of law to his or her supervisor, a human resources representative, the appropriate vice president or provost, or the College President as soon as he or she may become aware of the same. Failure to make such a report may compromise the integrity of the College District depending upon the severity of any concealment and may subject the employee to disciplinary action, including termination of employment with the College District.

In instances in which an employee asserts that he or she is being suspended, terminated, or discriminated against on account of the good faith reporting of a violation of law, the employee has all rights and protections afforded by law and in particular under V.T.C.A., Government Code 554.001, et seq., whereby such action is a form of unlawful retaliation. Employees claiming retaliation under this section shall exhaust all administrative remedies to correct an alleged injustice, including filing a resolution of employee concern form [see DGBA(LOCAL)] and following the appropriate procedures thereafter.

WEAPONS ON CAMPUS

Weapons, including concealed handguns of licensed owners, shall not be permitted on College District premises pursuant to and as defined by Texas Penal Code 46.03(i), 46.035(a), and 46.035(a)(b)(z), except by licensed peace officers under current commission by the Board.

ARRESTS, INDICTMENTS, CONVICTIONS, AND OTHER ADJUDICATIONS An employee (or designee, if the employee is incarcerated) shall notify his or her immediate supervisor through a written letter via certified (verifiable) e-mail or certified mail and sent/postmarked within three 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.

### MORAL TURPITUDE

Moral turpitude includes but is not limited to:

- 1. Dishonesty, fraud, deceit, theft, misrepresentation;
- Deliberate violence;
- 3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
- 4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;

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### **EMPLOYEE STANDARDS OF CONDUCT**

DH (LOCAL)

- Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
- 6. Acts constituting abuse under the Texas Family Code.

SMOKE- AND TOBACCO-FREE WORKPLACE The College District prohibits smoking and the use of tobacco products or other electronic smoking devices on all College District property. Violators of this policy may be subject to disciplinary action, including, but not limited to, termination of employment.

Employees seeking assistance or related educational materials should contact the human resources office.

USE OF COLLEGE DISTRICT EQUIPMENT AT AN OFF-CAMPUS LOCATION College District employees may use College District equipment for College District-related purposes at off-campus locations, including a personal residence, by completing an equipment check-out form and by following the related procedures. Failure to comply with the published guidelines may result in disciplinary action. An employee shall not use College District facilities, secretarial assistance, office supplies and equipment, or other College District resources for personal gain or benefit; such use of College District resources for personal gain or benefit is a violation of College District policy and state law.

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DAA (LEGAL)

### NONDISCRIMINATION— IN GENERAL

The College District shall not fail or refuse to hire or discharge any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment on the basis of any of the following protected characteristics:

- 1. Race, color, or national origin;
- 2. Sex:
- 3. Religion;
- Age (applies to individuals who are 40 years of age or older);
- 5. Disability; or
- 6. Genetic information [see DAAA(LEGAL)].

42 U.S.C. 1981; 42 U.S.C. 2000e et seq. (Title VII); 20 U.S.C. 1681 et seq. (Title IX); 42 U.S.C. 12111 et seq. (Americans with Disabilities Act); 29 U.S.C. 621 et seq. (Age Discrimination in Employment Act); 29 U.S.C. 793, 794 (Rehabilitation Act); 42 U.S.C. 2000ff et seq. (Genetic Information Nondiscrimination Act); U.S. Const. Amend. I; Human Resources Code 121.003(f); Labor Code Chapter 21 (Texas Commission on Human Rights Act); Labor Code Chapter 21, Subchapter H (genetic information)

Title VII proscribes employment practices that are overtly discriminatory (disparate treatment), as well as those that are fair in form but discriminatory in practice (disparate impact). <u>Wards Cove Packing Co. v. Atonio</u>, 490 U.S. 642 (1989)

### DISPARATE TREATMENT

Disparate treatment (intentional discrimination) occurs when members of a race, sex, or ethnic group have been denied the same employment, promotion, membership, or other employment opportunities as have been available to other employees or applicants. 29 CFR 1607.11

### DISPARATE IMPACT

Disparate impact occurs when an employer uses a particular employment practice that causes a disparate (disproportionate) impact on the basis of race, color, religion, sex, or national origin and the employer fails to demonstrate that the challenged practice is jobrelated and consistent with business necessity. 42 U.S.C. 2000e-2(k)(1)(A); Labor Code 21.115, .122

### JOB QUALIFICATION

The College District may take employment actions based on religion, sex, national origin, or age in those certain instances where religion, sex, national origin, or age is a bona fide occupational qualification. 42 U.S.C. 2000e-2(e); 29 U.S.C. 623(f); Labor Code 21.119

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# EMPLOYMENT POSTINGS

The College District shall not print or publish any notice or advertisement relating to College District employment that indicates any preference, limitation, specification, or discrimination based on race, color, religion, sex, or national origin, unless the characteristic is a bona fide occupational qualification. 42 U.S.C. 2000e-3(b); Labor Code 21.059

