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GENERAL INFORMATION

Introduction
Tyler Junior College (TJC) publishes the employee handbook as an information guide for all employees of the College. These guidelines are updated each long semester; however, this is a “living” document, and employees should consult the online version for the most current information. Employees should also review the handbook at the beginning of each semester for revisions and/or additions which may have occurred and will apply for the upcoming term(s). All employees are responsible for following the guidelines presented in this manual.

While this handbook contains a number of policies and procedures, it does not cover all of the available information regarding the Institution. For more information, contact the responsible department, Human Resources office, or visit the TJC website.

To the extent that any content of this Handbook conflicts with or is inconsistent with official policies (current or as amended in the future), College policies will control and govern. All TJC policies may be found online at Board Policy Manual. [BE Local]

Statement of Nondiscrimination
Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP). TJC respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence. [DAA Regulation]

College Governance
Legal control of TJC is vested in a Board of Trustees whose nine members are elected by the voters of the TJC College District to staggered terms of six years. The Board determines policies which govern College operations and activities. There is a clear and appropriate distinction between the policy making function of the Board and the responsibility of the administration and faculty to administer and implement policies. [BAA Local]

Accreditation
Tyler Junior College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees and baccalaureate degrees as well as certificates. For questions about the accreditation of the College District, SACSCOC can be contacted at 1866 Southern Lane, Decatur, GA 30033-4097 or by calling (404) 679-4500. General inquiries about the College District’s admission requirements, financial aid, educational programs, or other offerings should be directed to the College District and not SACSCOC. [GK Local, GK Regulation]

The Automotive Technology, Certified Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Service Professions, Health Information Technology, Medical Laboratory Technology, Nursing (Associate Degree), Occupational Therapy Assistant, Ophthalmic Medical Assisting, Physical Therapist Assistant, Polysomnography, Professional Tennis Management, Radiologic Technology, Respiratory Care, Surgical Technology and Veterinary Technician programs are nationally accredited.
through their respective organizations. The Associate Degree Nursing, Fire Academy, Law Enforcement Academy, Nurse Aide Program, and Vocational Nursing programs are state-accredited.

**Texas Higher Education Coordinating Board**
The mission of the Texas Higher Education Coordinating Board (THECB) is to provide leadership and coordination for Texas higher education and to promote access, affordability, quality, success, and cost efficiency through 60x30TX, resulting in a globally competitive workforce that positions Texas as an international leader.

The Commissioner of Higher Education is appointed by the Board and serves as the CEO of the agency. The Board is comprised of nine members appointed by the Governor for six-year staggered terms and one non-voting student representative who serves for a one year term. The Governor also appoints the chair and vice-chair. The Board meets quarterly in Austin and all meetings are broadcast live on the Internet. The Board generally holds its regular quarterly meetings on the fourth Thursday of every January, April, July, and October. The Board meets at the THECB offices, 1200 East Anderson Lane, Austin, TX 78752 in the Board Room. Board meetings start at 8:30 A.M. and generally last until about 4:00 P.M.

Additional information is available on the [THECB website](#).

**About TJC**
*Tyler Junior College* (TJC) was established in 1926 as part of the Tyler Public School System. Tyler Superintendent G.O. Clough was named the first president of the College, and operations began in September of that year, with J.M. Hodges as the dean, nine faculty members and 93 students. The College was first accredited by the Southern Association of Colleges Commission on Colleges in 1931.

The Tyler Junior College District encompasses the tax districts of six independent school districts: Chapel Hill, Grand Saline, Lindale, Tyler, Van and Winona. Texas Education Code 130.206 identifies the service area of TJC to include the territory within the following additional districts: Alba- Golden, Arp, Bullard, Hawkins, Jacksonville, Mineola, New Summerfield, Quitman, Rusk, Troup, Whitehouse and Yantis. [ACB Legal]

TJC features rigorous academics, national championship athletic teams, stellar fine and performing arts programs, and modern residential facilities, as well as organizations and clubs that reflect student diversity. In 2016, the Aspen Institute College Excellence Program named TJC as one of the top 150 community colleges in the nation.

**Mission Statement**
The College champions student and community success by providing a caring, comprehensive experience through educational excellence, stellar service, innovative programming and authentic partnerships.

**Vision Statement**
Educating everyone - - the path to a better world.

**TJC Core Values**
*Unity*: Coming together for a shared purpose to achieve a common goal
*Caring*: Combining empathy and action to show a generosity of spirit
Integrity: Applying principles of transparency, accountability, authenticity and respect to every interaction
Empowering: Investing in others by providing the means to achieve success
Excellence: Achieving distinction by proactively identifying opportunities and continually raising the bar

TJC Civility Statement
In keeping with its rich traditions, TJC pledges to maintain a civil campus climate in which students, employees, and visitors can experience a safe, mutually supportive, academically encouraging, egalitarian, and tolerant community.

Consumer Information Dissemination Requirements
Tyler Junior College is required by 34 CFR Part 668.41 through 668.48 to disseminate a list of items of information that must be readily available to current and prospective students and employees and where that information can be found. The following is a list of information that is available and where it can be obtained:

2. Academic Programs and student attainment:
   - Names of the associations, agencies, governmental bodies that accredit, approve or license TJC and our programs and a copy of this accreditation, licensure or approval — TJC Catalog
   - Special facilities and services available to disabled students — TJC Catalog, Student Handbook
   - Offered degree programs, training and other education — TJC Catalog
   - GED program available — Continuing Education Catalog
   - Facilities associated with academic programs — TJC Catalog, Student Handbook
   - List of faculty and other instructional personnel — TJC Catalog, Employee Directory
   - TJC policy and criteria on transfer of credit and list of schools with established articulation agreements — TJC Catalog
   - TJC student body diversity by gender and ethnicity of full-time students who receive Federal Pell Grants — Consumer Information
   - Information on placement and types of employment obtained by TJC graduates who received degrees and certificates — This data is published by the Texas Higher Education Coordinating Board and is available at the following link: Texas Higher Education Data
   - Retention rates of certificate-or-degree-seeking first-time full-time undergraduate students — Consumer Information
3. Requirements for officially withdrawing from the school — TJC Catalog
4. What federal financial aid is available to students — Financial Aid Handbook, TJC Catalog, TJC Financial Aid Pamphlet, Financial Aid Website
5. What state and local aid, school aid and private aid is available — Financial Aid Handbook, TJC Catalog, TJC Financial Aid Pamphlet, Financial Aid Website
6. How students apply for aid and how eligibility is determined — Financial Aid Handbook, TJC Catalog, TJC Financial Aid Pamphlet, Financial Aid Website
8. How and when financial aid will be disbursed — Financial Aid Handbook, Financial Aid Website, Apache Access
9. Criteria for measuring satisfactory academic progress, and how a student who has failed to
maintain satisfactory progress may reestablish eligibility for federal financial aid — Financial Aid Handbook, Financial Aid Website

11. Return of federal funds requirements under Title IV — Financial Aid Handbook
12. Terms and conditions for a student receiving federal education loans to obtain deferments — Financial Aid Website

   (This report contains information on the following: law enforcement authority; security awareness and crime prevention; crime reporting; access, maintenance, and security of campus facilities; campus procedures for reporting crimes or emergencies; campus crime statistics; sex offense awareness, prevention, and reporting; and drug abuse awareness and prevention; penalties associated with drug related offenses; emergency response and evacuation procedures; fire safety practices and standards; fire statistics)

14. Missing persons procedures — Campus Police, Campus Police Reports, Employee Handbook
15. Option to designate contact person — TJC Admissions Application, Residential Life and Housing Emergency Contact Form (Residential Life and Housing), and the Tyler Junior College Traveler Information Sheet (trip coordinator)
17. Copyright infringement policies and sanctions — Library Computer Lab Acceptable Use Policy
18. Textbook information — course syllabus, TJC Bookstore, TJC Bookstore webpage
20. Graduation and completion rates—Consumer Information
21. Terms and conditions of any employment that is part of the financial aid package — Financial Aid Handbook, Board Policy Manual, Student Contract (if applicable)
22. Terms of, schedules for, and the necessity of loan repayment and required loan exit counseling—Financial Aid Handbook, Loan counseling sessions, Direct notice from the financial aid office, Disclosure statement from lender
23. Information on preventing drug and alcohol abuse — TJC Catalog, Student Handbook, Employee Handbook, Student Life and Involvement Office, Campus Clinic, Support Services
24. Information regarding the availability of SFA Program funds for study abroad programs that are approved for credit by the home school — Tyler Junior College does not participate in study abroad programs as stated in the Financial Aid Handbook.
26. Voter Registration Forms - Student Life and Involvement Office, Student Affairs Office
27. Sexual Harassment Policy — Catalog, Board Policy FA (Legal), Board Policy FFDA (Local)
   For reporting violations of sexual harassment contact the TJC Compliance Officer.

This listing is also available in the Financial Aid Handbook, Student Handbook, on the TJC website and to all students receiving admissions acceptance letters.
ADMINISTRATIVE POLICIES & PROCEDURES

Apache Access
Apache Access is a secure site designed to provide students, faculty and staff with intranet and internet services and a collection of tools for work success at TJC. For faculty and staff, Apache Access provides a direct link to Banner services, the training event calendar and registration links, as well as department-specific public forms and resources. Faculty and students can log into their online courses through Apache Access. Apache Access is available from the TJC webpage.

Attendance

College Hours
All administrative, secretarial support, and other campus services will be open at times identified to best serve the students and communities. All full-time employees of these offices will discharge a 40-hour workweek. Exceptions may be posted as approved by the College President. All non-exempt employees will maintain a daily time sheet if a time clock is not provided in the work area. [DJ Regulation]

Convocation
Faculty and staff attendance is required at all Convocation ceremonies and designated meetings – as determined by supervisors. A Request and Authorization for Leave of Absence must be completed and on file with your supervisor at least one week in advance if attendance is not possible.

Holidays
Recognized holidays for nonteaching personnel, including administration and office staff, shall follow the annual holiday schedule as prescribed by the office of the College President. Faculty and students shall observe the holiday schedule in accordance with the general College District calendar published within the annual College District catalog.

Nonexempt employees who are assigned to work on a nationally recognized holiday will be compensated at a rate of one and one-half the regular rate of pay or will receive compensatory time off on the basis of one and one-half hours off for each hour worked. Nonexempt employees who are assigned to work during a holiday period will be compensated at their regular rate of pay. Overtime pay will be calculated on the basis of actual hours worked over 40 hours in a workweek.

Exempt employees will not be compensated in any fashion other than for their contractual salary without the specific prior approval of the College President. [DED Regulation]

Typically the holiday schedule includes the following:
New Year’s Day
Martin Luther King, Jr. Day
Spring Break
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Break
Winter Break
Christmas Eve
Christmas Day

**Personal Calendar**
Meetings are scheduled through the Outlook Calendar. Calendars in Outlook should be kept up-to-date with all "occupied/busy" times, such as appointments, class times, office hours, departmental meetings, committee meetings, professional development, and vacation/personal/sick time off in order to facilitate ease in scheduling of work related meetings and events.

**Summer Work Schedule**
The College District may observe a summer work schedule effective on the first Monday following the conclusion of the spring term. The summer work schedule will end at the close of business on the last Friday in July. During the period designated as summer work schedule, all full-time staff will discharge a 40-hour workweek. Flex scheduling will be permissible. The summer work schedule will be subject to the approval and implementation authority of the College Chief Executive Officer on an annual basis. President on an annual basis. [DJ Regulation]

**Banner**
Banner is an administrative software application developed specifically for higher education institutions. Banner is TJC’s student information system and application database. The database is divided into modules. Banner supports the integrated flow of information within these modules, the extraction of certain data in reporting formats and provides information into other campus software systems. The Banner system allows administrative and academic areas to conduct official transactions and is the official data repository for TJC.

**Bookstore**
The TJC Campus Store, located in the Rogers Student Center, is managed by Follett Higher Education Group, and is the official bookstore for TJC. Open to all students, staff, faculty, and alumni, the TJC Campus Store offers excellent selection and pricing on used, new, rental, and digital textbooks for all TJC course offerings, plus any required course materials. School/office supplies are always available, along with the latest styles in imprinted TJC logo clothing and gift items.

**Budget and Spending**
Each department operates under a budget approved annually by the TJC Board of Trustees. Each department has unique accounting and budget codes that match departmental spending to the approved budgetary line items. All spending must be approved in advance by the respective supervisor. Budget codes are available from each supervisor in the event there is a need to incur expenses on behalf of the College.

The receipt and expenditure of funds is centralized in the office of Business Services. Funds are received and deposited in the legal depository of the College District by a designated employee of the office. No employee may maintain special accounts, collect money from students, and/or disburse payments for College District-related activities without specific prior approval from the executive director, business services or Controller. All District accounts shall be subject to internal audit as deemed appropriate. [CD Regulation, CDC Regulation]
Check Request Form
Check Request forms are available on Apache Access for reimbursement, cash advances (small amounts for tips, meals, gas, etc.), contract labor or agency accounts. All areas of the form must be completed. Budget coding numbers and authorized approval signatures are required. If seeking reimbursement, receipts must be submitted excluding tax. Accounts Payable will reimburse employees via direct deposit. Check requests for agency accounts or contract labor payments will be mailed unless otherwise noted. Payments are generally processed within three (3) business days of receipt by Accounts Payable.

Employee Expense Report Envelopes
Travel envelopes (obtained from Central Supply/Campus Services) are used when submitting receipts from a cash advance, receipts from a TJC related trip or receipts with the Visa statement (use appropriate Visa Expense Envelope). With use of personal vehicles, mileage is paid at the current reimbursement rate established by the College (check with Accounts Payable for current rate) or reimbursement for gas receipts, but not both. Reimbursements are not made for entertainment, tax, alcohol, or other personal expenses. Itemized receipts are required for reimbursement or when using a College credit card. All required information must be completed on the travel envelope and/or Visa envelope and forwarded to the supervisor for approval. If returning money, cash should be delivered directly to Accounts Payable in the White Administrative Services Center building and not delivered through campus mail.

Texas Hotel Occupancy Tax Exemption Certificate
To prevent state tax charges, employees staying in Texas hotels should take a tax exemption certificate with them when they travel to submit to the hotel. The form is available in Apache Access.

Texas Sales Tax Certificate
TJC is exempt from paying Texas sales tax on purchases necessary for educational use. Sales tax will not be reimbursed. A tax exemption form must be provided when making purchases. Copies of the sales tax certificate form are available in Apache Access for tax exempt purchases.

Building Access
Key Card
Key card access requires approval from a supervisor. This authorization allows entry into designated building(s) outside of standard work hours. The Building Access Authorization form is available in Apache Access. After approval, employees must take their ID card and the form to the TJC Police Department office for coding. New full-time employees must also provide a copy of their driver’s license. “Sharing” or “loaning” of ID cards is not permitted.

Keys
Keys to offices, classrooms, and other campus locations must be checked out from the Maintenance office located in the Baldwin Facilities and Construction building using the Key Request form which requires supervisor approval. The form is available in Apache Access.

Many areas are routinely locked for security reasons. Each person who receives and signs for keys assumes responsibility for the equipment and supplies in areas made accessible by such keys. Doors and cabinets should remain locked at all times and keys are not to be loaned to students or other individuals. Keys must be returned to the Maintenance office upon termination of employment at TJC.
Campus Services
Campus Services is comprised of the following areas:

- Mail services - regular and bulk
- Package receiving and delivery
- Duplications
- Fleet management
- Purchasing
- Auction services
- Moves & set-ups
- Student insurance (certain groups) and college insurance
- Central supplies
- Shredding bins
- Records management
- Reviewing, updating, negotiating, generating, and managing all TJC contracts.

Campus Services provides contract management for the following:

- Custodial Services
- Food Service
- Book Store
- Vending Services
- Campus Clinic

Computer Use Policy
Access to the College District’s technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the College District’s technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with College District policies. [DH, FL, and FM] Violations of law may result in criminal prosecution as well as disciplinary action by the College District. [CR Local]

Tyler Junior College owns the rights to all data and files on any computer, network, or other information system, used at TJC and to all data and files sent or received using any College system or using the College’s access to any computer network, to the extent that such rights are not superseded by applicable laws relating to intellectual property.

