



# STAFF HANDBOOK

LAMAR COMMUNITY COLLEGE 2024-2025

This Staff Handbook (Handbook) contains pertinent information affecting employees, including faculty members, current through the date of its issuance. To the extent that any provision of this Handbook is inconsistent with State Board for Community Colleges and Occupational Education Policies (BPs) or Colorado Community College System President's Procedures (SP's), the BPs and SPs shall supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System President, respectively. Faculty members are expected to be familiar with and adhere to the BPs, SPs as well as College directives and procedures, including but not limited to the contents of this Handbook and the Faculty Handbook.

[Visit the Policies & Procedures page of the Colorado Community College System website to access all BPs and SPs.](#)

*NOTE: Nothing in this Handbook is intended to create (nor shall be construed as creating) an express or implied contract or to guarantee employment for any term or to promise that any specific process, procedures or practice will be followed or benefit provided by the College. The College reserves the right to modify, change, delete or add to the information in this Handbook, as it deems appropriate.*

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# 1 GENERAL INFORMATION

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## 1.1 Welcome

The Lamar Community College's Staff Handbook contains policies, procedures, and guidelines for all faculty and staff. Please refer to the handbook frequently as it changes and as we continually improve how we do things to better serve our students and create efficiencies for our staff and faculty. If you cannot find a specific topic, please contact your supervisor to discuss whether it may be beneficial to add information to this all-campus guide. Individual departments are encouraged to adopt similar handbooks for processes and information specific to their areas.

Dear LCC Colleagues,

Every employee makes a difference in the lives of our students. We could not help students succeed without your commitment, engagement, and professionalism. Thank you for all you do for our students, our communities, and our college. Together "we enrich lives through learning" at Lamar Community College.

Please take time to review the 2024-2025 handbook and ensure you are up-to-date on our policies and procedures. Handbooks such as this are living documents, and they evolve as conditions change. New policies are implemented, procedures change and improve and ongoing experiences broaden our perspectives, all of which guide our own learning. Most of the information you will need to help you be successful in your role and to help LCC achieve its goals is included here, but if you don't find what you are looking for, you have only to ask.

Regardless of your job title, I know each of you care deeply about student success and behave in ways that demonstrate your accountability for your role. Our faculty provide rich learning experiences and uphold high standards of excellence, our student support employees provide exceptional levels of service, our coaches and wellness staff work tirelessly on behalf of our students, our business service employees offer outstanding support and assistance to students and employees, our facilities and safety teams provide a beautiful and safe environment for all of us, and our dedicated part-time employees assist us in all areas of the college. You do all of this to support our vision, mission, and values and with the highest level of ethics, integrity and professionalism while cultivating those same standards in our students. For that, I cannot thank you enough.

I am delighted to be at LCC and look forward to knowing and working with each of you.

Dr. Linda Lujan, President

## 1.2 Introduction

### Purpose of the Handbook

As a member of the Colorado Community College System, LCC is governed by the State Board for Community Colleges and Occupational Education (SBCCOE). The SBCCOE sets overarching policy for member colleges. For up-to-date SBCCOE policy on college-related subjects, refer to [Policies & Procedures page of the CCCS website](#). Consult your dean or vice president if you have a question about system policy.

The governing board employs a System Chancellor to carry out the policies and directives for the Colorado Community College System (CCCS). The Board's policies take precedence over college policies and procedures when there is a conflict. Learn more about the [State Board and System President Policies](#).

The general operating procedures in this document are formulated from past and present practices at LCC and are intended to implement State Board Policy and State Fiscal Rules and Regulations. Concerns or questions not covered in this document should be directed to the appropriate dean/vice president.

## 1.2.1 Mission, Vision, & Value Statements

### 1.2.1.1 Mission

Founded in 1937, Lamar Community College is a learner-centered, open enrollment, two-year post-secondary institution. As part of the Colorado Community College System, LCC is committed to providing its more than 1,000 students with:

- Academic programs that qualify students for transfer to four-year colleges and universities.
- Educational offerings that meet the occupational needs of students in career and technical fields.
- Instructional and support strategies that enable students to begin classes at any stage of academic preparation
- Opportunities for perpetual learning and lifelong development.
- Comprehensive assessment of student learning outcomes to continually improve our students' experiences and success.

### 1.2.1.2 Vision

Lamar Community College provides the highest quality education and service excellence in an environment of care, support, mutual respect, and integrity.