# HARASSMENT OF EMPLOYEES

The College District has an affirmative duty to maintain a working environment free of harassment on the basis of sex, race, color, religion, and national origin. 42 U.S.C. 2000e et seq.; 29 CFR 1604.11, 1606.8(a)

### RETALIATION

The College District may not discriminate against any employee or applicant for employment because the employee or applicant has opposed any unlawful, discriminatory employment practices or participated in the investigation of any complaint related to an unlawful, discriminatory employment practice. 29 U.S.C. 623(d) (ADEA); 42 U.S.C. 2000e-3(a) (Title VII); 34 CFR 100.7(e) (Title VI); 34 CFR 110.34 (Age Act); 42 U.S.C. 12203 (ADA); Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005) (Title IX); Labor Code 21.055 [See DOA]

### **NOTICES**

The College District shall post in conspicuous places upon its premises a notice setting forth the information the Equal Employment Opportunity Commission deems appropriate to effectuate the purposes of the anti-discrimination laws. 29 U.S.C. 627; 42 U.S.C. 2000e-10

### SECTION 504 NOTICE

A college district that employs 15 or more persons shall take appropriate steps to notify applicants and employees, including those with impaired vision or hearing, that it does not discriminate on the basis of disability.

The notice shall state:

- 1. That the college district does not discriminate in employment in its programs and activities; and
- 2. The identity of the college district's 504 coordinator.

Methods of notification may include:

- 1. Posting of notices;
- 2. Publication in newspapers and magazines;
- 3. Placing notices in college district publications; and
- 4. Distributing memoranda or other written communications.

If the college district publishes or uses recruitment materials containing general information that it makes available to applicants or

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employees, it shall include in those materials a statement of its nondiscrimination policy.

34 CFR 104.8

AGE DISCRIMINATION

The College District may take an employment action on the basis of age pursuant to a bona fide seniority system or a bona fide employee benefit plan. However, a bona fide employee benefit plan shall not excuse the failure to hire any individual and no such benefit plan shall require or permit the involuntary retirement of any individual because of age. 29 U.S.C. 623(f); Labor Code 21.102

SEX DISCRIMINATION

GENDER STEREOTYPES The College District may not evaluate employees by assuming or insisting that they match the stereotype associated with their group. *Price Waterhouse v. Hopkins*, 490 U.S. 228 (1989)

**PREGNANCY** 

The prohibition against discrimination on the basis of sex includes discrimination on the basis of pregnancy, childbirth, or related medical conditions. The College District shall treat women affected by pregnancy, childbirth, or related medical conditions the same for all employment-related purposes, including receipt of benefits under fringe benefit programs. 42 U.S.C. 2000e(k); Labor Code 21.106

**EQUAL PAY** 

The College District may not pay an employee at a rate less than the rate the College District pays employees of the opposite sex for equal work on jobs the performance of which require equal skill, effort, or responsibility and which are performed under similar working conditions. This rule does not apply if the payment is pursuant to a seniority system, a merit system, a system that measures earnings by quantity or quality of production, or a differential based on any other factor other than sex. 29 U.S.C. 206(d); 34 CFR 106.54

RELIGIOUS DISCRIMINATION

The prohibition against discrimination on the basis of religion includes all aspects of religious observances and practice, as well as religious belief, unless the College District demonstrates that it is unable to reasonably accommodate an employee's or prospective employee's religious observance or practice without undue hardship to the College District's business. "Undue hardship" means more than a *de minimus* (minimal) cost. 42 U.S.C. 2000e(j); 29 CFR 1605.2; Labor Code 21.108

The College District may not substantially burden an employee's free exercise of religion, unless the burden is in furtherance of a compelling governmental interest and is the least restrictive means of furthering that interest. *Civ. Prac. & Rem. Code 110.003.* 

DISABILITY DISCRIMINATION

The College District may not discriminate against a qualified individual on the basis of disability in job application procedures, hiring, advancement, or discharge or employees, compensation, job

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training, and other terms, conditions, and privileges of employment. 42 U.S.C. 12112(a); 29 CFR 1630.4(b); Labor Code 21.051

In addition, each college district that receives assistance under the Individuals with Disabilities Education Act (IDEA) must make positive efforts to employ, and advance in employment, qualified individuals with disabilities in programs assisted by the IDEA. 34 CFR 300.177(b)

### DISCRIMINATION BASED ON LACK OF DISABILITY

The Americans with Disabilities Act (ADA) and the Texas Commission on Human Rights Act do not provide a basis for a claim that an individual was subject to discrimination because of the individual's lack of disability. 42 U.S.C. 12201(g); 29 CFR 1630.4(b); Labor Code 21.005(c)

# DEFINITION OF DISABILITY

"Disability" means:

- 1. A physical or mental impairment that substantially limits one or more of an individual's major life activities;
- 2. A record of having such an impairment; or
- 3. Being regarded as having such an impairment.