Employees are provided one personal computer and access to the campus network as an integral part of the teaching process and/or the performance of their duties. Prohibited conduct regarding use of computers includes but is not limited to: theft or other abuse of computer time; unauthorized entry into a file, to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file or use of another individual’s identification and password; use of computing facilities or equipment to send, receive, or transport obscene, abusive, or pornographic messages or images; overloading or making the computing facilities nonfunctional (virus); and breaking into the computing facilities (hacking). Computers needed for travel or special presentations, can be reserved through the IT Service Desk Request system.
Copyright and Duplications

Duplication of Office/Work Resources

The College maintains duplicating devices for the use of faculty and staff. Employees are urged to make duplication requests judiciously, avoiding waste.

Services include duplications, hole-punch, shrink-wrap, large-format printing (posters), tape and spiral binding, and full-color capabilities. Requests should be submitted using the Duplicating Service Request. Requests will require a minimum of 24-hours to complete. In times of great demand (two weeks before the semester starts, first two weeks of school, and just before an examination period), requests for duplications should be made as far in advance as possible in order to provide adequate time for the work to be completed.

Faculty/staff are encouraged to make black/white copies and/or double-sided copies using Xerox machines located around campus. The Xerox access number is the employee’s A# without the “A”. For assistance with Xerox machines, contact the IT Service Desk. Requests for toner or staples for Xerox machines are made through the online Supply Request form.

Fair-Use Statute Section 107 of the Copyright Act of 1976

Limitations on exclusive rights: Fair use

Copyright protection subsists, in accordance with United States Copyright Law, 17 U.S.C. 101–1401, in original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Works of authorship include the following categories:

1. Literary works;
2. Musical works, including any accompanying words;
3. Dramatic works, including any accompanying music;
4. Pantomimes and choreographic works;
5. Pictorial, graphic, and sculptural works;
6. Motion pictures and other audiovisual works;
7. Sound recordings; and
8. Architectural works.

In no case does copyright protection for an original work of authorship extend to any idea, procedure, process, system, method of operation, concept, principle, or discovery, regardless of the form in which it is described, explained, illustrated, or embodied in such work. (17 U.S.C. 102)

Unless the proposed use of a copyrighted work is an exception under the "fair use" guidelines maintained by the College President or designee, the College District shall require an employee or student to obtain a license or permission from the copyright holder before copying, modifying, displaying, performing, distributing, or otherwise employing the copyright holder's work for instructional, curricular, or extracurricular purposes. This policy does not apply to any work sufficiently documented to be in the public domain.

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phono-records or by any other means specified in that section, for purposes
such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- The effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors [CT Legal, CT Local]. For more information, refer to the following: Copyright & Fair Use

**Custodial Requests**

Custodial services are contracted. Special requests or service issues should be e-mailed to housekeeping@tjc.edu or call 903-510-2218.

**Dining Services**

ARAMARK Higher Education® operates dining services on the TJC campus, providing a full range of options. Meal Plans and Declining Balance Dollars (DB/Apache Bux) are available for resident students, commuter students, and faculty/staff. Commuter students and faculty/staff may purchase a meal plan online at [http://www.tjcdining.com](http://www.tjcdining.com) or by visiting our dining office in Rogers Student Center. Dining services follows the Residential Hall Calendar for days open/closed.

**Apache Junction**

Located in the Rogers Student Center, Apache Junction offers full-service all-you-care-to-eat dining with multiple dining concepts including:

- **Home Zone** – old-fashioned cooking with a line-up of traditional home-style meals
- **The Grill** – sizzling burgers, chicken sandwiches, hot dogs, fries & more
- **Salad Bar** – salads which include fresh green leaf, iceberg and romaine lettuce, and a variety of fresh fruits, vegetables and dressings
- **Pizza** – a wide variety of pizzas and calzones
- **Exhibition** - cooked to order stir fry or pasta
- **Dessert** – delicate dessert creations

Apache Junction is open to all students, faculty and staff by either using a Meal Plan, DB (Apache Bux), debit/credit card, or cash. You can view the weekly menu on [http://www.tjcdining.com](http://www.tjcdining.com).

**Subway®**

Located in the Pirtle Technology Building, with a large assortment of freshly made sandwiches, wraps and salads

**Chick-fil-A®**

Located in Crossroads Hall; a quick-service chicken restaurant serving chicken sandwiches, salads, beverages, and waffle fries
Starbucks®
Located in Vaughn Library; serves fresh brewed coffee, and coffee beverages, delicious snacks and pastries

Food/Catering Request
Catering for events or meetings is available. Call (903) 510-3044 or order online https://tjc.catertrax.com.

E-mail
Email is subject at all times to monitoring. The release of specific information is subject to applicable state and federal laws as well as applicable College rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Caution should be taken since there is the possibility that any message could be shared with or without your permission or knowledge. [CR Legal]

Outlook email is the official TJJC communication application. Email access is established for all employees by supervisor request. Employees should check e-mail on a regular basis for important notifications including general work communications, evaluations and upcoming deadlines. Personal or personnel issues should not be discussed through email. Outlook email can be accessed from off-campus through the TJJC website.

Faculty also have a Gmail educational account through Apache Access that most students utilize for communication. Faculty have the ability to forward email to/from either system.

Using a standard signature helps the people we communicate with respond to us with greater ease and helps reinforce our brand. All TJJC employees are required to use the institution’s approved email signature. Templates are provided at Marketing Downloads. Individual campus entities, locations, schools departments, or personnel MAY NOT design their own email signatures. Adding quotes, slogans, messages, pictures, or any other content at the end of an email, in the email signature or below the email signature is not allowed.

Facility Use Request
All meetings and events (excluding classes) using TJC facilities must be scheduled. The Facility Use Request form must be submitted at least one week in advance of event. [GD Local]

Grant Process
Applications for grants are welcome and encouraged to support academic programming, capital needs and research projects that have met the approval of the appropriate dean or VP. All applications for grants must be preceded by the approval of the Executive Cabinet. The Cabinet, which meets regularly throughout the year, must approve an external funding request for each grant to be pursued. In order to meet the Cabinet’s approval, proposed grant applications must clearly align with at least one objective of the most current Strategic Plan. No grant application may be submitted by a TJC employee or third party acting on behalf of TJC without the prior approval of an external funding request. (CAM Legal, CAAB Legal)

Identification (ID) Card
All employees and students of the College District must obtain a Tyler Junior College (TJC) identification (ID) card. A valid TJC ID card must be properly displayed by employees and students whenever present on the College District campus. “Properly displayed” shall mean on an approved lanyard worn around the neck or an approved clip with the ID prominently displayed. Approval of any and all identification procedures or
items will be made by the TJC Police Department. The TJC ID card shall be the property of the College District and must be surrendered upon demand if requested by a College District official. This and other policies of the College District shall be enforced by all employees of the College District.

The TJC ID card shall be intended for the sole use of the individual pictured and/or named on the card and shall not be shared with any other person or duplicated in any form or manner. Violation of this policy by any student, faculty, or staff member may result in a citation issued by the TJC Police Department. An employee who violates this provision shall be subject to a fine and/or disciplinary action including termination. [DH Local]

Employees must obtain an identification card upon completion of the employment process at TJC. All TJC official ID cards for faculty/staff and students are made through the TJC Police Department main office or the TJC Police Department substation.

The card must be presented for admission to College activities, use of the library, use of the OHPE Center, and for other College functions requiring identification. Upon proper approval and special coding, the card is used as a key for entry into the building at times when the building is locked. The card must be validated every two years.

In the event of suspension, resignation, non-renewal or dismissal, the identification card must be returned to the Human Resources office. Lost or stolen cards are to be reported to the TJC Police Department office (903-510-2258) so that an investigation may ensue, if necessary.

**Family Identification Cards**

Family identification cards are for employees’ immediate family members only. A spouse, sibling, or child (16 years or older) of an adjunct or full-time TJC employee may obtain a card. The family ID card does not apply to in-laws, parents, grandchildren, cousins, or fiancées. Employees can purchase ID cards for family members 16 and older for $5.00 at the Cashier’s office. ID cards will be made at the TJC Police Department office when a receipt is presented. Information needed includes the family member’s name, employee’s name and Apache ID number, and office phone number. The card may be used in the Library and gives access to the OHPE Center.

**Lanyard Policy**

- Lanyards must be worn around the neck while on campus, and the ID card must be clearly visible at all times, unless it should be removed for safety reasons or an approved ADA variance.
- Any lanyard is acceptable, but it must be similar in design and worn in the same manner as the official college lanyard. The color of the lanyard is not critical.
- Employees may obtain a Day ID/Lanyard from their respective Dean’s or Director’s office.
- Failure of any Faculty/Staff or student to adhere to this policy will result in a citation being issued.

**Identification Number (A#)**

All students and employees of TJC are assigned a unique identification number. The “A” number along with a personally selected password is used to log in to Apache Access where rosters, grades, and individual personnel information is located. The “A” number is also the access code for Xerox copiers on campus.
Library Services
The Vaughn Library offers a variety of services, including the following:

Library Webpage
The library’s online catalog and access to more than 90 databases are available 24/7 at http://www.tjc.edu/library.

Faculty/Staff Checkout Policy
Faculty/Staff may check out materials with a current staff ID card.

Interlibrary Loan (ILL)
If Vaughn Library does not have a particular book or journal, most print (and a few non-print) items from any library are available through loan, at no charge, to employees or students. Journal articles typically are emailed to your specified email address within 24 hours; print materials could take as much as three weeks for delivery.

e-Book Titles
Many eBrary e-book titles are available via our online catalog. Once you have located an e-book title, click on the URL provided in the record. If the book is available for download, choose the full download option on the left side of the screen. In order to download to an e-reader device, you must have Adobe Digital Editions installed on your device.

There are also books in the eBrary e-book collection that are not available for download due to publisher restrictions. In those cases, the full download button will not be active (it will appear grayed out). You will only be able to view the e-book via your web browser.

TexShare and Subscription Databases
TexShare is a statewide cooperative program designed to improve library services for Texans. TexShare enables libraries to offer a broader range of materials and services than any single library can provide for its constituents. The TexShare Database program provides a wealth of electronic database resources. These electronic databases are powerful research tools available 24 hours a day in homes or offices of registered patrons. These databases provide full-text articles from journals, newspapers, magazines, and many other authoritative sources. Entire books can even be read online. See Library Webpage above for instructions on how to access these databases.

TJC Archives and Special Collections
Located in Vaughn Library, TJC Archives and Special Collections is dedicated to collecting and preserving items of enduring institutional value. Currently available through the library webpage are digitized editions of The Apache yearbooks from 1926-1981 and all issues of The Belltower. Digitization of all back issues of the student newspaper is ongoing.

Faculty and staff are strongly encouraged to send any files regarding the milestones of their program/department to the campus archivist. Artifacts (ex., band uniforms, photos, scrapbooks, programs/playbills, posters, etc.) should also be routed through the archivist rather than being discarded.
Lost or Stolen Items
In the event an item is lost, stolen, or damaged, a report should be filed with the TJC Police Department (903-510-2258) so that an investigation may ensue, if necessary. The investigating officer will need a detailed description of said property. This description includes a serial number, if personal property, the number issued by TJC if TJC property, or any other defining numbers that could aid in the investigation. It is advised that this information include any distinguishing marks or color to help locate missing property. The TJC Police Department office is custodian of all lost or stolen items. Unclaimed items are maintained for 60 days before disposition.

Mail
Mail and small packages are delivered to and picked up from building mail rooms. Outgoing mail must have the department budget code. For ease in returned mail, the department name should be in the upper left-hand corner. For larger packages, arrangements for pick up must be made with the Central Supply/Receiving staff. Overnight shipments via FedEx, UPS, or Lone Star Overnight must be in the Campus Services mail room ready for pick up by 2:30 p.m. each day. Any packages or outgoing mail delivered to the mail room after that time may not go out until the following business day. Jobs over 250 pieces qualify for reduced bulk-rate postage.

The TJC address is not to be used for personal mail, including but not limited to packages, personal bills, and magazines. The mail room - located in the basement of the Campus Services Building - has an outgoing bucket for stamped mail. Employees may bring outgoing personal stamped mail to the mail room; however, no personal mail is to be sent through campus mail. The College is not responsible for personal mail.

Maintenance Requests
All requests for maintenance in offices or classrooms should be directed to the Facilities & Construction office by completing the Maintenance Request form. After-hours emergency maintenance requests may be directed to TJC Police Department.

Maps
TJC has several site locations. Campus Maps are available for the Main Campus, TJC West, TJC North, TJC Jacksonville, and TJC Rusk.

Moves and Setups
Moves and Set-ups, a part of the Campus Services department, supports the College by working with event coordinators to prepare for and clear after approved events. They also are available to assist with moving college-owned furniture, large equipment and auction items. Submit email requests to setups@tjc.edu.

New Employee Orientation
Employees are expected to participate in new employee and benefits orientation during their first month of employment. New faculty orientations are held at the beginning of each long semester, and staff orientations are scheduled monthly throughout the year. New employees will be contacted with date, time and location.

Parking
Parking permits may be obtained in the main TJC Police Department office or the TJC Police Department
substation. A valid and current ID, driver’s license number, and license plate number must be presented. Employees may have as many permits as needed. The permit must be affixed to the lower left corner of the rear window of your vehicle. Temporary permits are also available when needed.

**Publication Request**

Publication of flyers, brochures, programs, tickets, or posters for a TJC event or program, should be requested by completing the [Publication Request form](#).

**Supplies**

Contact your supervisor or department chair for specific procedures regarding supply availability or ordering of supplies.

**Supply and Equipment Requisition**

A supply and equipment requisition form must be used if specifying a different budget year or purchasing supplies or equipment from an agency fund. The form may be accessed in Apache Access.

**Technology Requests—Procedures and Information**

**General Information**

TJC provides full-time faculty and staff one College-owned computer with a campus-standard software package to facilitate job responsibilities.

Planned computer equipment purchases are funded by the College. Computers will be replaced on rotational basis, depending on the specific use of the computer. The Office of Technology Services will budget and plan for the replacement of computers; therefore, individual departments do not need to budget for computer replacements. For replacements, the old machines will be returned to the College as the new devices are put into rotation.

Computer equipment purchases using departmental budgets are only allowed with the Office of Technology Services department collaboration. Computer equipment purchases using grant funds are allowed, with Office of Technology Services collaboration.

**Request Criteria**

All requests must be made using the [Technology Request Form](#). Requests must include justification and funding codes. Requests for an upcoming fiscal year must be submitted by December 1st of the current fiscal year. All requests must be coordinated with and approved by the Office of Technology Services. Requests are prioritized by the Office of Technology Services based on campus-wide needs.

**Approval Process**

All requests must be approved by (1) the Chief Academic Officer or (2) appropriate vice president. Requests to expand current lab facilities or create new lab facilities must be approved by the Chief Academic Officer and then follow Campus Technology Committee processes. Requests for peripheral equipment must be coordinated with and approved by the Office of Technology Services. All non-standard software and hardware requests must be approved by the Information Technology department.

**Computer Lab Software**

Software in campus computer labs is typically installed during the summer months for the upcoming
instructional year. In order to accommodate this effort, all software installation requests for the upcoming instructional year must be submitted to the Office of Technology Services by April 1 of the current fiscal year. Software installation requests submitted after April 1 that require significant effort to implement must be approved by the Chief Academic Officer and the Chief Information Officer.

**Peripheral Equipment**

Purchases of peripheral computer equipment from departmental budgets is allowed under the following conditions:

- Purchases are coordinated with and approved by the Office of Technology Services and all equipment components connect externally to the PC device.
- Peripheral computer equipment for faculty/staff offices includes printers, image scanners, flash drives, etc.