### 1.2.1.3 Values

- Respect – We relate to colleagues, students, external stakeholders, and community members with consideration and thoughtfulness.
- Integrity – We steadfastly adhere to high moral principles, honesty, and professional standards; we nurture and expect the same values in our students.
- Open Communication – We operate through communication processes that guide our college in making decisions and seeking future opportunities; we communicate those decisions and actions to our internal and external stakeholders.
- Valuing People – We promote the development and intellectual growth of faculty, staff, administrators and students. We recognize internal and external stakeholders' contributions to the college. We foster integrity, excellence, passion, and the fulfillment of students' and employees' academic and professional goals.

## 1.2.2 Philosophy

Lamar Community College embraces the philosophy of a comprehensive community college as it serves the educational needs of its students. LCC is dedicated to providing all students with quality educational opportunities and services that assist learners to develop their maximum potential and operate successfully in an ever-changing world. The College is an “open-door” institution, and enrolls all students 16 years of age or older, regardless of previous academic experience, who can benefit from the College’s learning environment. The College offers complete academic transfer programs through its Associate of Arts and Associate of Science degrees. The College also offers career and technical education programs, which lead to a variety of Associate of Applied Science degrees and certificates.

## 1.2.3 Strategic Planning

The College President will enlist a cross-organizational planning committee in the fall prior to the expiration of the current plan to recommend a grassroots strategic plan to the colleges Executive Planning Team. The charge for the strategic planning committee will be outlined in a charter created by the College President.

This Strategic Plan empowers LCC’s employees to make strategic decisions at the individual, department, and campus level. The plan empowers each employee to make immediate changes in their area. Through department and budget planning processes, departments can work and find their place and role within the plan. All department plans will align

with the College Strategic Plan. These plans are reviewed annually as part of the budgeting process. Department plans are archived and can be found on the “O” drive.

**Our Goal for the 2020-2025 Plan:** Through a proactive and responsive approach to student, resource, employee, and community needs, LCC will enroll at least 1000 total student headcount by fall 2025.

LCC overarching goals are:

- Student Success
- Community Success
- Resource Success
- Employee Success

In support of the 2020-2025 plan, campus will have the opportunity to create larger impacts through the action priorities that are chosen each year around a common theme.

Focus areas each year:

- Year 1 (2020-21): Aesthetics & Amenities
- Year 2 (2021-22): Communication
- Year 3 (2022-23): Expand Access
- Year 4 (2023-24): Growth & Sustainability
- Year 5 (2024-25): Service

Strategic planning documents and dashboard can be found at: <O:\Common\Strategic Planning Documents>.

#### 1.2.4 Roles & Purposes

Located on the golden plains of southeastern Colorado, Lamar Community College is focused on the educational needs of Prowers, Baca, Kiowa, and Cheyenne Counties. Yet its unique programs, NJCAA/NIRA athletics, small class sizes, dedicated staff, innovative spirit, and idyllic setting also make it a destination college for students of all ages from across Colorado, the nation, and the world.

#### 1.2.5 Accreditation

Lamar Community College is accredited by the Higher Learning Commission and operates under the auspices of the Colorado State Board for Community Colleges and Occupational Education. Degrees and Certificate programs are approved by the State Board for Community Colleges and Occupational Education. The Colorado Commission on Higher Education approves all degrees. To learn more, visit [the accreditation page of LCC's website](#).

## 2 GENERAL POLICIES & PROCEDURES

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### 2.1 Affirmative Action/Equal Employment

Lamar Community College prohibits and will not tolerate discrimination or harassment that violates federal, state law, or [Board Policy 19-60](#) and [System Procedure 19-60a](#). Lamar Community College does not discriminate on the basis of race, color, creed, national origin or ancestry, sex, sexual orientation, religion, veteran status, pregnancy status, genetic information, age or disability in its activities, program, or employment practices as required by Title VI, Title IX, Section 503 & 504 of the Rehabilitation Act, VEVRAA, Age Discrimination Act, and Title II of the ADA. Inquiries may be directed to:

Human Resources Director  
Lamar Community College  
2401 South Main Street

Lamar, CO 81052

719.336.1572

[LCC.HR.Staff@lamarcc.edu](mailto:LCC.HR.Staff@lamarcc.edu)

The College's Affirmative Action plan has been approved by the CCCS. The Plan is available for individual, public, and agency review. Copies may be obtained from the website or from the Affirmative Action Officer.