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

### REGARDED AS HAVING AN IMPAIRMENT

An individual meets the requirement of being "regarded as" having an impairment if the individual establishes that he or she has been subjected to an action prohibited by the ADA because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity.

# TRANSITORY AND MINOR

The "regarded as" prong of the definition does not apply to impairments that are transitory or minor. A transitory impairment is one with an actual or expected duration of six months or less. The "transitory" exception does not apply to the "actual disability" or "record of disability" prongs of the definition.

### MITIGATING MEASURES

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures, such as medication, medical supplies, low-vision devices, prosthetics, hearing aids, mobility devices, oxygen therapy, assistive technology, or learned behavioral or adaptive neurological modifications.

The ameliorative effects of ordinary eyeglasses or contact lenses shall be considered in determining whether an impairment substantially limits a major life activity. Ordinary eyeglasses and contact

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lenses are lenses that are intended to fully correct visual acuity or to eliminate refractive error.

42 U.S.C. 12102(1), (3)–(4); 29 CFR 1630.2(g), .3(j)(1); Labor Code 21.002, .0021

OTHER DEFINITIONS 'MAJOR LIFE ACTIVITIES' "Major life activities" include caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working.

"Major life activity" also includes the operation of major bodily functions, including functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within the body system.

42 U.S.C. 12102(2); 29 CFR 1630.3(i); Labor Code 21.002

'PHYSICAL OR MENTAL IMPAIRMENT' "Physical or mental impairment" means:

- Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine; or
- Any mental or psychological disorder, such as an intellectual disability (formerly termed "mental retardation"), organic brain syndrome, emotional or mental illness, and specific learning disabilities.

29 CFR 1630.3(h)

'QUALIFIED INDIVIDUAL'

"Qualified individual" means an individual who:

- Satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires; and
- With or without reasonable accommodation, can perform the essential functions of such position. Consideration shall be given to the College District's judgment as to what functions of a job are essential. A written job description prepared before advertising or interviewing applicants for the job is evidence of the job's essential functions.

42 U.S.C. 12111(8); 29 CFR 1630.3(m)

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'REASONABLE ACCOMMODATIONS'

The College District is required, absent undue hardship, to make a reasonable accommodation to an otherwise qualified individual who meets the definition of disability under the "actual disability" or "record of disability" prongs. The College District is not required to provide a reasonable accommodation to an individual who meets the definition of disability solely under the "regarded as" prong. 29 U.S.C. 794; 42 U.S.C. 12112(b)(5); 29 CFR 1630.4(o)(4), .9; 34 CFR 104.11; Labor Code 21.128 [See DBB regarding medical examinations and inquiries under the Americans with Disabilities Act]

"Reasonable accommodation" includes:

- 1. Making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and
- Job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modification of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

42 U.S.C. 12111(9); 29 CFR 1630.2(o); 34 CFR 104.12(b)

'UNDUE HARDSHIP' "Undue hardship" means an action requiring significant difficulty or expense, when considered in light of the nature and cost of the accommodation needed, overall financial resources of the affected facility and the College District, and other factors set out in law. 42 U.S.C. 12111(10); 29 CFR 1630.2(p); 34 CFR 104.12(c)

DISCRIMINATION BASED ON RELATIONSHIP The College District shall not exclude or deny equal jobs or benefits to, or otherwise discriminate against, a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a family, business, social, or other relationship or association. 42 U.S.C. 12112(b)(4); 29 CFR 1630.8; 34 CFR 104.11

ILLEGAL DRUGS AND ALCOHOL

The term qualified individual with a disability does not include any employee or applicant who is currently engaging in the illegal use of drugs, when the College District acts on the basis of such use.

**DRUG TESTING** 

The College District is not prohibited from conducting drug testing of employees and applicants for the illegal use of drugs or making employment decisions based on the results of such tests.

42 U.S.C. 12114(c)–(d); Labor Code 21.002(6)(A) [See DHB]

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### ALCOHOL USE

The term qualified individual with a disability does not include an individual who is an alcoholic and whose current use of alcohol prevents the employee from performing the duties of his or her job or whose employment, by reason of such current alcohol abuse, would constitute a direct threat to property or the safety of others. 29 U.S.C. 705(20)(C); 42 U.S.C. 12114(a); 28 CFR 35.104; 29 CFR 1630.3(a); Labor Code 21.002(6)(A)

### QUALIFICATION STANDARDS

It is unlawful for the College District to use qualification standards, employment tests, or other selection criteria that screen out or tend to screen out an individual with a disability or a class of individuals with disabilities, on the basis of disability, unless the standard, test, or other selection criteria, as used by the College District, is shown to be job related for the position in question and is consistent with business necessity. 29 CFR 1630.10(a)