**Travel**

**Driver Authorization & Transportation/Vehicle Requests**

Authorization for travel requiring the use of College District vehicles [CJ Regulation] for faculty, staff, or student groups sponsored by the College District will be as follows:

- Applicants should complete a "Travel and Use of College District Vehicles Request" form obtained from the instructional dean or other supervisor.
- The instructional dean or other supervisor will, before approving the request, determine that the proposed usage will contribute to the advancement of the instructional program, student activity, or professional development of the staff. Confirmation must then be made with the office of the director of campus services as to the availability of the vehicle(s) requested.
- All travel outside of the College District service area and appropriate overnight trips must receive the approval of the appropriate administrator.

To drive a TJC vehicle and/or use personal vehicles on college business, a fully-executed TJC driver application, along with a copy of the applicant’s driver’s license, must be completed annually and sent via campus mail to Campus Services. The application should not be sent via email. The driver criteria, driver application, and authorization for release of information forms are located in Apache Access.

NOTE: Motor Vehicle Records will be obtained and reviewed for all potential TJC drivers to determine eligibility. Driver eligibility cannot be determined without a signed release.

Once an approved Driver Application and Authorization form is on file, an applicant may request a college-owned vehicle by completing the online *Fleet Vehicle Request*. A vehicle will be assigned to the applicant based on availability. If a fleet vehicle is not available, procedures for renting a vehicle can be found on in Apache Access.

In addition to passenger cars and SUVs, the campus fleet includes a 15-passenger activity van for group use. The criteria for use of this vehicle is located in Apache Access.

**Travel Forms and Authorization Procedure**

All business-related travel must follow the Faculty and Staff Travel Procedures located on Apache Access. All travel must be approved by immediate supervisors well in advance of travel dates, using the Professional Leave and Travel form.
Web Content Updates
The website provides a platform to showcase TJC’s best qualities and project a positive image to the entire world. It is a strategic asset that carries enormous influence over recruitment and retention of students.

TJC’s Office of Marketing and Communications has access to all areas of the TJC website and to ensure quality control, will edit/alter content as needed for clarity, grammar, spelling, usage, and style, as well as to conform with naming conventions and branding. TJC reserves the right to revise or delete content housed either on college IT resources or external resources according to the standards outlined in the web governance guidelines or web accessibility guidelines.

Because the departments whose pages represent them on the Web know their areas best, it is essential that each department work in conjunction with the Web Marketing team to ensure their web content is current, cogent, and content rich. While individuals across campus may create their own content, all updates must be published by the TJC Marketing Web team, who have the responsibility to edit as appropriate for consistency, accuracy and presentation.

Assistance with a TJC website or Apache Access update may be requested via the Web Update Request. You may attach reference files as needed, and if necessary, also request a meeting in person through this form. Please do not submit web requests via email. Submitting the form helps ensure the request is documented and that the web team has the necessary information to complete the task.
EMPLOYEE BENEFITS & COMPENSATION

Campus Clinic
Clinic services are available to employees for an annual fee of $75.00, which includes a flu shot. Payment may be either a one-time cash payment or a payroll deduction. Clinic services are available to employees only; there is not a family option. A valid employee ID card is required to receive services.

The clinic provides well-care services (not major medical or lab services) for participating faculty/staff at no additional charge. Employees who do not participate in the annual plan may obtain a flu shot for a fee paid at the WASC Cashier’s Office.

Insurance
Employees of Tyler Junior College have a comprehensive health and retirement benefits package offered through the Employee Retirement System of Texas (ERS).

Full-time employee benefits cover health insurance at 100% for employee and discounted health insurance for dependents. Additional optional coverages include: dental, vision, AD&D, life insurance, and long- and short-term disability. Health and leave benefits require a 60-day employment period.

Leave
All employees of the College are required to file a Request and Authorization for Leave of Absence (personal, sick, or vacation leave) or Professional Leave and Travel (professional development) form with their immediate supervisor either before an anticipated absence or upon returning to duty following an unexpected absence. The immediate supervisor has the responsibility of seeing that such reports are filed immediately with the appropriate dean or next level supervisor. Approved leave requests are processed and recorded through Human Resources. Leave approved, but in excess of, available time may result in a reduction of pay. Leave benefits require a 60-day employment period. [DEC Regulation]

Bereavement Leave
In the event of a death in an employee’s immediate family, bereavement leave may be granted to an employee. Such leave may be approved for up to five workdays with pay in a single academic year. Bereavement leave shall not accumulate from year to year. Such leave shall be deducted from the employee’s accumulated sick leave balance. [DEC Local]

Family and Medical Leave Act (FMLA)
The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. [DECA Legal]

Eligible employees are entitled to
- Twelve workweeks of leave in a 12-month period for:
  - the birth of a child and to care for the newborn child within one year of birth;
  - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
  - to care for the employee’s spouse, child, or parent who has a serious health condition;
  - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
  - any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or
parent is a covered military member on “covered active duty;” or

- Twenty-six workweeks of leave during a single 12-month period to care for a covered service-member with a serious injury or illness if the eligible employee is the service-member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

**Jury Duty**
Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the College District and shall not be deducted from the employee's pay or leave balance. [DEC Local]

**Military Leave**
Requests for short-term military leave must be accompanied by a copy of orders signed by proper authority with reporting and ending dates. The College District will pay an employee's regular compensation for military leave if the leave occurs during the employee's normal workweek or period and during normal working hours. [DECB Regulation]

**Personal Leave**
Each employee who is eligible for sick leave may use up to two sick leave days each academic year for reasons other than the employee's illness or illness in the immediate family. Personal leave shall be noncumulative and shall be deducted from the employee's accumulated sick leave balance. [DEC Local]

**Professional Leave and Travel**
Professional Leave is by request and approved when a supervisor believes that a professional development opportunity is in the best interest of the employee and the College. Budget funds are limited and not all professional leave is approved.

**Sick Leave**
Sick leave shall accrue at the rate of one workday for each month employed. An employee shall not be permitted to use sick leave until he or she has been employed with the College District for at least three months. Sick leave shall accumulate to a maximum of 90 workdays. Full-time personnel who are employed on a less than 12-month basis shall earn a prorata share of sick leave. Part-time and temporary (hourly and daily) employees or any other employee who is less than full-time shall not be eligible for sick leave. Sick leave shall be used for personal illness or illness of a member of the employee's immediate family unless otherwise provided in this policy.

Upon termination or retirement from the College District, all accumulated sick leave shall be forfeited by the employee with exception of those employed prior to May 22, 1997. Individuals employed prior to May 22, 1997, and who have been employed with the College District for a minimum of ten years, may be paid for one-half of his or her unused accumulated sick leave balance remaining at the time the individual separates from employment at his or her current salary rate. [DEC Local]

**Sick Leave Pool**
The College District shall establish a sick leave pool that shall be available to a full-time employee with a minimum of one year of service with the College District, regardless of whether the employee has contributed to the pool of days or not. An employee who has at least one year of service in the College District may request leave from the pool if the employee or a member of the employee's immediate family experiences a serious illness or injury and the employee has exhausted all paid leave. [DEC Local]
**Vacation Leave**

Full-time non-instructional employees in positions normally requiring 12 months of service shall be eligible for vacation leave. Administrative faculty on 12-month contracts shall be eligible to accrue and take vacation leave when it does not conflict with the College District's academic calendar. Vacation must be approved in advance by the immediate supervisor and/or the appropriate dean.

Eligible employees shall earn vacation leave in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Length of Employment</th>
<th>Per Month</th>
<th>Up to Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–7 years</td>
<td>6.67 hours</td>
<td>10 days</td>
</tr>
<tr>
<td>8–10 years</td>
<td>8.00 hours</td>
<td>12 days</td>
</tr>
<tr>
<td>11–15 years</td>
<td>10.00 hours</td>
<td>15 days</td>
</tr>
<tr>
<td>16 or more years</td>
<td>13.33 hours</td>
<td>20 days</td>
</tr>
</tbody>
</table>

An employee on leave without pay shall not earn vacation leave during such absence nor shall the time be counted when determining his or her length of employment for purposes of determining the amount of vacation leave to which he or she is entitled. [DED Local]

**Retirement**

All employees shall participate in a retirement program. [DF Local]

**Full-time Employees**

All full-time employees shall participate in one of two retirement programs offered by the College District. The programs offered shall be the Teachers Retirement System (TRS) or the Optional Retirement Program (ORP), with the vendor authorized by the College District. Eligibility for participation in the ORP shall be limited to those employees as defined in Chapter 25 of the Coordinating Board Rules and Regulations.

**Part-time Employees**

In compliance with the Revenue Reconciliation Act of 1990, all part-time employees not in a public retirement program (TRS or ORP) shall participate in the College District's part-time retirement program.

**Retired Employees**

An employee eligible to retire and receive benefits from TRS or ORP shall be considered eligible to be a retiree from the College District. The rules and regulations of the Employees Retirement System (ERS) of Texas and the Employee Benefit Program shall be followed when determining eligibility for retirees in the ERS group insurance program.

**Alternative Retirement Plan**

In lieu of participation in the United States Social Security program, it is the policy of the College District to participate in an alternative retirement plan designed to assist full-time employees in providing for their retirements.

Retirement benefits are provided under the Teacher Retirement System of Texas (TRS) or the Optional Retirement Program (ORP), and include an optional supplemental college-matching retirement program.
The College contributes 4% of a full-time employee's salary into an alternative retirement plan administered by TIAA-CREF since TJC does not participate in Social Security*. Additionally, the College will match an employee's contribution of 1 – 3%. Some vesting requirements will apply.

*Statement Concerning Employment in a Job Not Covered by Social Security
Your earnings from this job are not covered under 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 your spouse, or former spouse 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.

Windfall Elimination Provision
Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2005, the maximum monthly reduction in your Social Security benefit as a result of this provision is $313.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, refer to Social Security Publication, “Windfall Elimination Provision.”

Government Pension Offset Provision
Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension.

For example, if you get a monthly pension of $600 based on earnings that are not covered under Social Security, two-thirds of that amount, $400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a $500 widow(er) benefit, you will receive $100 per month from Social Security ($500 - $400=$100). Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to Social Security Publication, “Government Pension Offset.”

For More Information
Social Security publications and additional information, including information about exceptions to each provision, are available at www.socialsecurity.gov. You may also call toll free 1-800-772-1213, or for the deaf or hard of hearing call the TTY number 1-800-325-0778, or contact your local Social Security office.

Optional Tax-Sheltered / Tax-Deferred Plans
Tax-Sheltered 403(b) Plans
An optional plan available to employees. Employees may contribute up to the annual IRS maximum limitation in voluntary retirement savings to various approved vendors.

Tax-Deferred 457 Compensation Plan
An optional plan available to employees. Employees may contribute up to the annual IRS maximum limitation in this voluntary retirement savings plan.
**Tuition Benefits**

**Tuition Scholarship: Employee Family**
Subject to annual budget approval and availability of funds, the College District has established an employee family scholarship available to eligible dependents of full-time faculty and staff. Complete guidelines and details of the scholarship are available in the Office of Human Resources and on Apache Access. [DEB Local]

**Tuition Exemption: District Employee**
The College is committed to lifelong learning opportunities for its full-time faculty and staff through a district Employee Tuition Exemption. The district employee tuition exemption does not apply to part time or student assistant employment. Complete guidelines and details of the exemption are available in the Office of Human Resources and on Apache Access. [DEB Local]

**Tuition Reimbursement: Growing Our Own**
The College is committed to lifelong learning opportunities for its full-time faculty and staff through the Growing Our Own tuition reimbursement program. Subject to established guidelines and the availability of funds, full-time employees may apply for a partial reimbursement of tuition expenses if enrolled in approved bachelor, master, or doctoral degree programs at regionally accredited institutions. Complete guidelines and details of the program are available in the Office of Human Resources and on Apache Access. [DEB Local]

**Compensation/Classification**

**Contractual Employees**
Contractual employees include executives (the senior most officials of the College) and Faculty (a subset of the professional classification).

**Employee Classifications**
Employees are classified according to labor laws enforced by the Wage and Hour Division of the US Department of Labor.

- Employees generally fall into three groups: full-time, part-time, and temporary.
- Employee classifications broadly include executive, administrative, professional and support.
- EEO job categories include executives (senior level officials and managers), administrative (first- and mid-level managers), professionals (administrative, computer, learned, teaching, academic administrative, creative), technicians, administrative/clerical support, craft/skilled workers (licensed maintenance workers), operatives/laborers (maintenance and grounds), and service workers (including protective services).
- TJC employee classifications are further distributed into levels: support (1-6), professional non-exempt (1-3), professional exempt (1-6), faculty (1-8), administrative (1-6), and executive.

**FLSA Status**
The College President or designee, within guidelines set out in federal regulations, will determine the classification of positions as “exempt” or “nonexempt” for purposes of compliance with the *Fair Labor Standards Act.* [DEA Regulation]

**Exempt Employees**
Exempt employees, faculty (full- and part-time) and professionals (executive, administrative, and professional classifications), who receive a monthly salary representative of payment in full for services rendered inclusive of required hours worked, who meet both the salary and duties tests as established by law, are not eligible to receive overtime pay for hours worked in excess of a 40-hour workweek.
Exempt employees will not be compensated for “extra” hours unless the nature of the work is clearly unrelated to their major contractual responsibility. Flexible work schedules for these personnel should be planned and implemented so as to minimize the need for “extra” hours.

**Non-exempt Employees**
Non-exempt professional employees and classified staff who work a 40-hour workweek who do not meet the conditions outlined in the salary and/or duties test are eligible to receive pay for time worked over the 40-hour standard workweek.

All overtime worked by non-exempt employees must be approved in advance by the employee’s supervisor. Flexible work schedules for these employees should be planned and implemented within the same workweek to minimize overtime hours.

Employees who work approved overtime will record such hours on their time sheet rounded to the nearest quarter of an hour. Overtime hours may be converted to comp time if approved. Overtime pay will be calculated on the basis of actual hours worked over 40 hours in a workweek.

Paid time off such as vacation, sick leave, personal leave and holidays do not count as hours worked for the purpose of determining overtime pay eligibility. Employees required to work on a national, state or college recognized holiday will be compensated at their overtime rate. Jury duty will be considered as hours worked when calculating weekly hours worked. Hours worked in excess of eight hours in a workday during a week in which paid leave occurred will be paid at a regular rate of pay.

**Job Descriptions**
Job descriptions are maintained by the Office of Human Resources and are to be updated at least annually, anytime a vacancy occurs, or when significant changes are made to an employee’s job duties.

**Payroll**
**Salaried employees**
Both exempt and non-exempt salaried employees as defined are paid monthly on the last working day of the month. Full-time faculty and staff are paid one-twelfth of the salary amount. Non-exempt employee overtime pay and compensation for hours worked on a holiday are paid on the mid-month payroll following the month in which the time was worked.

Adjunct faculty are paid one-third of the agreement amount each semester beginning in the months of October and March. Winter, May-mester and summer faculty supplemental contracts are paid once each term at the completion of the term.

**Hourly employees**
Non-exempt employees in the maintenance classification who are not salaried employees and who work a schedule that is subject to overtime and periods of emergency or holiday duty are paid bi-monthly for all hours worked in the preceding bi-monthly period. Overtime and emergency pay rates are paid at the same time and included with the regular pay computation. [DEA Regulation]

**Direct Deposit**
College compensation is directly deposited by electronic funds transfer (EFT) to the bank account of the employee’s choice. Changes to direct deposit accounts can be made in Human Resources. [CAK Legal]
Salary Schedules
Personnel shall be paid according to a salary schedule or wage scale approved by the College President. TJC is committed to providing salaries that meet or exceed the minimum livable wage for Smith County Texas based on the terms for a full-time, regular, 12-month contract. For the current salary schedule, contact Human Resources.

When determining an employee’s placement on the College District’s salary schedule or wage scale, the employee’s position, responsibilities, experience, education, and years of service shall be considered. [DEA Local]

Faculty Salary Schedule
Salaries for full-time faculty positions are objectively based upon education and experience per the approved Tyler Junior College Faculty Salary Schedule. Salaries of faculty members are established in accordance with the salary schedule and all provisions governing its use. The instructional deans recommend the entry pay level for new faculty members based on the individual’s experience and achieved level of education in the discipline being taught. A new faculty member with no prior experience will begin at the base rate of the appropriate level or with the starting range. Those employees beginning outside of the starting range will require prior approval from the College President.