For information regarding civil rights or grievance procedures, contact:

Title IX Compliance/Equal Opportunity Officer

Director of Human Resources

Lamar Community College

2401 S. Main Street, Lamar, CO 81052

719.336.1572

[LCC.HR.Staff@lamarcc.edu](mailto:LCC.HR.Staff@lamarcc.edu)

## 2.2 Alcohol Use

Alcoholic beverages and the use of alcoholic beverages are not permitted on any part of the LCC campus with the exception of special events holding a Prowers County license for a one-time event. See the entire policy at [System Procedure SP3-24](#).

## 2.3 Code of Ethics

All employees of the State Board for Community Colleges and Occupational Education must adhere to CCCS Board Policy 3-70 Code of Ethics. Full text may be reviewed in [State Board Policy BP3-70](#). Specific conduct expected includes:

- a) Shall serve the public with respect, concern, courtesy, and responsiveness;
- b) Shall demonstrate the highest standards of personal integrity, truthfulness and honesty and shall through personal conduct inspire public confidence and trust in government;
- c) Shall not use public office to bestow any preferential benefit on anyone related to the officer, appointee, or employee by family, business, or social relationship;
- d) Shall not disclose or use or allow others to use confidential information acquired by virtue of state employment for private gain;
- e) Shall not accept outside compensation for performance of state duties. This includes acceptance of any fee, compensation, gift, reward, gratuity, expense, or other thing of monetary value that could result in real or perceived preferential treatment, impediment of governmental efficiency or economy, loss of complete independence and impartiality, decision making outside official channels, or disclosure or use of confidential information acquired through state employment;
- f) Shall not accept any compensation, gift, payment of expenses or any other thing of value as a reward for official action taken;
- g) Exception: Employees may accept awards from non-profit organizations for meritorious public contributions;
- h) Shall not perform work for individual benefit when the work in question falls within the regular assignment of the individual;
- i) Shall not engage in outside employment unless: (1) the outside employment is disclosed to the employee's immediate supervisor; and (2) the outside employment does not interfere with the performance of State duties;
- j) Shall not use state time, property, equipment, or supplies for personal benefit or the benefit of outside employers or activities;
- k) Shall not engage in a substantial financial transaction for his or her private business purposes with a person the employee inspects, regulates, or supervises in the course of his or her official duties;
- l) Shall not assist any person for compensation or a contingent fee in obtaining any contract, claim, license, or other economic benefit from the State;

- m) Shall not perform an official act directly and substantially benefiting a business or other undertaking in which the employee either has a substantial financial interest or is engaged as counsel, consultant, representative, or agent;
- n) Shall not use state time, property, equipment, or supplies for private purposes or any other purpose not in the interests of the State of Colorado;
- o) Shall not knowingly engage in any activity or business, which creates a conflict of interest or has an adverse effect on the confidence of the public in the integrity of government.
- p) Shall carry out all duties as a public servant by exposing corruption or impropriety in government whenever discovered;
- q) Shall support equal access and employment opportunities in state government for all citizens of the State of Colorado;
- r) Shall comply at all times with the standards of conduct set forth in title 24, article 18 of the Colorado Revised Statutes.

## 2.4 Campus Safety & Security

### 2.4.1 Campus Safety

For information regarding Lamar Community College campus safety, including crime and fire statistics, please see the [Campus Safety page of the LCC website](#). For a hard copy report, contact 719.336.1543.

#### 2.4.1.1 Emergency Procedures

In case of fire for on-campus classes, activate the nearest fire alarm pull station and dial 911 from the nearest accessible phone. Dialing a 9 to get an outside line is not required. Please assist in the evacuation of the building.

For police assistance, immediately call 911.

If someone appears to be having a medical emergency, please dial 911. Do not try to determine the seriousness of the situation – simply call 911.