# DIRECT THREAT TO HEALTH OR SAFETY

As a qualification standard, the College District may require that an individual shall not pose a direct threat to the health or safety of other individuals in the workplace. "Direct threat" means a significant risk to the health or safety of the individual or others that cannot be eliminated by reasonable accommodation. 42 U.S.C. 12111(3); 29 CFR 1630.2(r); Labor Code 21.002(6)(B)

### VISION STANDARDS AND TESTS

The College District shall not use qualification standards, employment tests, or other selection criteria based on an individual's uncorrected vision unless the standard, test, or other selection criteria, as used by the College District, is shown to be job-related for the position in question and consistent with business necessity. 42 U.S.C. 12113(c): 29 CFR 1630.10(b): Labor Code 21.115(b)

# COMMUNICABLE DISEASES

The College District may refuse to assign or continue to assign an individual to a job involving food handling if the individual has an infectious or communicable disease that is transmitted to others through handling of food. 42 U.S.C. 12113(e); 29 U.S.C. 705(20)(D); 29 CFR 1630.16(e); Labor Code 21.002(6)(B)

### SERVICE ANIMALS

A college district that is subject to the jurisdiction of Title I of the Americans with Disabilities Act (employment discrimination) or to section 504 of the Rehabilitation Act (employment discrimination), shall comply with the reasonable accommodation requirements of those laws with respect to service animals. [See REASONABLE ACCOMMODATIONS, above]

A college district that is not subject to either Title I or section 504 shall comply with Title II of the Americans with Disabilities Act (discrimination by public entity). An employer that is subject to Title II shall comply with 28 CFR part 35, including the requirements relating to service animals at 28 CFR 35.136 [see FAA]. 28 CFR 35.140

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### MILITARY SERVICE

The College District shall not deny initial employment, reemployment, retention in employment, promotion, or any benefit of employment on the basis of membership in a uniformed service, performance in a uniformed service, application for uniformed service, or obligation to a uniformed service. The College District shall not take adverse employment action or discriminate against any person who takes action to enforce protections afforded by the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA). 38 U.S.C. 4311 [See DECB]

# GRIEVANCE POLICIES SECTION 504

A college district that receives federal financial assistance and that employs 15 or more persons shall adopt grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act. 34 CFR 104.7(b)

# AMERICANS WITH DISABILITIES ACT

A college district that employs 50 or more persons shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by the Americans with Disabilities Act. 28 CFR 35.107, .140

### TITLE IX

A college district that receives federal financial assistance shall adopt and publish grievance procedures providing for prompt and equitable resolution of employee complaints alleging any action prohibited by Title IX. 34 CFR 106.8(b); North Haven Bd. of Educ. v. Bell, 456 U.S. 512 (1982)

# COMPLIANCE COORDINATOR

The College District shall designate at least one employee to coordinate its efforts to comply with Title IX, Section 504, the Age Act, and the ADA. The College District shall notify all employees of the name, office address, and telephone number of the employee(s) so designated. 28 CFR 35.107, .140; 34 CFR 104.7(a), 106.8(b)

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# Collin County Community College District Software and Copyright Compliance Statement

Collin County Community College District licenses the use of computer software from a variety of third parties. Such software is normally copyrighted by the software publisher/developer and, unless expressly authorized to do so, Collin County Community College District (Collin College) has no right to make copies of the software except for backup or archival purposes. The purpose of this Software and Copyright Compliance Statement is to ensure Collin College respects all software copyrights and other copyrighted material/media to protect Collin College's computer environment from viruses and comply with applicable laws. This software and copyright compliance statement must be agreed to by all employees and is a condition of employment.

### Guidelines

1. General Statement of Policy: It is the policy of Collin County Community College District to respect all computer software and other copyrights and to adhere to the terms of all software licenses to which Collin College is a party. Reports of any possible discrepancies will be directed to the appropriate supervisor for investigation and resolution. Information Technology staff may serve as a resource to supervisors in this process.

Collin College users may not duplicate any licensed software or related documentation for use either on Collin College premises or elsewhere unless Collin College is expressly authorized to do so by agreement with the licenser. Unauthorized duplication of software may subject users and/or Collin College to both civil and criminal penalties under state and federal copyright laws.

Users may not give software to any outsiders including, but not limited to, students, contractors, customers, constituents or any other unauthorized individual(s). Collin College may use software on local area networks or on multiple machines only in accordance with applicable license agreements.