A full-time professor whose total class assignment consists of university-parallel courses will be placed on the salary schedule under University-Parallel Programs. A full-time professor whose total class assignment consists of courses approved as occupational courses will be placed on the salary schedule under Technical-Vocational Programs. A full-time professor whose class assignment is a combination of academic and occupational courses will be placed on the salary schedule under the same program as his or her primary teaching assignment.

Faculty members will be responsible for notifying the instructional dean of any error in placement on the salary schedule; however no retroactive payment will be made. [DEA Regulation]

Credentialing and Salary Placement
A Credential Evaluation Summary (CES) form must be completed for each individual who is hired as a faculty member. The form, with official transcripts and supplemental documentation, if necessary, will be submitted by the Dean’s office to the chief academic officer for approval. [DBA Regulation]

Performance Evaluations
The College is committed to providing excellence in education. Evaluations are one measure of its human resources. Every employee has the right to expect a periodic evaluation of his or her performance, the opportunity to review and rebut such evaluation with the direct supervisor, and the right to file a grievance according to established guidelines. Evaluations are completed according to the schedule adopted by the TJC Cabinet. [DLA Local]

Administrative, Professional, Support Staff
These full-time employees are evaluated by their direct supervisor according to established criteria and the responsibilities enumerated in their job description.
**Academic Personnel**

**Dean**
Academic Deans are evaluated by the Provost. The evaluation process consists of a performance criteria assessment and the review of or modification to existing goals, and/or the establishment of new goals and objectives.

**Department Chair**
Department Chairs are evaluated by the Academic Dean of the respective School. The evaluation process consists of a performance criteria assessment and the review of or modification to existing goals, and/or the establishment of new goals and objectives. Department Chair duties are evaluated separately from instructional duties.

**Faculty**
The Faculty evaluation system is built upon instructional performance criteria and professional performance of duties through:

- Self-Evaluation
- Supervisor Evaluation (Dean/Department Chair) & Goal-setting
- Classroom Observation
- Student Evaluation

**Professional Development**
The College provides ongoing training to ensure employees are up-to-date on the latest education techniques, technologies, research, and current events pertaining to career development, professional development and enhanced workforce performance. All employees are required to complete professional development as a condition of employment. [DK Regulation]

As part of professional development, employees are expected to complete compliance training within 30-days of hire date and at least once every two years. Some compliance training may be required annually as determined by law or accreditation standards. Compliance training is designed to maintain the College's strong reputation for and deep commitment to doing things right – right by our students, external regulatory bodies, and our own internal standards. Adherence to external and internal regulations and policies assures a safe and productive workplace and learning environment.

**Recognition & Awards**
The executive director of human resources will be charged with general staff supervision and implementation of the total recognition program. [DP Local]

**Service Awards**
All full-time employees are recognized after five years of service and at subsequent five year intervals by TJC administration for their service to the College.

**Retiree Recognition**
Each retiree will be presented a plaque from the Board. Retirees retiring with 25 or more years of service to the College District will receive the appropriate recognition award as provided in the service awards program. Retirees from the College are recognized annually during the late spring.

**Memorial Tributes**
A permanent memorial in the Windsor Plaza will commemorate deceased employees with five or more
years of full-time service, any full-time faculty or staff member who has died while employed with the College District regardless of the length of service, and all deceased Board members and College Presidents of the College District regardless of the years of service.

Performance Awards

Mattie Alice Scroggin Baker Excellence in Teaching Award
The Mattie Alice Scroggin Baker Excellence in Teaching Award was established in 1987 from the estate of Mattie Alice Scroggin Baker to recognize the contributions our full time faculty provide to student learning in our community. Any full-time faculty member who has taught at TJC for five years with expected continuing employment may be nominated for this award. Nominations are handled by the Faculty Senate Faculty Development Committee and an election is held each year to determine a winner and runners-up.

Adjunct Excellence in Teaching Award
The Adjunct Excellence in Teaching Award was established to recognize the contributions that our adjunct faculty provide to student learning in our community. Any adjunct faculty member who has taught at TJC for three consecutive years and has held a contract at least once during each of the three academic years with the expectation of continuing employment may be nominated for the award.

Piper Professor Program
The Piper Professor Program is administered through the Minnie Stevens Piper Foundation. Ten awards of $5,000 each are made annually to professors for superior teaching at the college level. Selection is made on the basis of nominations submitted by each college or university in the State of Texas.

Begun in 1958, with eight awards, the roster of Piper Professors includes outstanding professors from two and four-year colleges and universities, public and private. TJC is proud to have had 3 members of our faculty to be honored as Piper Professors in the history of the award.

Participation is by invitation only. To be eligible, candidates must be nominated through the college president’s office. Guidelines regarding the number of nominations an institution may make, as well as eligibility based on full-time equivalent student body enrollment are outlined in the letter of invitation sent to the President.

TJC Endowed Chair for Teaching Excellence
The TJC Endowed Chair for Teaching Excellence is a recognition program to honor and reward professors who demonstrate excellence in teaching. A professor must have four years of service as a full-time professor at TJC, and hold a multi-year contract to be eligible for consideration. Individuals, who are nominated by their peers, must provide appropriate information as required to complete the intensive review process for possible Endowed Chairs election. If selected, that individual may not compete for another award until seven years have passed from the date of the original award.

A professor designated to hold an endowed chair will be awarded $2,000 for each of two years ($4,000 total). This “master teacher” will receive $1,500 as a cash stipend and $500 for professional development in each year he/she retains the chair. That portion of the award made for professional development may be applied toward any reasonable expense of a personal professional development plan, including travel, books, conferences, equipment, etc.
W. Oscar and Marguerite Herrin Award for Excellence

The W. Oscar and Marguerite Herrin Award for Excellence is presented to at least three classified staff employees of TJC who demonstrate the highest levels of service and dedication to the College. Eligible recipients must have been employed for at least three years and may not be nominated again for five years. The Herrin Awards are presented during the faculty/staff opening convocation each spring semester.
PERSONNEL POLICIES & PROCEDURES

Personnel policies are established at TJC with regard to employment matters. These policies are general in nature; they are not intended to be exhaustive in every detail. Interpretations and/or elaborations are set forth in the approved TJC Board Policy Manual available on the internet by key word search at Board Policy Manual and from the Office of Human Resources.

Americans with Disabilities Act (ADA)
For information regarding Americans with Disabilities Act of 1990 as amended see Board Policy Manual. [DIAB, DAA, DBB]

Disciplinary Process (Non-contractual)
As a matter of policy, the College seeks to resolve conduct and performance problems in the most informal and positive manner possible. However, under those circumstances when disciplinary action, including termination, becomes a necessary means of modifying undesirable situations, the College has established general guidelines and procedures. For more information and complete guidelines and procedures, see [DL Regulation].

It should be recognized that specific action that needs to be taken in regard to a classified employee’s performance deficiencies varies according to the situation. Consequently, it is not the intent of the guidelines that an employee cannot be disciplined or eventually dismissed if the guidelines are not explicitly followed. The College District will have the right to exercise discretion in deviating from the progressive discipline procedures whenever it deems that circumstances warrant such a deviation. Depending on the nature and circumstances of an incident or performance, the discipline will normally be progressive and have a reasonable relationship to the violation or performance deficiency.

Procedures
To ensure the equitable processing of disciplinary actions, the executive director of human resources will be responsible for the proper handling of such matters, including ensuring that employee rights are protected and that appropriate action is taken when circumstances warrant. Supervisory personnel should, therefore, consult with both the supervisor and the executive director of human resources prior to the implementation of the progressive discipline procedures.

Verbal Notice
A verbal notice is a statement by the supervisor to an employee, usually pointing out an unsatisfactory element of job performance. A verbal reprimand should define the area of needed improvement, set up goals for the achievement of improvement, and inform the employee that failure to improve may result in more serious actions. This can be done in an informal manner but should be done privately and documented by a memorandum to the file.

Written Notice
The employee is presented with a written reprimand by the supervisor in a formal, private meeting. This memorandum is issued by the supervisor with the approval of the appropriate next level administrator, and a copy will be sent to the director, human resources, for placement in the employee’s personnel file.

The supervisor must cover this memorandum verbally so that there are no misunderstandings as to the
contents. The employee will be required to sign the provided statement, signifying receipt of the notice, and will have the right to give a written response that will be placed in the employee's personnel file.

Probation
Before probation is initiated, the supervisor must have the approval of the appropriate next level administrator.

The supervisor or other administrative official will have a conference with the employee and verbally go over the contents of a formal memorandum, which is then given to the employee.

At the conclusion of the probationary period, the supervisory and/or other administrative official will meet with the employee to evaluate progress toward correction of the deficiency or violation. A summary memorandum is prepared by the supervisor for this purpose, presented verbally, and then given to the employee.

Satisfactory correction of the job deficiency or violation requires no further action other than noting it in the summary memorandum. Unsatisfactory correction of the deficiency or continued violation by the employee will lead to recommendation for dismissal.

An extension of probation may be given should extenuating circumstances prevent the supervisor from having sufficient opportunity to properly evaluate and provide assistance during the initial probation period or when the employee has made some progress but has not completely fulfilled the correction of the deficiency. When probation is extended, the supervisor will note in the summary memorandum the rationale for extending probation.

After the first extension of probation, there will be no further extensions. The supervisor will determine whether the employee has satisfied the conditions of probation or will recommend termination of employment.

Dismissal
A classified employee should be aware that his or her employment relationship with the College District is based on the condition of mutual consent to continue the relationship between the employee and the College District. Therefore, the employee or the College District is free to terminate the employment relationship at will, with or without cause, and at any time. Recommendations to discharge an employee are to be made to, and authorized by, the appropriate administrator for submission to the College President for approval.

Suspension Pending Investigation
At the discretion of the College District, a classified employee may be suspended from employment with or without pay pending further investigation of a matter, including possible official action by outside legal agencies.

During the period of suspension, the employee will vacate the campus and remain away until notified.

Suspension Without Pay
Following oral and written warnings, or without warning for more serious initial offenses, a classified employee may be suspended from work in a without-pay status for a specified period of time for disciplinary
purposes.

Serious offenses justifying suspension without pay or dismissal include but are not limited to the following:

- Theft of College District property.
- Being under the influence of intoxicants or narcotics while on duty.
- Refusal to perform duties.
- Disorderly or immoral conduct on the premises of the College District.
- Carrying firearms on premises.
- Consuming intoxicating beverages on institutional time or campus grounds.
- Malicious damage to property or equipment.
- Conviction of an offense involving moral turpitude.
- Unauthorized absence.
- Falsifying time-clock reports or other records.
- Fighting.
- Insolence or insubordination.

Immediate suspension may be required when circumstances make attendance at work potentially dangerous to the employee; co-workers; or the public; when an investigation is needed, or when circumstances seriously impair the employee's ability to discharge assigned duties satisfactorily. Because of the need for immediate action, the decision to suspend an employee is typically the responsibility of the first-level supervisor.

The supervisor taking such immediate action to suspend an employee will notify the appropriate administrator, as soon as possible, and prepare a written statement of the action taken and the reasons for such action.

Normally before suspension action is taken, the supervisor should discuss the situation with the appropriate administrator, the employee, and the director, human resources. Final action of suspension and written notification to the employee should be authorized by the College President.

In no event will the use of paid leave time be allowed during a period of suspension without pay. Should a paid holiday occur during a period of suspension without pay, the suspension period will be extended by the number of holidays occurring during the suspension period.

**Employee Grievance Procedures**

TJC shall receive, process, and resolve employee grievances fairly, equitably, and promptly. All TJC employees shall be free to make use of the established grievance procedures without fear of prejudice, discrimination, restraints, coercion, or reprisal of any nature. A copy of the complete grievance procedure from the TJC Board Policy Manual may be secured from the Executive Director of Human Resources or is available online at [DGBA Regulation].

**Family Educational Rights and Privacy Act (FERPA)**

Based on Federal Law, educational institutions are required to protect the privacy and confidentiality of personally identifiable information contained within the student’s education record under the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. [FJ Local]
FERPA allows disclosure with NO consent in emergency situations to protect the health and safety of the student or other individuals.

A consent for disclosure of education records must:
- be signed and dated by the student
- specify the records that may be disclosed
- state the purpose of the disclosure
- identify the party or class of parties to whom disclosure may be made

NOTE: A school MAY disclose education records without consent when:
- the disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution’s annual notification of rights to students;
- the student is seeking or intending to enroll in another school;
- the disclosure is to State or local educational authorities auditing or enforcing Federal or State supported education programs or enforcing Federal laws which relate to those programs;
- the disclosure is to the parents of a student who is a dependent for income tax purposes. Parents must provide a copy of their most recent 1040 filed tax return showing the dependent student;
- the disclosure is pursuant to a lawfully issued court order or subpoena; or
- the information disclosed has been appropriately designated as directory information by the school.

Under no circumstances should grades be posted in a designated public place for individual students or groups of students to view.

Annual Notification
A school must annually notify students in attendance that they may:
- inspect and review their education records;
- seek amendment of inaccurate or misleading information in their education records;
- consent to most disclosures of personally identifiable information from education records.

The annual notice must also include:
- a description of who is considered to be a school official and what is considered to be a legitimate educational interest so that information may be shared with that individual; and
- information about who to contact to seek access or amendment of education records.

Means of Notification
The means of notification may include student newspaper; calendar; student programs guide; rules handbook, or other means reasonably likely to inform students. Notification does not have to be made individually to students. TJC posts this notification requirement on Apache Access.

Job Transfer
A promotional transfer is defined as the officially approved advancement of a staff employee from a lower classification to a higher classification having a higher salary rate. A lateral transfer is defined as the official appointment of a staff employee to a different position having the same classification level and salary rate as the employee’s current position. A demotional transfer is defined as the official movement of a staff employee to a position in a lower classification than the employee’s current position and normally accompanied by a reduction in salary rate.
A promotional or lateral transfer is usually considered only if an employee has worked in his or her present position for a year and is fully qualified for the new position. An employee’s past performance, qualifications, potential, abilities, and job experience are key factors in evaluating transfer requests. A staff employee who desires to transfer to another available position, whether in the immediate area of responsibility or elsewhere in the College District, must first discuss this request with his or her supervisor(s). [DJ Regulation]

**Outside Employment**

A full-time employee shall give full-time service to the College District. Any outside employment shall be accepted only upon the approval of the College District administration. Outside employment that interferes with the regularly assigned duties of the employee shall not be permitted.

During holidays or such time as faculty members are not employed by the College District, faculty members shall be free to accept outside employment so long as the work is generally in keeping with the commonly accepted standards of dignity and social station for the professor. [DBF Local]

A full-time employee may accept employment outside of his or her assignment duties of the College District as long as such employment does not reduce the efficiency of the employee. The employee's immediate supervisor will determine whether such work is detracting from the efficiency of the individual employee. The following examples, listed for illustration and not as limits, would be considered detractions from the efficiency of an employee:

- The employee is absent from work;
- An employee's physical or mental well-being is adversely affected;
- The employee is not able to perform his or her duties during regular work hours;
- The employee is unprepared for duties with the College District; and
- The employee involves the use of College District materials or resources for such work.

Since full-time instructors are assigned a full teaching load, instructors are not permitted to teach in any other institution without approval of the administration. The notification and written request for approval of outside employment should be submitted no less than one month prior to the beginning of such employment. The form is available in Apache Access.