- #### 2.4.1.2 Emergency Calling Tree
- Primary – 911
  - Secondary
    - 4:30pm – 1:00am.
      - Monday - Friday – (719) 688-8287 or (719) 336.1192 or (719) 688.1412
      - Saturday - Sunday – (719) 688-8287
    - 6 am to 6 pm
      - Director of Facilities – (719) 688.8287 or (719) 336.1543
  - Alternates
    - Vice President of Administrative Services – (719) 336.1517 or (719) 688.1834
    - Vice President of Academic and Student Services – (719) 336.1516

### 2.4.2 Security

Campus Security is available during the evening hours of 4:30pm – 1:00am Monday through Friday during fall and spring semester. During summer semester, security is available from 2:00 p.m. to 10:30 p.m. Monday through Friday. If security services are needed for any reason during evening hours, please call (719) 688-8287 or the office at (719) 336-1192. In the event Security is not available, please call the Director of Facilities at (719) 688-8287.

## 2.5 Dress Code

Lamar Community College staff and faculty are personal representations of LCC and should present themselves as such. Personal appearance should always be professional and acceptable for one's position. LCC employees are expected to wear appropriate attire depending on job description and duties, job location (office, travel, gym, indoors or outdoors,

etc.) interactions with the public, etc. LCC employees perform a vast variety of tasks, and thus the term “appropriate attire” is open to interpretation by department heads.

“Appropriate attire” includes traditional business clothes such as suits, slacks, skirts, blazers, shirts and ties, and can also include some clothing not traditionally referred to as business attire.

Clothing such as jeans and tennis shoes can be considered appropriate if clean, free of holes or tatters, and worn as part of a respectable outfit. Deconstructed jeans may be worn on casual Fridays and spirit days as long as there is material behind the tatters preventing the show of skin. Shorts are acceptable if weather- and length-appropriate, or if deemed necessary for job duties.

Clothing that is deemed unacceptable is noticeably dirty or damaged clothes, see-through shirts or bared midriffs, and flip flops. Flip flops are considered any open-toed shoes with a Y-shaped strap that fits between the toes that also has no other strap.

Jeans and Lopes-related T-shirts, polos, hoodies, etc. are acceptable on Spirit Days, which are any day that LCC hosts an athletic event. T-shirts that are not necessarily LCC related are permitted on Casual Fridays.

Headwear is appropriate if practical. The setting (indoors or outdoors) should also be taken into consideration. For example: a baseball cap or cowboy hat should not be worn inside a classroom if it does not serve a practical purpose. However, a headband could be worn if it is used for hair style/maintenance. Headwear is also appropriate if worn in keeping with religious beliefs.

Questions regarding interpretation of this policy should be directed at your immediate supervisor, who is expected to know how employees in their department should present themselves.

## 2.6 Drug-Free Workplace

**Policy Statement:** The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace.

**Scope:** This policy applies to all employees at the thirteen state system community colleges and on the System central staff.

**Sanctions:** Observance of this policy is a condition of employment and violation of such will subject the employee to appropriate disciplinary action, which may include termination.

**Reporting of Convictions:** Pursuant to law, any employee who is convicted under any criminal drug statute for a violation occurring in the workplace must notify the College/System president of such no later than five days after the conviction. The College/System president must notify any federal contracting agency under which the employee works within ten days after receiving notice of such conviction. Employees who work under a federal contract must be provided with a copy of this policy statement.

**Drug-free Awareness Program:** The colleges and central office shall establish a drug-free awareness program which will inform all employees about this policy. The program will also inform employees about the dangers of drug abuse and about available drug counseling, rehabilitation, and employee assistance programs.

For full policy details, please reference [State Board Policy BP3-24](#) or [System Procedure SP3-24](#).

### 2.6.1 Marijuana Use

Despite the passage of Amendment 64 the use, possession, sale, or distribution of marijuana (including medical marijuana and products containing marijuana) on any college owned or controlled property is illegal and against LCC guidelines. LCC is a public institution and the public use of marijuana is prohibited under Colorado law. As a federally controlled substance, the use and possession of marijuana is prohibited by the Controlled Substance Act, CCCS

policy and LCC guidelines and is not permitted on campus. This includes medical marijuana and any product containing marijuana. You cannot possess, smoke, or consume marijuana in any form in or on any LCC property including vehicles and parking lots, or come to class or work under the influence.

Additionally, as a college that receives federal funds, LCC must abide by the federal Drug Free Schools and Communities Act Amendments of 1989 and prohibit the use of marijuana. The federal Drug Free Workplace Act which prohibits the unlawful manufacture, distribution, possession, and use of illicit drugs and alcohol in the workplace is also applicable. This includes medical marijuana.

More information is available regarding marijuana use in [State Board Policy BP3-24](#) or [System Procedure SP3-24](#).