- 2. User Audits and Education: Each Collin College employee will conduct self-audits and correct any discrepancies immediately upon discovery. In addition, each Collin College employee must agree to this software and copyright compliance statement annually. It is the user's responsibility to ask questions and conduct adequate research to ensure software-licensing and copyright compliance.
- 3. Acquisition of Software: To be in compliance with the Software Publisher's Association (SPA) guidelines, software purchases should be made through the Collin College Purchasing Department. We attempt to restrict software acquisition channels to ensure Collin College has a complete record of all software that has been purchased for Collin College computers and can register, support and upgrade software accordingly. For software purchases or acquisitions made through other channels, the individual/purchaser must keep a copy of the purchase receipt or documentation of the gift/donation along with the license and original software.
- 4. Site Licenses: Individual users are not required to maintain copies of software licenses for which Collin College has a site license. Questions regarding site licenses should be referred to the Help Desk.
- 5. Home Computers: Collin College computers are organization-owned assets and must be kept in compliance with applicable copyright and licensing laws and agreements and must be kept virus free. Generally, organization-owned software cannot be taken home and loaded on a user's home computer if the software also resides on a computer owned by Collin College. If a user is to use software at home, Collin College must purchase a separate copy for home use, unless expressly authorized in the license agreement. Some license agreements do allow for multiple users, therefore, license agreements should be clearly understood or referred to the Help Desk for clarification.

- 6. Shareware, Trial, Demo Versions: Shareware software is copyrighted material, though distributed freely through the Internet and bulletin boards. It is the policy of Collin College to pay authors for their work. For purposes of acquisition, shareware software is purchased through the same methods as commercial software. Trial and demo versions must be purchased or removed according to the terms and conditions of the license agreement.
- 7. Penalties and Reprimands: According to the U.S. Copyright Act, illegal reproduction of software is subject to civil damages of as much as US\$100,000 per title infringed and criminal penalties, including fines of as much as US\$250,000 per title infringed and imprisonment of up to five years. Software and copyright compliance violations will not be tolerated by Collin College and will result in disciplinary actions as stated in Collin College Procedures and Guidelines for Faculty and Staff.
- 8. Music and Other Media: Copyrights of music, pictures, motion pictures, sound recordings, and any other media or material are also protected by this Software and Copyright Compliance Statement. Employees shall not download copyrighted music files or other media and material from the Internet or save music or other copyrighted files (e.g. from CDs, DVDs, etc.) to college computers or to the college network. If these are needed for a job-related purpose, the employee shall use college purchasing processes and obtain appropriate approvals. Copyright violations will not be tolerated by Collin College and will result in disciplinary actions as stated in Collin College Procedures and Guidelines for Faculty and Staff.

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**DEFINITION** 

Technological and information resources are defined to include electronic data and records; software; networking tools; remote access devices; electronically recorded voice, video, and multimedia communications; and other electronic devices used primarily for the transmission, storage, or utilization of electronically communicated information.

USE OF COLLEGE DISTRICT TECHNOLOGICAL AND INFORMATION RESOURCES College District technological and information resources are provided to allow faculty, staff, and students to pursue the central educational mission of the College District and are to be used to the extent that they promote that mission either directly in teaching and research or indirectly in supporting the offices that maintain College District operations. Incidental personal use that does not otherwise violate this policy or have an adverse effect on College District resources shall be permitted. Technological and information resources shall be accessed and used in an ethical manner consistent with the institution's Core Values, which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity. All users of technological and information resources are to adhere to legal and professional standards, to support the mission, and to act in the best interests of the College District.

All users of technological and information resources are responsible for the protection of College District assets to which they are assigned and for not compromising the accuracy, integrity, and confidentiality of the information to which they have access. Resources are not to be abused or employed in such a way as to interfere with, or cause harm or damage to, another person, institution, or company within or outside the College District. While the College District encourages the exploration of educational and scholarly interests through the use of its technological resources, respect for the rights and privacy of others shall be observed. Those who are authorized to access confidential files shall respect the privacy rights of others and use data only for legitimate academic or administrative purposes.

All users of College District technology resources shall comply with the following policies, procedures, and security controls.

**ACCESS** 

Many of the technological and information resources of the College District may be accessed by all employees and students of the College District and by the public as well. However, access to some resources is restricted. The appropriate administrators shall determine and authorize the appropriate degree of access.

Users shall implement best practices in taking precautions to prevent the unauthorized use of their access codes. In choosing access codes, users shall avoid the use of common words, proper

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names, readily associated nicknames or initials, and any other letter or number sequences that might easily be guessed. Users shall be held accountable for their own actions performed under their access codes and shall be subject to appropriate disciplinary action if violations occur from the actions of other individuals as a result of user negligence in protecting the codes. Users are responsible for changing access codes on a regular basis. If an access code becomes compromised, users shall change it immediately upon becoming aware that said code has been compromised.

Users shall not attempt to access, search, or copy technological and information resources without the proper authorization. No one shall use another individual's account without permission, and active sessions shall not be left unattended. Providing or using false or misleading information in order to gain access to technological and information resources shall be prohibited. Users shall not test or attempt to compromise internal controls, even for purposes of systems improvement. Such actions require the advance, written approval of the authorized administrator or must be included among the security evaluation responsibilities of one's position. Violations shall be reported to the chief information systems officer in the office of information technology.