Employees will be required to inform the immediate supervisor of any change in an outside employment status and must complete a new form annually or when changes occur. Violations may result in disciplinary action, up to and including termination of employment. [DBF Regulation]

**Professional Conduct**

**Code of Ethics**

All TJC Employees will be held subject to the Employee Code of Ethics as stated in the Board Policy Manual [DH Exhibit]. Therefore, all employees shall:

- Treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as race, color, national origin, religion, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP), or any other basis prohibited by law.
- Strive to help each student realize his or her full potential as a learner and as a human being.
• Encourage and defend the unfettered pursuit of truth by colleagues and students supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.
• Work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.
• Recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor that might damage or embarrass or violate the privacy of any other person.
• Maintain competence through continued professional development, shall demonstrate that competence through consistently adequate preparation and performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.
• Work cooperatively and respectfully with all coworkers, supervisors, and students, and act in the best interest of the departments and College district as a whole.
• Make the most judicious and effective use of the College District’s time and resources.
• Fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which we are not qualified nor assign tasks to unqualified persons.
• Support the goals and ideals of the College District and shall act in public and private affairs in such a manner as to bring credit to the College District.
• Not engage in sexual harassment or sexual violence of students, colleagues, or any other person, including off campus activities and events, and shall adhere to the College District’s policy on sexual conduct [DIA Local].
• Observe the stated policies and procedures of the College District, reserving the right to seek revision in a judicious and appropriate manner.
• Participate in the governance of the College District by accepting a fair share of committee and institutional responsibilities.
• Support the right of all employees to academic freedom and due process and defend and assist those accused of wrongdoing, incompetence, or other serious offense so long as the individual’s innocence may reasonably be maintained.
• Not support the continuation of employment by the College District of an individual whose persistently unethical conduct or professional incompetence has been demonstrated through due process.
• Accept all rights and responsibilities of citizenship, including participation in the formulation of public policy, always avoiding use of the privileges of our public position for private or partisan advantage.

The Texas Community College Teachers Association (TCCTA) also publishes a code of Professional Ethics with similar responsibilities.

Prohibited Conduct
The following list identifies conduct and behaviors prohibited of all employees. There are some offenses, though not listed, that would be so clearly wrong that no specific reference is necessary. Infractions may result in corrective action, including immediate discharge, as determined by the College District at its discretion. [DH Local]
An employee shall not:
1. Solicit, accept, or agree to accept any benefit, gift, favor, or service that might reasonably tend to
influence the employee in the discharge of official duties, or that the employee knows or should
know is being offered with the intent to influence official conduct. Any gift from an external
business or individual valued at $100 or more shall be deemed to violate this provision, regardless
of the intent of the source of the gift.
2. Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the
employee’s official powers or performed official duties in favor of another.
3. Disclose confidential information, information that is excluded from public disclosure under the
Texas Public Information Act, or information that has been ordered sealed by a court that was
acquired by reason of the employee’s official position, or accept other employment, including self-
employment, or engage in a business, charity, nonprofit organization, or professional activity that
the employee might reasonably expect would require or induce the employee to disclose
confidential information, information that is excluded from public disclosure under the Texas Public
Information Act, or information that has been ordered sealed by a court that was acquired by
reason of the employee’s official position.
4. Accept employment, including self-employment, or compensation or engage in a business, charity,
nonprofit organization, or professional activity that could reasonably be expected to impair the
employee’s independence of judgment in the performance of official duties.
5. Make personal investments, or have a personal or financial interest, that could reasonably be
expected to create a substantial conflict between the employee’s private interest and the public
interest.
6. Utilize College District time, property, facilities, or equipment for any purpose other than official
College District business, unless such use is reasonable and incidental and does not result in any
direct cost to the College District, interfere with official duties, or interfere with College District
functions.
7. Utilize the employee’s official position or College District-issued items, such as a badge, to obtain
financial gain or privileges, or to avoid consequences of illegal acts.
8. Knowingly make misleading statements, either oral or written, or provide false information in the
course of official College District business.
9. Knowingly make false and damaging statements about the College District, its students, or
employees, regardless of the means and environment in which the statements are made.
10. Deliberately refuse to follow a job-related directive or assignment that is legal and does not violate
safety rules or regulations.
11. Engage in any political activity while on College District time or utilize College District resources for
any political activity.
12. Use the employee’s own public office for private gain.

An employee shall:
1. Perform the employee’s official duties in a lawful, professional, and ethical manner benefiting the
College District;
2. Report any conduct or activity that the employee believes to be in violation of this ethics policy to
College District human resources and/or College District legal counsel;
3. Endeavor to avoid any actions that would create the appearance that the employee is violating the
law or the ethical standards of the College District; and
4. Maintain a positive and professional work atmosphere by acting and communicating in a manner
where the employee gets along with guests, students, faculty, and staff at both the campus and at
any time while the employee is representing the College District.
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 DCC and DM series]

Social Media
Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications. [DH Local]

TJC leadership understands and recognizes the importance of communicating through electronic and social media. Employees of TJC who participate in social media are encouraged to present a professional presence online that is consistent with TJC’s educational mission.

This policy provides guidance for employee use of social media, which should be broadly understood to include social network sites (such as Facebook, Twitter, Instagram, Snapchat, etc.), all forms of social media (such as text messaging, instant messaging, email, blogs, chat rooms, video-sharing web sites), and other editorial comments posted on the Internet.

The following policies apply to professional use of social media on behalf of TJC as well as personal use of social media.

With respect to TJC official sites, the following apply:
- Only official TJC logos or branding may be used.
- Individual views are prohibited.
- Must be approved by TJC’s Social Media Specialist in advance.
TJC may remove any content from its official media sites that violate this policy.

As an employee of TJC, you are a representative of our institution, regardless of whether you are currently at work, home, or any other location. Avoid writing or posting anything that is inconsistent with TJC’s mission or would create a disruption in the workplace.

If an employee chooses to use social media for personal purposes, the employee is responsible for using privacy tools, and should always assume that everything you write, exchange or receive on a social media site is public.
- Employees are encouraged to adjust privacy settings to prevent viewing by students.
- Employees are responsible for content on their page. Such content should be consistent with the educational goals and purpose of TJC and should not undermine the effectiveness of the workplace or the inclusiveness of the College.
- Employees’ social media activities should not interfere with job duties and responsibilities. Those who participate in personal social media should do so during breaks, mealtime or off time. Personal social media accounts should not be accessed during work hours.
- Only public information should be posted. No sensitive, personal, or confidential information (as defined by applicable law) may be included in any post or comment.
- Never share photos or personal information about our students unless you have their express written permission to do so (or the written permission of their parent or guardian if under 18). This includes humorous stories and encounters you may have had recently or in the past — even if you believe the student may understand. The privacy of our students is paramount.
- Never post comments about a coworker, student or vendor that could be perceived as defamatory, harassing, hurtful, threatening, retaliatory or discriminatory.
- Never share confidential information such as student information, operations, strategies, personnel matters, health issues of another person, academic records or financial matters.
- Do not respond to negative or offensive posts about TJC. This often does more harm than good. Report anything you find to TJC’s Social Media Specialist.
- TJC will not tolerate any posts or comments that are obscene, incite violence, or are defamatory.
- Never respond as a representative of TJC unless your job description and job responsibilities designate you as such. Be sure that any postings or comments on personal social media sites are clearly your views and do not appear to be the views of TJC.
- TJC does not endorse people, products, services and organizations. Never make an endorsement on behalf of TJC.
- Unless approved in advance and in writing by Marketing and Communications, your social media name, handle and URL should not include TJC’s name, logo, or other branding.
- TJC discourages employees in management/supervisory roles from initiating “friend” requests with employees they manage. Managers/supervisors may accept friend requests if initiated by the employee, and if the manager/supervisor does not believe it will negatively impact the work relationship.
- TJC discourages employees from associations with/or “friending” students on social media.
- Private workplace issues which are not a matter of public concern should not be posted online.
- If an employee allows access to his/her social media account by students or the public, or otherwise makes online posts that create a disruption to the College’s workplace or its educational mission, then it may result in discipline, up to termination.
- Misuse of social media or violations of this policy may result in disciplinary actions up to and including termination.

**Records Management Program**

The Records Management program falls under the Office of the Vice-President for Financial and Administrative Affairs, with the Director of Campus Services designated to coordinate the program.

The Records Management program was established with the goal of bringing a consistent approach to TJC record keeping practices, freeing up valuable office space from record storage, and ensuring the retention and/or destruction of all records (including e-mail) created and managed by the College. The Records Management program commitment is to serve in a way that best meets department needs, while protecting employees and the institution, from legal and fiscal liability.

The Records Management program also provides a variety of services to College departments, including:
- Planning, support, and institution-wide guidance on all aspects of record keeping practice and disposition scheduling; and
- Secure disposition methods of outdated records and documentation
**Personnel Files**
The College District maintains personnel files (material and electronic) on College District employees adequate for local and state needs and regional accrediting organizations. The office of human resources is the official custodian for all full-time and part-time employees. [DBA Local]

Personnel records are confidential and shall include, but not be limited to:
- Official transcripts from all colleges attended.
- A completed College District employment application form.
- Personal data forms as may be required for proper and effective use.

Some employee personnel information is available through Apache Access. [DBA, GCA] These items include:
- Benefits and Deductions [Retirement, health, flexible spending, miscellaneous, benefit statement]
- Pay Information [Direct deposit allocation, earnings and deductions history, or pay stubs]
- Tax Forms [W4 information, W2 Form or T4 Form.]
- Job Summary
- Leave Balances (as applicable)

**Access to Employee Records**
Some personnel information may be subject to public access. Access to public information is addressed by the Public Information Act (PIA), Government Code Chapter 552. [DBA Local, GCA Legal]

**Shredding Bins**
TJC provides shredding bins for the disposal of information-sensitive documents. There are currently five bins on the dock of the White Administrative Services Center, one bin in Genecov, two bins in Pirtle, one bin in the Jenkins, one bin on the dock of Rogers Student Center, one bin in Potter Hall, one bin at Rogers Nursing and three bins at West Campus. Bins are not to be moved without prior permission from Campus Services. Each bin is locked for security and is collected every two weeks by a certified shredding agency. All documents to be shredded must be placed in the bins. No boxes marked “shred” will be collected. Paper clips and staples may be left on the documents, but any binder clips, brads, or folders containing metal must be removed. Please note: these are not recycling bins or trash bins. Only information-sensitive documents are to be disposed of in the bins.

**Sexual Harassment**
The College District respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination, including sexual harassment and sexual violence, or harassment based on any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy. [DIIA, DIAB Local].

**Separation**

**Reduction in Force**
If and when circumstances require or make advisable a reduction in the employee work force, an equitable system for selection of employees to be separated or dismissed will be utilized. All contracts will, unless excepted by the Board, contain a provision that a reduction in force may take place when the Board determines that a financial exigency or program change requires that the contract of one or more teachers, administrators, or other professional employees be terminated. Such a determination constitutes the necessary cause for dismissal.
Using the following criteria, the College President will determine which particular employees will be subject to dismissal and will submit the recommendation to the Board.

- **Certification:** Appropriate degree certificate and/or endorsement for current assignment required by the Southern Association or Texas Higher Education Coordinating Board.
- **Elimination of Position:** The review of organizational structure determines the lack of need or the vitality for the position or program and/or the ability to absorb or combine positions.
- **Performance:** Employee’s effectiveness as reflected by the most recent written evaluations and/or other appraisal or disciplinary documentation, including reprimands, memos to the file, observations or other documented conferences, and those serving on a performance improvement plan.
- **Seniority:** Years of service in the College District.
- **Professional Background:** Professional education and work experience related to the current assignment.

After considering the College President’s recommendation, the Board will determine which employees will be dismissed. [DMC Regulation]

**Resignation (Non-Contractual)**
Resignations shall be in written form. A two week notice is the minimum acceptable time for non-contractual personnel resignations. [DL Regulation]

**Suspension with or without pay**
At the discretion of the College, a classified employee may be suspended from employment with or without pay pending further investigation of a matter, including possible official action by outside legal agencies.

A classified employee may be suspended from work in a without-pay status for a specified period of time for disciplinary purposes, following oral and written warnings or without warning for more serious initial offenses. For more information regarding this status, please review [DL Regulation].

In no event will the use of paid leave time be allowed during a period of suspension without pay. Should a paid holiday occur during a period of suspension without pay, the suspension period will be extended by the number of holidays occurring during the suspension period.

**Termination**

**Full-Time Faculty Member**
A faculty member may be dismissed for good cause before the completion of the term fixed in his or her contract. Before any faculty member is dismissed for good cause, he or she will be given reasonable notice in writing of the proposed action and the grounds set forth in sufficient detail to fairly enable him or her to show any error that may exist. [DMAA Regulation]

**Full-Time Professional or Administrative Employee**
A full-time professional or administrative employee may be dismissed for good cause. Before the staff employee is dismissed for good cause, he or she will be given reasonable notice in writing of the proposed action and the grounds set forth in sufficient detail to fairly enable him or her to show any error that may exist. [DMAA Regulation]
**Title IX**

Title IX of the Educational Amendments of 1972 (Title IX), 20 U.S.C §§ 1681 et seq., and it implementing regulations, 34 C.F.R. Part 106 prohibit discrimination on the basis of sex in educational programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students [or employees], which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. By an amendment to the Civil Rights Act of November 1980 and subsequent state legislation, sexual harassment is expressly outlawed and is considered a violation of College policy. [FA Legal]

Conduct involving unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature shall be considered to constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of academic success.
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions.
- Such conduct has the purpose or effect of unreasonably interfering with a student or employee's performance or creating an intimidating, hostile, or offensive environment.

Prohibited is any behavior that represents repeated or unwanted sexual attention or sexual advances, when acceptance of such attention or advance is made a condition of reward or penalty.

**Title IX Grievance Procedures**

The College District prohibits discrimination, including harassment, against any student or employee on the basis of sex, gender, gender identity, or gender expression. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Discrimination is defined as conduct directed on the basis of sex/gender that adversely affects the student or employee.

For the purposes of this policy, College District officials are the Title IX coordinator and the College President. Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

**Andrew Cantey**
Assistant Director of Human Resources
1327 South Baxter, Tyler, TX 75701
(903) 510-2186

**Freedom from Discrimination, Harassment, and Retaliation - Other Protected Characteristics** [FFDB (Local)]

The College District prohibits discrimination, including harassment, against any student or employee on the basis of race, color, religion, national origin, disability, age, marital status, veteran status, limited English proficiency, or any other basis prohibited by law. Retaliation against anyone involved in the complaint
process is a violation of College District policy and is prohibited.

Discrimination is defined as conduct directed on the basis of race, color, religion, national origin, disability, age, marital status, veteran status, limited English proficiency, or on any other basis prohibited by law, that adversely affects the student or employee.

For the purposes of this policy, College District officials are the ADA/Section 504 coordinator and the College President. Student reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator:

**Director, Disability Services**  
(903) 510-2878

The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

**Andrew Cantey**  
Assistant Director of Human Resources  
1327 South Baxter, Tyler, TX 75701  
(903) 510-2186

The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

**Tobacco-Free Workplace**  
The College district prohibits the use of all tobacco products on all College district property and in all College district facilities [CGD Local]. Violators of this policy shall be subject to appropriate disciplinary action [DH Local].

**Veteran's Preference in Hiring**  
An individual who qualifies for a veteran's employment preference is entitled to a preference in employment over other applicants for the same position who do not have a greater qualification.

A state agency shall provide to an individual entitled to a veteran's employment preference for employment or appointment over other applicants for the same position who do not have a greater qualification a veteran's employment preference, in the following order of priority:

- a veteran with a disability;
- a veteran;
- a veteran's surviving spouse who has not remarried; and
- an orphan of a veteran if the veteran was killed while on active duty.

Pursuant to Government Code Sec. 657.003. VETERAN'S EMPLOYMENT PREFERENCE.  
Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.  
Added by Acts 2015, 84th Leg., R.S., Ch. 195 (S.B. 805), Sec. 2, eff. September 1, 2015.

Guidelines to Veteran's preference are found on the Campus jobs website and in Board Policy. [DC Exhibit]
SAFETY & SECURITY

Services
The TJC Police Department office is service-oriented, trained in professional standards and dedicated to the safety and comfort of our students, employees and visitors. Our primary concern is to protect life and property to allow the educational process to evolve safely. TJC Police Department Officers and Guards are trained to respond to criminal actions or other emergencies that may occur on campus. TJC Police Department Officers are licensed Texas police officers.