## 2.7 Outside Employment

LCC employees shall not engage in outside employment unless: (1) the outside employment is disclosed to and approved by the employee's immediate supervisor; and (2) the outside employment does not interfere with the performance of LCC duties.

For additional information, please reference [State Board Policy BP3-70](#).

## 2.8 Parking/Vehicle Registration

Parking area for staff and faculty include the area in front of the quad, alongside Betz, and behind college buildings. Parking in the circle is reserved for guests. All employees are required to register their vehicles and display a parking permit on each vehicle used on campus. Parking permits can be obtained from Student Services free of charge.

## 2.9 Relationships

### 2.9.1 Conflict of Interest

No employee shall engage in any activity or relationship that places them in a conflict of interest between their official activities and any other interest or obligation. Conflict of interest requires all employees to disqualify themselves from participating in a decision when a personal interest is present. In addition, employees shall avoid any relationship, influence, or activity that may adversely affect or give the appearance of adversely affecting an employee's independence of judgment in making decisions related to their job.

If your official actions could in any way harm, benefit, or promote your private interests or the interests of your family, friends, or business associates, you have a conflict of interest. You also have a conflict of interest if pursuing your own interests is incompatible with or detrimental to the State, or in any way compromises your loyalty to the State and your commitment to your duties. This is true for relationships involving Nepotism, immediate family members, related parties, and consensual/amorous relationships. For more specific information, reference [State Board Policy SP3-70a](#).

### 2.9.2 Disclosure and Reporting Requirements

Compliance with this policy requires that employees involved in an amorous relationship excuse themselves from any authority or evaluative role with respect to the other person. These relationships must be reported to the College President and the System President. There will be no sanctions imposed on employees who disclose an amorous relationship and take steps necessary to avoid any potential conflict of interest. An employee who engages in an amorous relationship with a person over whom he or she has evaluative authority without taking steps necessary to resolve the conflict, including reporting such relationship at the earliest opportunity, may be subject to discipline, up to and including dismissal, in accordance with Board policies.

Disclosure of Nepotism and Consensual/Amorous Relationships should be made using the forms provided in [SP 3-70A](#).

For additional information, please reference [System President's Policy SP3-70a](#).

## 2.10 Sexual Harassment

Sexual harassment of students and LCC employees is prohibited, will not be tolerated, and may be subject to corrective or disciplinary action, up to and including termination. Full information regarding the prohibition of sexual harassment can be found at [Board Policy 19-60](#) or [Special President's Policy 19-60a](#).

### 2.10.1 Employee's Obligation to Report

LCC Employees have an ethical obligation to report any incidences they are aware of concerning discrimination and/or harassment. If the employee is unsure, s/he may direct their questions to the Human Resources Director. Failure to report will be considered a violation of the CCCS Code of Ethics, [\(BP 3-70\)](#) and may result in discipline, up to and including termination.

### 2.10.2 Definitions of Sexual Harassment

All definitions associated with sexual harassment are included in [SP19-60a](#). LCC and CCCS specifically prohibits the forms of sexual harassment titled "quid pro quo" and "hostile environment" as defined below.

#### 2.10.2.1 Quid Pro Quo Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one in a position of power or influence constitute quid pro quo sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or of academic status in course, program or activity; or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that student or employee.

Typically, as defined here, quid pro quo sexual harassment normally arises in the context of an authority relationship. This relationship may be direct, as in the case of a supervisor and subordinate or teacher and student, or it may be indirect when the harasser has the power to influence others who have authority over the victim.

#### 2.10.2.2 Hostile Environment Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute hostile environment sexual harassment when such conduct is directed toward an individual because of her or his gender is severe and/or pervasive, and has the purpose or effect of:

1. Creating an intimidating, hostile, or offensive academic or work environment; or
2. Unreasonably interfering with another's academic performance or work.

Generally, a single sexual joke, offensive epithet, or request for a date does not constitute hostile environment sexual harassment; however, being subjected to such jokes, epithets, or requests repeatedly may constitute hostile environment sexual harassment. Also, matters having sexual connotation which arise as part of the legitimate educational curricula, that do not exploit students to a private advantage would not violate college policy unless used in an improper manner.

For more information, reference [Special President's Policy 19-60a](#).

## 2.11 Student Handbook

LCC makes available to students a student handbook, which articulates most college expectations as they relate to student conduct in classes and in the residence halls. The Student Handbook is contained in the [online catalog](#) and is available to each student at registration and from Student Services Center.