# PROTECTING CONFIDENTIALITY

Unless disclosure is a normal requirement of a user's position and has been so authorized, no user shall disclose:

- 1. Confidential information that is protected by the Family Educational Rights and Privacy Act (FERPA);
- 2. Personnel records; or
- Other materials commonly recognized or considered as sensitive or confidential.

All users with access to confidential data shall safeguard the accuracy, integrity, and confidentiality of that data by taking precautions and performing office procedures necessary to ensure that no unauthorized disclosure of confidential data occurs. Such precautions and procedures include, but are not limited to, securing storage of data backups, protecting sensitive data with access codes, and only storing sensitive materials on the College District's network, including College District-approved or College District-contracted external sites such as publisher websites for a course being offered by the College District.

Information regarding the confidentiality of student educational records may be found in the student handbook or by contacting the registrar.

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**PRIVACY** 

For purposes of this policy, privacy is defined as the right of an individual or an organization to create, maintain, send, and receive electronic data, software, and communications files that are safe from examination and disclosure by unauthorized parties. The College District recognizes that individuals have a substantial interest in and reasonable expectation of privacy. Accordingly, the College District respects the privacy rights of all users of the College District's technology resources.

The College District shall not monitor users' private electronic data, software, and communications files as a routine matter. Users should note that some electronic files are copied to backups and stored for indefinite periods in centralized locations. In such instances, user deletion of an electronic file, such as an e-mail message, may not delete a previously archived copy of that file.

It is a violation of College District policy for any member of the College District community to access College District databases to engage in electronic "snooping," or to use College District technological resources for the purpose of satisfying idle curiosity about the affairs of others, with no substantial business purpose for obtaining access to such files.

The College District reserves the right to access and to disclose the contents of an individual's electronic data, software, and communications files; however, the College District will do so after obtaining the proper approvals only when a legitimate need exists and the urgency of the need is sufficiently strong to offset the College District's commitment to honor the individual's privacy. Such grounds include, but are not limited to:

- 1. Maintaining system integrity, for example, tracking viruses;
- 2. Protecting system security;
- 3. Investigating indications of impropriety;
- 4. Protecting the College District's property rights; and
- 5. Meeting legal obligations, for example, subpoenas and open records requests.

### **COPYRIGHT ISSUES**

Copyright is a form of protection the law provides to the authors of "original works of authorship" for their intellectual works that are "fixed in any tangible medium of expression," both published and unpublished (Title 17, United States Code). It is illegal to violate any of the rights provided by the law to the owner of a copyright. The College District respects the ownership of intellectual material governed by copyright laws. All users of the College District technology resources shall not knowingly fail to comply with the copy-

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right laws and the provisions of the licensing agreements that apply to software; printed and electronic materials, including documentation, graphics, photographs, multimedia, including musical works, video productions, sound recordings, and dramatic works; and all other technological resources licensed or purchased by the College District or accessible over network resources provided by the College District. The user shall be responsible for reviewing individual author, publisher, patent holder, and manufacturer agreements for software, programs, and applications loaded by the user onto College District hardware, equipment, and web resources.

In compliance with the requirements of the Digital Millennium Copyright Act of 1998 (DMCA), any user of the College District's technology resources who violates the digital copyright laws for the first time shall be reminded of the laws, and the software or licensing violations shall be removed. A second violation shall result in removing the software or licensing violations, retraining of the user in copyright procedures, and taking appropriate disciplinary action. A third violation shall require the College District to remove the user's network and Internet access and take further disciplinary action, which may include termination from College District employment or student status. In addition, any violation of digital copyright laws by a student or by a College District employee that results in demonstrable harm to the College District's network or disruption of classroom activities shall be addressed as a formal disciplinary matter.

All technological resources developed by the College District employees, students, and contractors for use by the College District or as part of their normal employment activities are considered "works for hire." As such, the College District is considered the "author" and owner of these resources. Information regarding intellectual property rights may be found in the faculty and staff handbook.

[See CT]

DMCA DESIGNATED AGENT

Title II of the DMCA enables Internet service providers (ISPs), such as the College District, to limit liability for monetary damages related to copyright infringing activities of their users. Provisions within the legislation further protect educational institutions and limit liability for monetary damages caused by copyright infringing activities of their users. In order to comply with Title II of the DMCA, the College District designates the following individual as the DMCA designated agent to receive notices and claims from copyright owners about infringements:

Name: David Hoyt

Position: Chief Information Systems Officer

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Address: 3452 Spur 339, McKinney, TX 75069

Telephone: (972) 599-3133

E-mail: dhoyt@collin.edu

Additionally, the College District shall maintain a prominent link on the information technology page of the College District website that provides access to this policy and a link to report DMCA notices or claims to the DMCA-designated agent.

**VIRUSES** 

It is the responsibility of the user, to the best of his or her knowledge and ability, to ensure that any imported or exported executable code or data are free of any destructive code, such as a virus. To this end, best practices regarding safety precautions shall be taken by the user. The office of information technology shall be consulted for questions related to such precautions or information and protective software.