To report an emergency call 903–510–2222 and/or 911.
For non-emergencies contact the TJC TJC Police Department office at 903–510–2258.

Access to Campus Facilities
Section 51.209 of the Texas Educational Code states “The governing board of a state institution of higher education or its authorized representatives may refuse to allow persons having no legitimate business to enter on property under the board’s control, and may eject any unauthorized person from the property on his refusal to leave peaceably on request. Identification may be required of any person on the property”. It is advised that members of the Campus community should have their Campus issued identification card with them at all times. The TJC Police Department officers and guards have been vested with the above authority by the Board of Trustees.

Crime Prevention on Campus
If a crime is to be committed, the offender must have the desire, ability, and opportunity to commit the crime. Law enforcement can do little to remove the offender’s desire and ability to commit crimes, but together WE can remove the element of opportunity. THIS IS CRIME PREVENTION. Together we can remove the temptation of opportunity by taking a few simple precautions.

Protect Your Property
- Lock your residence every time you leave, even for a short time. This includes your motor vehicle.
- Do not leave valuables lying out in the open or in unlocked vehicles.
- Engrave your driver’s license number on all valuable property.
- Record the serial numbers and brand names of all property of value.

Protect Your Self
- Lock your doors when you take a nap or retire for the evening. Do not block open-entry doors to residence halls after hours.
- Require identification before admitting someone unfamiliar into your residence or your vehicle.
- Avoid walking alone at night, if possible, and stay on lighted routes.
- Report suspicious persons or circumstances. This could stop a crime before it happens.
- You may offer confidential assistance and information to TJC Police Department.

Crime prevention is important to the campus community and you can help by reporting any crime or suspected crime to your TJC Police Department immediately. By doing so, you may be preventing someone from becoming a victim of a serious crime.
Law Enforcement Authority and Interagency Relations

The TJC Police Department is recognized as a police agency throughout the State of Texas. TJC Police Department is comprised of licensed police officers and guards. The Office of TJC Police Department is located at the northeast corner of Baxter and Lake Streets.

The TJC Police Department is a full-service law enforcement agency. The police officers of the department are vested with all the powers and immunities as other peace officers in the State of Texas. The TJC Police Department officers have the authority to make arrests, issue traffic citations and enforce parking and traffic regulations on the TJC campus and public streets.

The TJC Police Department officers are licensed peace officers and have passed the Texas Commission on Law Enforcement (TCOLE) licensing examination for police officers. Police officers with TJC Police Department must also receive at least forty hours of in-service training every two years in order to comply with the State of Texas licensing requirements for police officers. The primary jurisdiction of the TJC Police Department officers is the TJC Campus.

TJC Police Department receives its primary support from the City of Tyler Police Department. TJC Police Department also receive support from the Smith County Sheriff’s Department, and the Texas Department of Public Safety. TJC Police Department enjoys a good relationship with other local and regional law enforcement and criminal justice agencies. There is a written Inter-Local Agreement in place between the TJC Police Department and the City of Tyler Police Department for campus emergencies and the investigation of serious criminal offenses.

Maintenance and Security of Campus Facilities

TJC Police Department personnel routinely check doors, lights and the grounds for defects and unsafe conditions. All safety concerns are directed to the Physical Plant for corrections. In addition, the risk management committee receives on-campus reports of safety issues discovered in relation to the security of the campus. These issues are brought to the attention of the Director, Environmental Health and Safety Compliance.

Parking lots and campus buildings are patrolled by TJC Police Department to ensure the safety of students, employees and visitors. Safety issues such as poor lighting, excessive vegetation and shrubbery growth are reported. Students and employees may also assist by reporting any safety or security hazard. Recommendations are forwarded to TJC Police Department and to the Executive Director, Facilities and Construction.

Reporting Crimes and Emergencies

All criminal offenses that occur on campus should be reported immediately to the TJC TJC Police Department office. The TJC Police Department office is operational twenty-four hours a day, year around and is located at 1020 South Baxter Street. This location is clearly marked on Campus maps.

Security Awareness

The TJC Police Department office provides the following information and programs:

- **Crime Prevention Materials and Presentations**: These are available at the TJC Police Department office upon request.
- **Texas Crime Victim's Compensation Act**: Information is available at the Office of TJC Police
Department and is given to anyone who is a victim of a violent crime or a relative of a victim of a violent crime.

- **External Awareness:** Crime prevention statistics and information are distributed through the TJC Police Department Web site, campus newspaper, bulletin boards, and annual reports.
- **Security Surveys:** Performed regularly to assure that the physical elements that contribute to crime are reduced, i.e., doors are locked, vegetation is under control and internal and external lighting is appropriate.
- **Escort Service:** Upon request, TJC Police Department provides students and employees an escort to their vehicles after dark.
- **Operation ID:** Electronic etching pencils are available for check out at TJC Police Department if students and employees wish to engrave their driver’s license number on their property. This method is valuable in the identification of stolen items.

## General Safety & Security Information

### Alert System

The Immediate Notification System (INS) and Apache Alerts text-messaging systems allows TJC to provide immediate notification to faculty, staff and students in the event of a campus security, crime or weather-related emergency.

The Immediate Notification System, operated through the Voice-Over Internet Protocol telephone system, allows the TJC Police Department office and TJC’s environmental safety director to broadcast an emergency voice message through the speakers of all TJC telephones. The message can be heard even if a phone is in use at the time of the broadcast.

Apache Alerts, a cellular telephone text-messaging system, allows faculty, staff and students to receive text messages via college email and on their cellular telephone, notifying them of extreme emergencies. Participants must opt-in through Apache Access in the TJC Alert Notifications channel to receive these texts.

The use of INS and Apache Alerts for security/crime or weather notifications is at the discretion of the TJC Police Department office, the environmental safety director, Chief of Police, Provost and President only.

### Concealed Handguns on Campus

TJC is committed to providing a safe environment for students, faculty, staff, and visitors, and to respecting the right of individuals who are licensed to carry a handgun where permitted by law. A license holder may carry a concealed handgun while on campus premises. A license holder is prohibited from carrying a concealed handgun onto the campus premises where prohibited by law and where prohibited by TJC policy based on the nature of the student populations, specific safety concerns, and the uniqueness of the campus environment. Pursuant to section 30.06 of the Texas Penal Code each area designated as a gun-free zone will have signage posted advising that persons may not enter this property with a concealed handgun. Individuals who observe a violation of this policy are required to report the incident immediately to TJC Police Department, so it can be documented and properly investigated. For more information on this policy, please visit [Concealed Carry](#).

### Drug-Free Campus Statement & Zero Tolerance Policy

As a drug-free campus, TJC adheres to the Drug-Free Schools and Communities Act amended in 1989 which
requires a clear statement regarding the consequences of drug use and abuse. In support of the Drug-Free Schools and Communities Act, TJC maintains a Zero Tolerance Policy. Thus, any student or employee found in violation of the Student Code of Conduct which prohibits the use, possession, or distribution of any illegal drugs or related paraphernalia as defined by the Comprehensive Drug Abuse Prevention and Control Act of 1970 will receive swift and appropriate disciplinary and legal action which will lead to immediate suspension or expulsion from the College.

**Environmental Health and Safety**
The Environmental Health and Safety office is available to provide guidelines and information about safety codes, as well as material safety data sheets (MSDS) on products that may be used in the classroom and throughout the campus.

**First Aid Kits**
First Aid Kits are maintained at all locations. The following is a list of First Aid Kit locations. Kits may be restocked by contacting 903-510-3862.

- Baldwin Maintenance Building
  - Genecov Office
  - First floor, G222
  - Mail room
  - Basement, GB1
  - Faculty Lounge
  - Information/Registration Desk
  - Second floor, Faculty Lounge
  - Room 105
  - Campus Services
  - Continuing Education Office
  - Child Development Office, 136
  - Top floor, Institutional Effectiveness
  - Second floor, RSC271
  - Testing center, RSC279
  - Support Services office, RSC258
  - Third floor, RSC301
  - Automotive Technology office
  - Basement
  - Library Circulation Desk
  - Intercollegiate Athletics office
  - Student Financial Aid office
  - Information Technology
  - FA104
  - Music office
  - Speech and Theatre workroom
  - Suite B
  - Faculty office/lounge/copy room
  - Skills lab
- Jenkins Hall
- Ornelas Health & Physical Education Center
- Pirtle Technology Complex
- Potter Hall
- Campus Services
- West Campus (RTDC)
- Research & Marketing Services
- Rogers Student Center
- Skills Training Center
- Vaughn Library
- Wagstaff Gymnasium
- White Administrative Services Center
- WASC Extension
- Wise Auditorium
- Wise Cultural Arts Building
- Lindale
- Jacksonville
- Rusk
**Gang-Free Campus Statement & Zero Tolerance Policy**
Premises owned, rented or leased by TJC, and areas within 1,000 feet of the premises are "gang-free" zones. Certain criminal offenses, including those involving gang-related crimes, will be enhanced to the next highest category of offense if committed in a gang-free zone by an individual 17 years or older. See Texas Penal Code, Section 71.028 for the consequences of engaging in organized criminal activity within "gang-free" zones.

**Media Inquiry & Notification**
All news media notification and interaction is the responsibility of the Director of Public Affairs and Media Relations, who should be contacted immediately in the event of any direct inquiry made by a member of the media. The Chief of Police will notify the Director of Public Affairs and Media Relations as soon as possible immediately following an event which may merit news media notification or inquiry.

**Sex Offenses**
TJC is committed to maintaining an environment free from all exploitation and intimidation based on sex. TJC will not tolerate sexual assault or sexual harassment in any form.

It is the policy of TJC that sexual assault, including rape and other offenses, is a violation of the Board Policy Manual, the Student Code of Conduct, and the Texas Penal Code.

TJC provides various programming to enhance sexual assault awareness and prevention throughout the year. Specific emphasis is given during Apache Orientation and Residential Life Hall meetings. Selected faculty and staff members and community experts give presentations and provide resources upon request. Informational pamphlets are provided upon request through TJC Police Department, at the Visitor Information Center, and at the Counseling Center.

If the allegations are against an employee, TJC Police Department and the Office of Human Resources will conduct a concurrent investigation. If the subject of the inquiry is suspended without pay or dismissed as a result of the investigation, those actions will be in accordance with procedures outlined in the Board Policy Manual. However, any disciplinary action decided upon will not preclude the continuance or subsequent outcome of the TJC Police Department investigation, including the filing of criminal charges against the subject unless directed to do otherwise by the complainant and/or the District Attorney's office. Parties to any sex-related offense (forcible and non-forcible) are entitled to and will be given results of any disciplinary actions taken.

Any sex-related offense (forcible or non-forcible) alleged to have been committed by a student will be investigated by TJC Police Department. TJC Police Department Officers will investigate and take action on violations of federal, state, and local laws. TJC Police Department will assist when requested with violations of the Student Code of Conduct anywhere on campus. TJC Police Department will refer their actions and reports to the Student Discipline Committee. The Student Discipline Committee will be notified and kept informed of the progress in the investigation. Possible sanctions against a student found guilty of sexual assault through on-campus proceedings include expulsion, suspension, and probation. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process may be immediately removed from the College with loss of all college privileges. The accuser and the accused perpetrator are entitled to have an adviser or advocate present during campus disciplinary proceedings. Parties to any sex-related offense (forcible and non-forcible) are entitled to and
will be given results of any disciplinary actions taken.

Complaints of sex-related offenses (forcible or non-forcible) committed while on TJC property by persons other than students or employees will be investigated by TJC Police Department and arrests made and charges filed according to law.

In those instances where sexual assault is alleged, the victim is strongly encouraged to report the incident to a law enforcement agency. A sexual assault victim may seek on-campus assistance by contacting TJC Police Department (903) 510-2258 or by visiting the TJC Police Department Office at 1020 S. Baxter; or by contacting the TJC Counseling Office located in the Rogers Student Center weekdays (903) 510-2389. To file an emergency sexual assault report off-campus call the City of Tyler Police Department at 911 or (903) 531-1000; or the East Texas Crisis Center at (903) 509-2526.

Upon request by the victim of a sexual assault, College personnel will assist in notifying these authorities. Victims can avail themselves of various professional referral programs located on campus and off campus. Other private organizations can be identified upon request. Students should refer to the Student Handbook for more information. Employees should refer to the Board Policy Manual for further details. A comprehensive list of agencies that provide counseling, mental health, or other social services are published in the Student Handbook.

Reporting an assault does not mean that the victim must press charges or take the case to criminal trial or a college disciplinary hearing. If you prefer anonymity, TJC Police Department can report the crime under a pseudonym and the crime will be prosecuted without revealing your name. Even if a victim has not decided whether to press charges, calling the police and going to the hospital will allow for his/her emotional or medical needs to be cared for and will preserve the option of the victim to press charges.

Should an assault occur off-campus, call the local law enforcement authorities as soon as possible. If the assault occurs on campus, contact TJC Police Department as soon as possible. If an assault occurs, don’t change clothes or bathe. All physical evidence, including seminal fluids, hair, blood types, and scrapings of flesh from the victim’s nails may be used in court.

After reporting a sexual assault, a victim has the option for, and may request assistance in, changing academic, living conditions, or employment situations. A student victim may request assistance from TJC Police Department, the Student Discipline Committee, and Residential Life. If the victim is a faculty or staff member, assistance may be obtained from TJC Police Department, the Executive Director, Human Resources, and the appropriate supervisor. Accommodations will be made only if so requested by the victim, and only if such changes are reasonably available.

Counseling and referral information for survivors of sexual assault is available on campus through the Counseling Center and off-campus through the East Texas Crisis Center.

**Campus Sex Crime Prevention Act**

Law enforcement agency information provided by the State regarding Registered Sexual Offenders may be obtained by accessing the sexual offender database maintained by the Texas Department of Public Safety. The Texas Department of Public Safety’s Web site is [http://www.txdps.state.tx.us/](http://www.txdps.state.tx.us/).
**Terms to Know**

**Lockdown**
A term used to describe an emergency procedure that controls or restricts access to buildings for safety reasons. Because TJC has numerous buildings, an open campus, public streets, and a state highway that bisects the property, it is not possible to lock down the entire campus. However, it is possible to lockdown specific buildings.

**Suspend Normal Operations**
A term used when the College temporarily suspends normal operations and activities. The suspension occurs if there is a significant emergency or dangerous situation (i.e. severe weather). The suspension generally includes academic classes/instruction, business operations, sporting events, conferences, socials and outdoor activities. During a suspension of normal operations and activities, essential personnel (as determined by the circumstances) continue to provide needed services until the significant emergency or dangerous situation has been resolved.

**Emergency Situations**

**Active Shooter**

**RUN** - Leave the area. If there is an accessible escape path, attempt to leave the premises.

Be sure to:
- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officer.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

**HIDE** - If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:
- Be out of the active shooter’s view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:
- Lock the door.
- Blockade the door with heavy furniture. If the active shooter is nearby:
  - Lock the door.
  - Silence your cell phone and/or pager.
  - Turn off any source of noise (i.e., radios, televisions).
  - Spread out as much as possible.
  - Hide behind large items (i.e., cabinets, desks).
- Remain quiet.

If evacuation and hiding out are not possible:
• Remain calm.
• Dial 911 if possible, to alert police of the active shooter’s location.
• If you cannot speak, leave the line open and allow the dispatcher to listen.

**FIGHT** - As a last resort, take action against the shooter by:
• Acting as aggressively as possible against him/her.
• Throwing items and improvising weapons.
• Yelling.
• Committing to your actions.

When the police arrive, they may not know who the shooter(s) are. Since perpetrators have been known to hide in the crowd, it is important to obey all law enforcement commands. Officers may order everyone to raise their hands or even place handcuffs on them. This is done for safety reasons to prevent further injury and possible escape by the perpetrator(s).

**Armed Subject/Aggravated Assault**
If there is an armed individual on campus, TJC Police Department are trained to deal with this incident and will respond immediately upon notification.