## 2.12 Tobacco/Tobacco Product Use

[C.R.S. 25-14-204](#) outlines [General Smoking Restrictions in the State of Colorado](#).

Starting January 1, 2020, smoking and vaping, in any form (cigarettes, pipes, water pipes/hookahs, electronic smoking devices, etc.) and all other forms of tobacco use (use of chew, snuff, snus, dip, etc.) is prohibited on all properties of LCC, including buildings, parking lots, state owned vehicles, recreational areas, and all areas previously designated for tobacco use. This includes Main Street Student Housing, rodeo grounds, Merchants Park, and Citizens Field. Smoking of, or use of, any tobacco product, including electronic cigarettes, must take place off site from the campus. For purposes of this policy, “tobacco product” is defined as:

1. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested, inhaled, or applied to the skin of the individual; or
2. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, or pipe.

Use of tobacco and tobacco products is prohibited when engaged in the instruction of students, regardless of the venue in which instruction is being conducted.

## 2.13 Violence/Firearms/Threat Assessment on Campus

### 2.13.1 Firearms

Policy Statement: Violent behavior or the threat of violent behavior toward employees, students, the general public, college property or college operated facilities will not be tolerated. Board policy states that no person may have on his or her person any unauthorized firearm, ammunition, explosive device, or illegal weapon on campus or any facility used by a college. Persons in violation of this policy shall be subject to appropriate action under disciplinary policies and procedures in effect on the individual college campuses. For additional information, reference [State Board Policy BP19-10](#).

Persons authorized to carry firearms and other equipment defined in the policy are:

1. Those persons conducting and participating in an approved program of instruction in the college’s curriculum which requires access to such equipment as an integral part of the instructional program.
2. Certified Peace Officers;
3. Those persons who have been issued a valid permit to carry a concealed handgun in accordance with Colorado’s Concealed Carry Act, C.R.S. § 18-12-201, et seq. and who are acting in compliance with the requirements of that Act; and
4. Those persons granted permission at the discretion of the College President for specific purposes from time to time.

### 2.13.2 Violence & Threat Assessment

#### 2.13.2.1 Definitions

**Violent Behavior:** Any act or threat of physical, verbal, or psychological aggression or the destruction or abuse of property by any individual.

#### 2.13.2.2 Threatening or Violent Behavior

Violence in the workplace can take many forms — from a colleague or student who exhibits dangerous or threatening behavior to abusive relationships between partners or family members to random acts of violence by members of the public with no connection to the campus.

When behaviors become intimidating or threatening, you may feel anxious, afraid and concerned for your personal safety. It is important not to manage such a situation alone. Various offices on campus can assist you, including those listed at the end of this resource.

#### 2.13.2.2.1 Examples of threatening behavior?

- A person violates your personal space
- A person raises his/her voice and seems irrational
- A person implies or makes a direct threat to harm themselves or others
- A person displays a firearm or weapon
- A person physically confronts/attacks another person or student
- A person stalks or harasses a faculty member
- A person sends threatening emails, letters, and other correspondence to another person
- An ex-boyfriend or girlfriend stalks a colleague

#### 2.13.2.2.2 Predicting Violent Behavior

The best predictor of violent behavior is past violence. Since it is unlikely you will be privy to such history, however, it's important for you to pay attention to current behavior.

#### 2.13.2.2.3 Warning Signs THAT MAY PRECEDE OR BE INDICATIVE OF Violent Behavior

- Threatening statements about killing/harming self or others, direct or veiled
- References to or preoccupation with other incidents of workplace violence
- Intimidating, belligerent, insubordinate, defiant, or challenging behavior
- Confrontational, angry, easily provoked, unpredictable, restless, or agitated behavior
- History of violent, reckless, or antisocial behavior
- Alleged fondness or fascination with firearms
- Feelings of persecution. Blaming others for anything that goes wrong, while disavowing any responsibility
- Intolerance of differences
- Marked decline in school or job performance Changes in personality, mood, or behavior
- Excessive crying
- Decline in personal grooming
- Crosses interpersonal boundaries (e.g. excessive phone calls, personal e-mails and/or visits)
- Substance abuse
- Cultural issues, e.g., disgrace for failing
- Significant personal stress (e.g., academic, financial, family or relationship problems)

### 2.13.3 Relationship Violence

Relationship violence is the most common form of violence to spill over into the workplace. In a study produced by the Justice Department and Centers for Disease Control in 2000, almost 25 percent of women and 7 percent of men reported that they had been assaulted by a current or former partner. While many victims often feel safer at work than home, they often endure threats and harassing phone calls and e-mails from partners who know exactly where to find them during work hours.