**BACKUPS** 

It is the responsibility of the appropriate administrator or network administrator to ensure that appropriate procedures and resources are in place to backup data on a regular basis. Backups are to be stored in a location that is physically secure to protect the confidentiality of the data. It is the responsibility of the individual user to perform any actions necessary to comply with these procedures.

PHYSICAL SECURITY

Each user shall be responsible for the physical security of the technological and information resources to which he or she has been assigned (e.g., desktop computer, laptop computer, pager, cell phone, bar code, scanner, and the like). Administrators shall help to ensure physical security by instituting procedures for the use of locked doors and/or for the use of security devices made available by the College District for the protection of equipment. To avoid loss by fire or theft, backups of important data shall not be stored in the same location as the originals. Certain electronic information shall only be stored on the College District's network, including College District-approved and College District-contracted external sites such as publisher websites for a course offered by the College District. This electronic information includes:

- 1. Confidential information that is protected by FERPA;
- 2. Personnel records; and
- 3. Other materials commonly recognized or considered as sensitive or confidential.

Adequate power regulators and surge suppressors shall be used.

COLLEGE DISTRICT PROPERTY

Technology and information resources that are the property of the College District shall not be copied, altered, manipulated, trans-

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ferred, retained, or removed from campus without written authorization from the appropriate administrator. The location of each physical resource shall be entered in the College District's capital equipment inventory system and updated as necessary.

PERSONAL USE OF COLLEGE DISTRICT TECHNOLOGICAL RESOURCES Authorization for the personal use of College District technological resources by employees shall be determined on an individual basis by, and at the discretion of, the appropriate administrator. The use of the College District's technological resources, including the network, for a revenue-generating activity that benefits an individual employee shall be strictly prohibited. Personal telephones and data connections in student housing are considered to be part of the private residence. Student use of these and other College District technological resources that intrudes on general College District use or that uses significant resources is prohibited.

MISUSE OF TECHNOLOGICAL AND INFORMATION RESOURCES The use of College District technological and information resources and the resources themselves shall not be abused in any way. Users shall not attempt to alter the restrictions associated with their accounts or to attempt to breach internal or external security systems. Moreover, users shall not impersonate other individuals or misrepresent themselves in any way when using College District technological resources.

Users of network resources are prohibited from engaging in any activity that is proscribed by federal and/or state law. In addition, the network shall not be used for criminal purposes such as posting another individual's credit card numbers or personal access codes. External networks, for example, NEXUS, the Internet, and bulletin boards shall also be used in an ethical, responsible, and courteous manner, and all users shall adhere to the policies of these services.

College District technological and information resources shall not be used in a manner that is invasive or that diminishes their efficiency. One example of such use involves the broadcast function. Although current technology enables users to broadcast messages to all members of the College District community simultaneously, the use of this technology is restricted to official College District activities. Any nonwork-related broadcasts of general interest to the College District community, such as birth and wedding announcements, shall be posted to the College District's general information e-mail folder. Notices involving monetary transactions or those that are inappropriate or illegal shall not be posted using College District technological or information resources as defined in this policy.

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INAPPROPRIATE MATERIAL Users are to comply with the College District's Core Values and exercise caution and good judgment in accessing material using College District network resources. Material that includes language and actions that would constitute a hate crime (such as language that is racist or anti-Semitic, and the like), fighting language, or visual material that creates a hostile working environment shall be accessed only for legitimate academic and administrative purposes. This material shall be not be accessed in an environment and in a manner that will negatively affect third parties (including printing such information on public printers or forwarding it to others without their consent).

Communications from users of College District technology resources shall reflect civility and the College District's Core Values, which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity. Therefore, the use of College District technological resources for creating or sending nuisance, harassing, or pornographic materials or messages is prohibited. For the purpose of applying the College District's disciplinary policy, the determination of what is pornographic or what constitutes a hate crime, fighting words, or visual material that creates a hostile working environment is within the sole discretion of the College District.

REPORTING VIOLATIONS

Violations of this policy, including any violations of the DMCA, shall be reported to the appropriate supervisor, director, dean, DMCAdesignated agent, or other responsible person. DMCA notices or claims of infringements shall be immediately sent to the DMCAdesignated agent listed in this policy.

Depending on the nature of the violation, the appropriate administrator may include the responsible vice president, chief information systems officer, human resources officer, or internal auditor.

Alleged violations shall be investigated and, if substantiated, addressed in accordance with appropriate College District disciplinary processes for students and employees.

The College District shall consider the intent, effect, and seriousness of the incident in levying sanctions for violations of this policy. Any person who engages in any kind of computer or systems misuse as described in this policy may be subject to disciplinary action, including the loss of computer privileges, suspension, and/or termination from the College District, and appropriate criminal prosecution, if warranted, under the applicable state and/or federal laws. Whenever the College District deems it appropriate, restitution may be sought for any financial losses sustained by the College District or by others as a direct result of the misuse.