• Immediately move to a safe location.
• Call 911 as quickly as you can.
  o Stay calm, and provide information about your location, the suspect and any injuries.
  o Stay on the phone until the dispatcher tells you to hang up.
  o Alert others, if you can do so safely.
  o Stay in a safe place until you are notified that the emergency is over.
• Give the dispatcher the following information:
  o Building/site name and location.
  o Your name and phone number.
  o Exact location and number of shooters.
  o Description of shooter, type of weapon, number of hostages, if any.
  o Number and location of injured persons.

**Assault**
• Contact TJC Police Department at 903-510-2258.
• Administer first aid, if possible.

**Bomb Threats/Explosions**
If you receive a bomb threat:
• Obtain as much information as possible from the caller.
• Keep caller on phone as long as you can.
• Have someone notify TJC Police Department immediately.
• When a threatening call is received, attempt to learn the following:
  o When is the bomb set to go off?
  o What is the explosive?
  o What does it look like?
  o Where in the building is it?
  o Did you place the bomb?
What does the voice sound like? (man, woman, child, accents, etc.)?
Were there any identifiable sounds in the background?
Exact wording of the threat.
- CALMLY notify others in your area.

Immediately after the call:
- Evacuate area/building.
- Call 911.

TJC Police Department will notify campus administrators when it is safe to return to the building.

**Death at the College**

Contact TJC Police Department at 903-510-2258.
Faculty/staff should take charge of the situation, secure the area, maintain calm, and remove unnecessary participants from the area.

**Death Notification**

Contact TJC Police Department at 903-510-2258.
In the event of a student death on the TJC campus, the Assistant Vice President for Student Affairs, in addition to the emergency notification list, will be notified. The Assistant Vice President for Student Affairs will then notify the next of kin and submit a report of final disposition to the Provost.

After normal school hours or during weekends, TJC Police Department officers will contact on-campus personnel and assist in implementing appropriate measures.

**Emergency Messages**

Requests for emergency student notifications are referred to and handled by the TJC Police Department office. The TJC Police Department office will contact the appropriate Dean's office and the message will be delivered by a member of the Dean's staff or a representative of the Provost office.

Messages delivered should be to call a family member or to go to a destination designated by a family member of the message recipient. The instruction to deliver the emergency message must come directly from a family member. The College representative delivering the message should stand by as the student receives the message to offer the services of the College and to counsel the student.

After hours, the TJC Police Department officer on duty will handle requests as directed by TJC Police Department Guidelines. Emergency messages delivered in the residence halls will be delivered by a Residence Director if available.

**Fire/Alarm Procedures**

All fires should be reported to the TJC Police Department Office and 911. Fire alarms should be sounded in areas where they are available. Buildings should be evacuated immediately for large uncontrolled fires or heavy smoke. All doors should be closed after building is evacuated. Once outside the building, individuals should proceed to safe areas at least 200 feet from the building, with care taken not to block passageways and roadways so accessibility can be maintained for rescue personnel. Employees and students should not return to the building until appropriate authorities at the scene declare an all-safe condition. In the event of
injuries, TJC Police Department will render fire aid and call for Emergency Medical Service (EMS) assistance.

**To report a fire emergency, call 911 and 903-510-2258.**

Tampering or playing with fire extinguishers, smoke detectors, exit lights, or emergency lights. Because it is imperative that fire and safety equipment functions properly when it is needed, the following acts are prohibited:

- Tampering with or pulling a fire alarm under false pretense.
- Removing smoke detector batteries or otherwise rendering a smoke detector inoperative.
- Propping open stairwell fire doors.
- Obstructing halls and stairwells with furniture, debris and/or other items.

Those who jeopardize the security or safety of others will be subject to severe disciplinary action. Tampering with fire equipment or acts of arson can result in civil prosecution, and disciplinary measures.

If you hear a FIRE ALARM:

- EVACUATE and call TJC Police Department.
- Close door against fire.
- Do NOT use elevators.
- Use fire exit stairwells.
- CALMLY evacuate to an open area 100 yards away from the affected building.

If you discover a FIRE:

- Activate the nearest fire alarm pull station.
- Call 911.
- Notify others in your area.
- Leave building quickly, using stairs.
- CALMLY evacuate to an open area 100 yards away from the affected building.

**Hazardous Materials**

- Call 911. Give a location and description of the hazardous materials. Stay on the line to give additional information while unit is responding.
- Contact the Director, Environmental Health and Safety at 903-510-3067.
- Determine the source of the leak or spill. If safety permits, stop more of the substances from being released.
- Obtain Material Safety Data Sheets (MSDS) for the substances, maintained by Director, Environmental Health and Safety.
- Close off the affected area. Shut off electricity, gas, air conditioning, and ventilation.
- If you remain in the building, move away from the affected area and have everyone breathe through wet paper towels.
- If you evacuate, go to an outside area upwind of the source.
- Note the names of any victims and their physical symptoms. Assign others to stay with them.
- If anyone goes away for medical treatment, give information about the incident to medical personnel.
- The Director, Environmental Health and Safety shall ensure that contact is made to Texas Commission on Environmental Quality within 24 hours.
**Intruder/Suspicious Person/Disruptive Subject**
- Notify TJC Police Department at 903-510-2258 and/or call 911.
- Provide the dispatcher with as much information as possible, including clothing description, height, build, hair color, eye color, jewelry, vehicle description, license plate number, etc.
- Provide the address of the building or closest parking lot number involved and your exact location.
- Provide a thorough description of the incident to ensure that proper resources are dispatched.
- Do not hang up until the dispatcher tells you to do so.
- If possible, take a picture with a cell phone or other camera.

**Medical Emergencies/Accidents**
Subjects suffering injuries or illness will not be transported to medical facilities in TJC Police Department patrol vehicles. If a subject requires transportation to a medical facility, TJC Police Department will contact Emergency Medical Services (EMS). Under no circumstances may an employee of the College transport an injured or ill student or visitor from the campus. TJC Police Department will contact Emergency Medical Services (EMS).

In the event of a medical emergency or accident involving TJC students, employees or visitors to campus, call 911, then notify TJC Police Department that 911 has been called. The TJC Police Department officer will render temporary medical assistance and contact the Campus Clinic at 903-510-3862, or call 911 for Emergency Medical Services (EMS). If, in the opinion of the person reporting the medical emergency or accident, the situation is life threatening, call 911 for immediate assistance, then notify TJC Police Department at 903-510-2258.

TJC Police Department officers responding to the scene of a medical emergency or accident will administer first aid as necessary and appropriately disseminate a Medical Emergency/Accident Report. Employees are expected to report any medical/accident incident regardless of the severity.

**Missing Person**
Each resident will be informed regarding the Missing Student Notification procedures upon check-in at their residence hall. Each resident will provide the name and contact number of an individual(s) that should be contacted in case of an emergency.

Upon determination that a student is missing, TJC Police Department and the Vice President of Student Affairs will be notified immediately. The individual identified on the Residential Life and Housing Emergency Contact form will be contacted no later than 24 hours after the time the student is determined missing, in accordance with official notification procedures established by the College.

For any resident under the age of 18, who is not emancipated, the institution will notify a custodial parent or guardian no later than 24 hours after the time that the resident is determined to be missing by College staff. When a member of the College community has reason to believe that a student is missing, all possible efforts will be made immediately to locate the student to determine his or her condition.

**Procedures**
Once the Vice President for Student Affairs has confirmed that a student is missing, the following steps will be taken:
- Notifies the President and appropriate staff and faculty that a student has been missing for more
than 24 hours.
• Files a missing person report with TJC Police Department, who in turn notifies Tyler Police Department.
• Notifies the person designated as an emergency contact on the Resident Hall Student Information form.
• If the student is under 18, and not an emancipated individual, the student’s custodial or legal guardian is notified.

Power Outage
The procedures below were developed to serve as a model for the College’s response in the event of power outages affecting or potentially affecting the College. All portions of the procedures are subject to the discretion of the College President. Interruptions in electrical power to the Main campus may impede any or all of the notification methods described below. Every attempt will be made to notify faculty, staff and students through as many communication methods as are available at the time.

If the source of the outage is internal and the best information available to the Director, Facilities and Construction is that the outage may be short term, no campus-wide schedule alteration will occur and the parties will be so advised.

If the source of the outage is external and the best information available to the Director, Facilities and Construction is inconclusive or indicates that the outage may be long term, parties listed in will be advised that class cancellations may be possible. Instructional deans will notify their respective faculty members to hold classes until, in the view of the faculty member, doing so is no longer possible. Instructional deans and department chairs should regularly communicate to faculty that TJC’s standard practice will be to continue with classes unless extenuating circumstances and/or the unavailability of electricity makes doing so impossible.

Regardless of the source of the outage, internal or external, if power has been off for a period of one hour or more by 4 p.m., and the best information available to the Director, Facilities and Construction remains inconclusive or negative, the Director, Environmental Health and Safety will make a determination regarding the cancellation of night classes and announce any such cancellation.

Sexual Assault
• Contact TJC Police Department at 903-510-2258.
• Administer first aid, if possible.

Sexual Harassment
For issues of sexual harassment or discrimination in the workplace, refer to the Grievance Procedures in the Employee Handbook or contact the Human Resources office at 903–510–2419.

Theft/Burglary
In progress:
• Call TJC Police Department at 903-510-2258 and/or 911.
• Tell the dispatcher what is happening.
• Provide a description of the person(s) committing the crime.
• Give the direction of travel if the person starts to leave.
• If safe, follow the person at a distance and continue to provide the dispatcher with updated
If already completed:

- Call TJC Police Department to report.
- Gather as much information about the stolen items as possible.
- Cancel credit cards or checks.

**Vandalism**

- Notify TJC Police Department at 903-510-2258. Inform them of the kind, extent and location of the damage, and the approximate time it was incurred.
- Secure the area by appropriate means and leave all items within the affected area intact for the investigation.
- Notify maintenance and custodial services for assistance with cleanup operations when TJC Police Department investigation has been completed.

**Weather Emergencies**

In the event of inclement weather or power outage, the Director, Environmental Health and Safety will monitor the situation and make the determination regarding campus closure, late start or early close. The decision will be published or broadcast via public media and updated on the Emergency Weather Hotline, 903-510-3000.

**Flash Flooding**

In the event of severe weather and rainstorms, areas adjacent to the TJC campus are prone to flooding. TJC Police Department officers are aware of these areas and will take appropriate action to inform those who are leaving, if hazardous conditions exist.

**Tornado**

The Director, Environmental Health and Safety and Campus Police office will monitor the National Weather Service reports during normal school hours. TJC Police Department will monitor during non-school hours.

In a severe weather alert, the City of Tyler sounds sirens to indicate the need for safety measures to be implemented. If the sirens are sounded, the Director, Environmental Health and Safety or TJC Police Department will activate the Ramey Tower Alarm System, which is similar to the wail siren from the City of Tyler. With the activation of this system, all persons will need to take cover.

Under a tornado warning, employees and students are encouraged to proceed to designated safe areas as indicated by building emergency exit signage. If no safe areas are indicated, proceed to interior hallways, basements, or interior walls, avoiding windows and open areas. Individuals should remain in these safe areas until notification is given over the Ramey Tower System or by an informed college representative.

Terms you should know:

- **Severe Thunderstorm Watch**: Conditions are conducive to the development of severe thunderstorms in and around the watch area.
- **Severe Thunderstorm Warning**: Issued when a severe thunderstorm has been observed by spotters or indicated on radar, and is occurring or imminent in the warning area.
• **Tornado watch**: Conditions are favorable for the development of severe thunderstorms and multiple tornadoes in and around the watch area. People in the affected areas are encouraged to be vigilant in preparation for the severe weather.

• **Tornado warning**: Spotters have sighted a tornado or one has been indicated on radar, and is occurring or imminent in the warning area. When a tornado warning has been issued, people in the affected area are strongly encouraged to take cover immediately.

**If you are outside:**
- Try to get inside a building as quickly as possible and find a small, protected space away from windows.
- Avoid buildings with long-span roof areas. If you cannot find a place to go inside, crouch for protection next to a strong structure or lie flat in a ditch or other low-lying area. Cover your head and neck with your arms or a jacket, if you have one.

**If you are in a building:**
- Make sure you have a portable radio, preferably a NOAA (National Oceanic and Atmospheric Administration) weather radio, for weather alerts and updates.
- Keep away from all windows and glass doorways.
- Go to the innermost part of the building on the lowest floor.
- Do not use elevators because the power may fail, leaving you trapped.
- Stay inside until you are certain the storm has passed, as multiple tornadoes can emerge from the same storm.
- Do not leave a building to attempt to “escape” a tornado.

**Inclement Weather**
The procedures below were developed to serve as a model for the College’s response in the event of severe inclement weather affecting or potentially affecting the College. All portions of the procedures are subject to the discretion of the College President. Interruptions in electrical power to the main campus may impede any or all of the notification methods described below. Every attempt will be made to notify faculty, staff and students through as many communication methods as are available at the time.

**During the Night or Prior to the Start of Class Day**
In the event of inclement weather during the night that may cause the cancellation of classes the next day, TJC will align with Tyler Independent School District (TISD) decisions regarding closure or late start time. TJC’s decision to close or start late will impact all locations.

The Director of Public Affairs and Media Relations will send an update using the following notification systems:
- area news media outlets will receive the latest word regarding changes to the regular operation schedule for the College;
- the voicemail for 903-510-3000 will let students, faculty and staff know the status of operation for credit and noncredit classes;
- on the public website, the status of operation for credit and noncredit classes will be noted and www.tjc.edu/news;
- Subscribers of Apache Alerts, the College’s opt-in text message notification system, will receive a text message about the status of operation for credit and noncredit classes.
During Daytime Classes
In the event of inclement weather during the operation of day classes that may warrant the cancellation of classes during a portion of the day and/or the evening, the Environmental Health and Safety Director will:

- monitor National Weather Service forecasts and local radar;
- contact the Texas Department of Public Safety for road condition report of surrounding areas;
- attempt to ascertain whether or not Tyler Independent School District has closed or intends to alter its schedule.

Upon receiving information regarding a decision to alter the schedule of operation, instructional deans will inform faculty at their own discretion.

As soon as possible, and by no later than 4 p.m., TJC will utilize the Immediate Notification System over the Voice-Over IP telephone system to announce any alteration of the normal operating schedule.

The Director of Public Affairs and Media Relations will send an update using the following notification systems:

- area news media outlets will receive the latest word regarding changes to the regular operation schedule for the College;
- the voicemail for 903-510-3000 will let students, faculty and staff know the status of operation for credit and noncredit classes;
- on the public website, the status of operation for credit and noncredit classes will be noted at [www.tjc.edu/news](http://www.tjc.edu/news);
- subscribers of Apache Alerts, the College's opt-in text message notification system, will receive a text message about the status of operation for credit and noncredit classes.

Remote Locations: Inclement Weather/Power Outages
The Environmental Health and Safety Director will determine the proper course of action if there is a power outage or severe weather affecting only the operation of the West Campus, Lindale, Jacksonville, or Rusk locations, and communicate with TJC Police Department, the Director of Facilities and Construction and the Director of Public Affairs and Media Relations.

The Director of Public Affairs and Media Relations will provide updates via news media, or the public website at [www.tjc.edu/news](http://www.tjc.edu/news).

Resources/Services
Health Risks of Alcohol and Drugs
Alcohol
Alcohol consumption causes a number of marked changes in behavior. Even low amounts significantly impair the judgment and coordination required to driving a car safely. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts. Moderate to high levels of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high levels cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower levels of alcohol use can lead to dependence on alcohol. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucination, and convulsions. Alcohol withdrawal can be life threatening. Long term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior,
loss of memory and coordination, damage to the liver often resulting in cirrhosis, impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles. Damage to the nerves and organs are usually irreversible. Cancer is the second leading cause of death in alcoholics and is 10 times more frequent than in non-alcoholics. Females who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other children of becoming alcoholics.