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HEOA / DIGITAL COPYRIGHT COMPLIANCE The Higher Education Opportunity Act of 2008 (HEOA) addresses, in part, unauthorized file-sharing, including, but not limited to, music, streaming, video, images, and other electronic data, using College District networks. To deter unauthorized file sharing on the its networks, the College District shall:

- Disclose annually to all users information that explains unauthorized distribution, including file-sharing, of copyrighted materials may subject the individual to civil and criminal liabilities; an explanation of federal copyright law, including a summary of penalties for related violations; and the College District's policies and procedures regarding unauthorized file-sharing, including disciplinary actions that may be taken against students who engage in unauthorized distribution or illegal downloading using the College District's information technology systems.
- 2. Follow a plan to effectively combat unauthorized distribution using a variety of technology-based deterrents.
- 3. Offer and provide access to alternatives to illegal file-sharing and downloading.

COPYRIGHT COMPLIANCE ANNUAL DISCLOSURE The College District shall require each user of its technology resources to annually read the copyright disclosure [see CR(EXHIBIT)] and submit an online affirmation that he or she has reviewed the disclosure and is aware of and familiar with the College District's policies and procedures regarding illegal distribution of copyrighted materials.

Additionally, during orientation activities, the College District shall provide all students a copy of the copyright disclosure [see CR(EXHIBIT)] and information regarding the legalities associated with peer-to-peer file sharing.

PLAN TO COMBAT UNAUTHORIZED DISTRIBUTION The College District shall use a variety of capabilities and products from commercial vendors in order to:

- 1. Perform bandwidth shaping;
- Conduct traffic monitoring to identify the largest bandwidth users; and
- 3. Reduce or block illegal file-sharing.

The College District shall investigate and respond to all submitted complaints of violations of the DMCA according to the reporting procedures noted above.

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ALTERNATIVES TO ILLEGAL FILE-SHARING AND DOWNLOADING The College District encourages all users of its technology resources to utilize free or commercial services that provide the user with a legal way to copy and use various types of digital content and ensures the use of electronic media is in compliance with federal copyright law.

EDUCAUSE, an information technology consortium in higher education, maintains a website of links to legal sources of online content at the following web address: http://www.educause.edu/legalcontent.

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# Collin County Community College District AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS

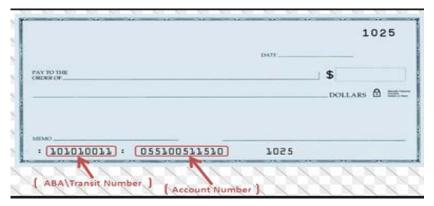
I (we)	, CWID	hereby authorize Collin County
,	• ,	osits, and if necessary, any adjustments for any sted below and the depository (bank name)
This authorization shall remain employment.	in effect until receipt of v	vritten notification from me or termination of
Name (Names if joint account)	(Please print)	Date
Signed X	Signed	X

- New employees' first pay check will be a Direct Deposit if Payroll receives the form by the 20<sup>th</sup> of the month, if not it will be a paper check that will be mailed to your home address in the system.
- <u>Current employees</u>, if you are adding an account, the account will need to prenote, so the change will be effective in the next month's pay cycle after paperwork is received in payroll.
- You may designate amounts to be applied to the additional accounts (up to 2 additional accounts). The balance of employee's paycheck will be deposited to the <u>primary</u> account.

Bank Name - Primary Account (REQUIRED)	ABA Routing No.	Account No.	Checking √	Savings V

Bank Name Additional Accounts (OPTIONAL)	ABA Routing No.	Account No.	Checking √	Savings √	\$ Amount
					\$
					\$

**Documentation needed:** Please attach your bank verification page of the Transit/ABA number and the Account number or attach a voided blank check for checking or deposit slip for savings.



Return this completed form to the Payroll office at the CHEC building in McKinney. Please notify Payroll immediately of any changes to your account information that may impact your direct deposit.

# This Organization Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at www.justice.gov/crt/osc.

## **E-Verify Works for Everyone**

For more information on E-Verify, please contact DHS:

888-897-7781

www.dhs.gov/E-Verify

### NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.





E-VERIFY IS A SERVICE OF DHS AND SSA

The E-Verify logo and mark are registered trademarks of Department of Homeland Security. Commercial sale of this poster is strictly prohibited.

### **Veterans Self-Identification Form**

Collin College is an Equal Opportunity Employer and is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, we invite applicants and employees to voluntarily self-identify their Veteran status. Submission of this information is voluntary. Refusal to provide it will not subject you to any adverse treatment. This information will be kept in a confidential file separate from the Application for Employment and will only be used in accordance with the Vietnam Era Veterans' Readjustment Assistance Act of 1973, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), Executive Order 11246 and Gov. Code 657 Veteran's Employment Preferences. When reported, data will not identify any specific individual.