**Tobacco (Nicotine)**
The smoking of tobacco products is the chief avoidable cause of death in our society. Smokers are more likely than nonsmokers to contract heart disease. Some 30 percent of cancer deaths are linked to smoking. Chronic obstructive lung diseases such as emphysema and chronic bronchitis are 10 times more likely to occur among smokers than among nonsmokers. Smoking during pregnancy poses serious risk such as spontaneous abortion, pre-term birth, low birth weights, and fetal and infant deaths. Because nicotine is highly addictive, addicts find it very difficult to stop smoking. Fewer than 20 percent of typical smokers succeed in stopping on the first try.

**Designer Drugs**
Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of the so-called designer drugs are related to amphetamines (MDMA, X, speed). Bootleg manufacture creates overdose and contamination risks. These substances can produce severe neurochemical damage to the brain. The narcotic analogs (fentanyl, china white) can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perception.

**Cocaine**
Cocaine stimulates the central nervous system. The use of cocaine can cause death by cardiac arrest or respiratory failure. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with contaminated equipment can increase the risk of AIDS, hepatitis, and other diseases. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive, and its effects are felt within ten seconds. The physical effects include dilated pupils, increases pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

**Other Stimulants**
Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to the physical effects, users
report feeling restless, anxious and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia.

Anabolic Steroids
Anabolic steroids are a group of powerful compounds closely related to the male sex hormone testosterone. Steroid users subject themselves to more than 70 side effects ranging in severity from liver cancer to acne, as well as psychological as well as physical reactions. The liver and cardiovascular and reproductive systems are most seriously affected by steroid use. In males, use can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects include very aggressive behavior known as “road rage” and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

Hallucinogens or Psychedelics
Lysergic Acid (LSD), mescaline, peyote, and phencyclidine (PCP or “angel dust” cause illusions and hallucinations, and their use impairs and distorts one’s perception of surrounding, causes bizarre mood changes and results in visual hallucinations that involve geometric forms, colors, and persons or objects. The physical effects may include dilated pupils, elevated body temperatures, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. It is common to have bad psychological reactions to LSD, mescaline, and psilocybin. The user may experience panic, persistent memory problems and speech difficulties. Users who discontinue use experience “flashback” consisting of distortions of virtually any sensation for long periods after discontinued use. Mood disorders, such as depression, anxiety and violent behavior, also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior. Large doses may produce convulsions and coma, as well as heart and lung failure. Withdrawal may require psychiatric treatment for the accompanying persistent psychotic states. Suicide is not uncommon.

Solvent Inhalants
The immediate negative effects of inhalants (e.g. glue, lacquers, plastic cement) include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long term use may result in hepatitis or brain damage. Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeating sniffing of concentrated vapors over time can permanently damage the nervous system. Fumes from these substances cause problems similar to alcohol. Incidents of hallucinations and permanent brain damage are more frequent.

Marijuana (Cannabis)
All forms of cannabis have negative physical and mental effects. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are “high”. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs.
and pulmonary system. Marijuana smoke contains more cancer causing agents than tobacco smoke. Long term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

**Narcotics**

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may increase the risk of such diseases as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

**Campus Penalties for Alcohol and Drugs**

**Employees**

The unlawful use, possession, or distribution of drugs or alcohol will result in a disciplinary penalty of disciplinary probation, demotion, suspension without pay, or termination, depending upon the circumstances.

**Students**

The Campus will impose a minimum disciplinary penalty of suspension for a specified period of time or suspension of rights and privileges, or both, for conduct related to the use, possession or distribution of drugs that are prohibited by state, federal, or local law. Other penalties that may be imposed for conduct related to the unlawful use, possession, or distribution of drugs or alcohol include disciplinary probation, payment for damage to or misappropriation of property, suspension of rights and privileges, suspension for a specified period of time, expulsion, or such other penalty as may be deemed appropriate under the circumstances.

**Available Drug Counseling/Rehabilitation Services**

**Employees**

The TJC group health insurance program provides for treatment of drug and alcohol abuse for all benefits eligible employees. The department of Human Resources will provide assistance to employees seeking treatment for drug or alcohol abuse.

**Community Services**

Several sources of assistance are available in the local community for students and others experiencing problems associated with their use or abuse of alcohol or other drugs. In some cases, assistance is free or nominal, but the student must determine the cost involved for themselves. If requested, the College will assist a student through a formal referral to sources listed below or other sources which may be available. Specific sources of assistance include:

**Adoption Services**

Adoption Center of East Texas*  800–535–0375  
Loving Alternatives  903–533–1288

**Alcohol/Drug Abuse**

Alcoholics Anonymous/Al-Anon*  903–597–1796
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Numbers</th>
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<tbody>
<tr>
<td>Al-Anon/Al-Ateen*</td>
<td>903-597-6492</td>
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<tr>
<td>East Texas Council on Alcoholism &amp; Drug Abuse (ETCADA)*</td>
<td>800-441-8639</td>
</tr>
<tr>
<td>East Texas Medical Center/Behavioral Health</td>
<td>903-566-0088</td>
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<tr>
<td>Sister Communities Council on Alcoholism &amp; Drug Abuse (SCCADA)</td>
<td>903-939-9010</td>
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<td>The Beginning</td>
<td>903-581-9472 or 903-595-5796</td>
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<tr>
<td><strong>Apartment Locators</strong></td>
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<tr>
<td>Home Finders (apartment rental &amp; locator agency)</td>
<td>903-595-4663 Rental</td>
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<tr>
<td>Properties &amp; Management</td>
<td>903-593-2211</td>
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<tr>
<td><strong>Auto Registration and Licensing</strong></td>
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<tr>
<td>Auto Registration (Smith County Tax Office)</td>
<td>903-590-2900</td>
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<tr>
<td>Driver's License Renewal (Texas Dept. of Public Safety)</td>
<td>903-939-6014</td>
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<tr>
<td><strong>Credit and Debt Counseling</strong></td>
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<tr>
<td>Consumer Credit Counseling Service</td>
<td>903-581-6691</td>
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<tr>
<td><strong>Crisis Services</strong></td>
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<tr>
<td>Abuse Hotline*</td>
<td>800-252-5400</td>
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<tr>
<td>Catholic Counseling Services*</td>
<td>800-222-9383</td>
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<tr>
<td>Child Protective Services (TX Dept. of Human Services)</td>
<td>800-252-5400</td>
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<tr>
<td>East Texas Crisis Center (ETCC; Business Office)</td>
<td>903-509-2526</td>
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<tr>
<td>HEART (Hotline)*</td>
<td>903-595-5591 or 800-333-0358</td>
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<td>East Texas Food Bank</td>
<td>903-597-3663</td>
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<tr>
<td>Parent Services Center, Inc.</td>
<td>903-595-2235</td>
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<tr>
<td>PATH (People Attempting to Help)</td>
<td>903-597-4044</td>
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<tr>
<td>Salvation Army*</td>
<td>903-592-4361</td>
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<tr>
<td>School Supply Train (PATH)</td>
<td>903-597-4044</td>
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<tr>
<td>Survivors' Network (ETCC Incest Support Group)</td>
<td>903-509-2526</td>
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<tr>
<td>Tyler AIDS Services (AIDS Counseling)</td>
<td>903-592-0757</td>
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<tr>
<td>Violence Intervention Network (ETCC men's program)</td>
<td>903-579-2500</td>
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<tr>
<td>WIC (Women, Infants &amp; Children)</td>
<td>903-592-7635 or 800-942-3678</td>
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<tr>
<td><strong>Disability Services</strong></td>
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<tr>
<td>Deaf Interpreting Services of East Texas (Voice and TDD)</td>
<td>903-279-3522</td>
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<tr>
<td>Department of Assistive and Rehabilitative Services - Blind Services</td>
<td>903-581-9945</td>
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<tr>
<td>Vocational Rehabilitation</td>
<td>903-581-8151</td>
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<tr>
<td><strong>Employment Assistance</strong></td>
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<tr>
<td>East Texas Workforce Center</td>
<td>903-561-8131</td>
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<tr>
<td>TJC Career Services</td>
<td>903-510-2334</td>
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<tr>
<td><strong>Government Offices</strong></td>
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<tr>
<td>North East Texas Public Health District Administration</td>
<td>903-535-0030</td>
</tr>
</tbody>
</table>
Chronically Ill & Disabled Primary Care/Treatment  903-533-7410
Preventive Care, Family Planning & Immunization  903-535-0060
Social Service Department  903-535-0066
Vital Statistics (birth and death records)  903-535-0031

Smith County Tax Assessor-Collector Auto Registration  903-590-2900
Smith County Veterans’ Service Office  903-590-2950
Smith County Property Tax Department  903-590-2920
Social Security Administration  903-561-8632
Texas Department of Human Services
  North Tyler client service  903-595-4841
  South Tyler client service  903-534-9794
Tyler City Hall  903-531-1100
Tyler Police (non-emergency)*  903-531-1000
Tyler/Smith County Crimestoppers*  903-597-2833
Tyler Neighborhood Services
  (Housing Assistance, Summer Food Program, and Community Development)  903-531-1303

Hospital/Emergency Health Care
Ambulance*  9-1-1
UT Health East Texas*  903-597-0351
Poison Control Center*  800-222-1222
North East Texas Public Health District (Preventive Care)  903-535-0060
The University of Texas Health Center at Tyler*  903-877-3451
Christus Mother Frances Health System (MFHS)*  903-593-8441

Information/Referral
Better Business Bureau  903-581-5704

Juvenile/Runaway Services
Care Shelter (Youth & Family Enrichment Centers)*  903-595-3553
Juvenile Probation (Smith County)*  903-535-0850

Legal Aid
East Texas Legal Services  903-595-4781
Family Law Hotline (legal advice and counseling)  800-777-3247
Family Violence Legal Line  800-374-4673
Lawyer Referral (State Bar of Texas)  800-252-9690
National Domestic Violence Hotline*  800-777-3247
Smith County District Attorney’s Office  903-590-1720

Mental Health Services
Andrews Center Behavioral Healthcare System*  903-597-1351
Counseling Testing & Psychiatric Services (Christus)*  903-581-0933
UT Health East Texas /Behavioral Health  903-566-0088
Parent Services
Coats for Kids (PATH) 903-597-4044
Parent Services Center, Inc. 903-595-2235
Parents Anonymous of Tyler 903-597-1831
WIC (Women, Infants & Children) 903-592-7635 or 800-942-3678

Social Service Agencies
Andrews Center Behavioral Healthcare System* 903-597-1351
East Texas Crisis Center Hotline* 903-595-5591 or 800-333-0358
Business Office 903-509-2526
East Texas Food Bank 903-597-3663
Goodwill Industries of East Texas 903-593-8438
Parent Services Center, Inc. 903-595-2235
PATH (People Attempting to Help) 903-597-4044
Salvation Army* 903-592-4361
Transient Lodge 903-592-1117
School Supply Train (PATH) 903-597-4044
United Way Info Line 903-534-9977 or 2-1-1

Testing Services
THEA Exam, General National Evaluation Systems 800-673-8175
TOEFL Exam (Test of English as a Foreign Language) 609-771-7100
CLEP Exam (College-Level Examination Program) 609-771-7865
SAT Exam 800-756-7346
TJC Testing Center 903-510-2617

Transportation
American Cab Company* 903-593-8444
East Texas Yellow Cab Company* 903-597-2526
Tyler Transit System 903-533-8057
The Taxi Company of Tyler* 903-592-3232

Utilities
AT&T (residential)
Order new, move or change existing service 800-464-7928
Payment arrangements and amount due 800-616-1171
Billing questions 800-585-7928
Repair Service* 800-246-8464
CenterPoint Energy (natural gas service)* 800-259-5544
City of Tyler Solid Waste 903-531-1388
City of Tyler Water Department—Administration
Service connection and disconnection 903-531-1230
Service connection and disconnection 903-531-1231
Suddenlink Cable 903-595-4321
TXU Energy (electric service) 800-242-9113
Service Restoration* 800-233-2133
* Indicates telephone numbers answered 24 hours a day.

**Common Texas Offenses and Punishments**

**Manufacture or delivery of controlled substances (drugs)**
Health & Safety Code § 481.113

*Minimum Punishment:* Confinement in State Jail for a term of not more than 2 years or less than 180 days. In addition to confinement an individual may be punished by a fine not to exceed $10,000.

*Maximum Punishment:* Imprisonment in the Institutional Division of TDCJ for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed $100,000.

**Possession of controlled substances (drugs)**
Health & Safety Code § 481.115

*Minimum Punishment:* Confinement in State Jail for any term of not more than 180 days. In addition to confinement, an individual may be punished by a fine not to exceed $10,000.

*Maximum Punishment:* Imprisonment in the institutional division of TDCJ for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed $100,000.

**Delivery of Marijuana**
Health & Safety Code § 481.120

*Minimum Punishment:* A fine not to exceed $2,000; confinement in jail for a term of not more than 180 days; or both such fine and confinement.

*Maximum Punishment:* Imprisonment in institutional division TDCJ for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed $100,000.

**Possession of Marijuana**
Health & Safety Code § 481.121

*Minimum Punishment:* A fine not to exceed $2,000; confinement in jail for a term not to exceed 180 days, or both such fine and confinement.

*Maximum Punishment:* Imprisonment in the institutional division of TDCJ for life or for a term of not more than 99 years or less than 5 years, and a fine not to exceed $50,000.

**Driving While Intoxicated**
Penal Code § 49.04, 49.09, 12.34

(Includes intoxication from alcohol, drugs, or both)

*Minimum Punishment:* A fine not to exceed $2,000; confinement in jail for a term not to exceed 180 days or less than 72 hours; both such fine and confinement.

*Maximum Punishment:* Imprisonment in the institutional division of TDCJ for any term of not more than 10 years or less than 2 years; and by a fine not to exceed $10,000.

**Public Intoxication**
Penal Code § 49.02

*Minimum Punishment:* A fine not to exceed $200. Attendance at an Alcohol Awareness Course.

*Maximum Punishment:* A fine not to exceed $200. Attendance at an Alcohol Awareness Course.

**Purchase/Consumption/Possession of alcohol by a minor**
Alcoholic Beverage Code § 106.02, 106.04, 106.05

*Minimum Punishment:* A fine not to exceed $200. Performance of Community Service for not less than 8 or
more than 12 hours. Suspension of driver’s license for a period of 30 days. Attendance at an Alcohol Awareness Course.

**Maximum Punishment:** Upon third conviction— a fine of not less than $250 or more than $2,000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement. Performance of Community Service for not less than 20 or more than 40 hours. Suspension of driver’s license for a period of up to 180 days. Attendance at an Alcohol Awareness Course.

**Sale of alcohol to a minor**

Alcoholic Beverage Code § 106.03

**Minimum Punishment:** A fine not to exceed $4,000; confinement in jail not to exceed 1 year; or both such fine and confinement.

**Maximum Punishment:** A fine not to exceed $4,000; confinement in jail not to exceed 1 year; or both such fine and confinement.

**Required Reporting & Statistics**

For up-to-date reports, visit [https://www.tjc.edu/CampusPolice/Reports](https://www.tjc.edu/CampusPolice/Reports).

**Jeanne Clery Disclosure (Crime Statistics)**

TJC makes available to you the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Report. TJC TJC Police Department office collects and publishes specific information on campus crime statistics, security policies and services. This information is summarized in this document.

**The information in this section comes from the Jeanne Clery Disclosure Reports; under Title IV, this information must be provided to all current students and employees, as well as prospective students and employees. For the most current report, please refer to the website at Clery Reports.**

**TJC Police Department Crime Statistics**

To ensure compliance with the Campus Security Act, the TJC Office of TJC Police Department collects and reports campus crime statistics. These statistics reflect crimes that have been reported to TJC Police Department.

**TJC Police Department Fire Statistics**

To ensure compliance with the Campus Security Act, the TJC Office of TJC Police Department collects and reports campus fire statistics. These statistics reflect fires that have been reported to TJC Police Department.
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| **Draft**        | June – December 2019 | • Separation of Employee and Faculty Handbooks  
|                  |                      | • Task force review for consistency between student handbook, catalog, website, board policy, employee and faculty handbooks |
| **V1**           | January 2020         | • Final posted by C. Russell, Assistant Director, Human Resources |