#### 2.13.3.1 Signs of Relationship Violence

- Anxious, crying, or depression
- Frequent or sudden unscheduled absences
- Frequent tardiness or leaving work early
- Fluctuations in the quality of work for no apparent reason
- Difficulty concentrating and decreased productivity
- Isolation from colleagues and social activities
- Excessive number of phone calls or e-mails from family members
- Disruptive personal visits to the workplace
- Visible injuries, often with an explanation of an "accident"; multiple injuries in different stages of healing; unexplained delay in seeking medical treatment for injuries

- Stress-related illnesses and/or anxiety-related conditions, such as heart palpitations, hyperventilation, and panic attacks

#### 2.13.4 How to Deal with Threatening or Violent Behavior

Always call 911 for help if you or others are in imminent danger.

It is helpful to:

- Maintain a posture that is poised, ready to move quickly but not fearful
- Maintain a tone of voice that is matter of fact, a monotone
- Use clear, assertive statements of consequences and repeat as necessary
- Use eye contact sparingly or only to emphasize a point
- Avoid gestures, if possible, as they may be interpreted as signs of weakness
- Avoid physical contact or only have contact if you need to defend yourself
- Place yourself behind a table or near an exit
- Leave an unobstructed exit for the person who is threatening

It is not helpful to:

- Get into an argument or shouting match
- Become hostile or punitive yourself or make threats or dares
- Press for explanations of behavior
- Ignore warning signs such as clenched fists

##### 2.13.4.1 Three Levels of Response

As you assess the situation, consider the following three levels of response. The level of response required may change as the situation unfolds. Be sure to trust your intuition, and when a situation feels potentially violent, consider a higher level of response.

- Level One: Attempt to defuse situation
- Level Two: Get assistance from others nearby
- Level Three: Get yourself to a safe location

#### 2.14 Web Accessibility

The Colorado Community College System and Lamar Community College are committed to facilitating access to its Colleges' instruction, communication, and business processes for the broadest possible audience while adhering to CCCS policy. CCCOES (System), as an employer and owner of the computer system, possesses authority to restrict the electronic communication technology use of its employees and students in their capacity as employees and students.

The System may monitor access to the equipment and networking structures and electronic communication system for the following purposes:

1. To ensure the security and operating performance of the systems and networks.
2. To review employee performance
3. To enforce System policies

This policy applies to faculty, staff, students, and other authorized persons with email or other electronic access at the state system community colleges, community college initiatives at Lowry and at the System central office and will be referred to as "Users" for the purpose of this policy. The guidelines of this policy are: Use resources in a manner consistent with the administrative, instructional, educational and research objectives of the community college system. Following are examples of prohibited use of the system computers, email and internet:

- Sending or storing mail judged to be obscene, known to be false, harassing or otherwise abusive or transmitting to others, in any location, images, sounds or messages which might reasonably be considered harassing.
- Initiating or propagating chain letters
- Attempting to forge electronic mail messages or using someone else's electronic mail.
- Creating or willfully disseminating computer viruses.
- Copying copyrighted material (such as software), except as permitted by law or by contract of the copyright owner.
- Accessing, downloading, printing or storing obscene, sexually explicit images, text, or services on college owned computers.

For complete policy information, reference [State Board Policy BP3-125](#).

## 3 ADMINISTRATION

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### 3.1 President's Absence

In those cases where the President is off campus, generally for one day or more, the President delegates either the Vice President of Administrative Services/Institutional Effectiveness or Vice President of Academic and Student Services to serve as Acting President and communicates this information to the President's Leadership Council. In those cases where the President and the both Vice President of Academic/Student Services are both off campus, generally for one day or more, the Dean of Academic Services serves as acting President followed by Director of Human Resources.

### 3.2 Administrators Who Teach

An APT employee may sometimes be asked to teach during regular work hours. Unless it's included as part of an annual contract, a request to teach does not have to be accepted and, if accepted, does not count toward an employee's regular work week. A request to teach during regular work hours should be submitted to the employee's supervisor who will tentatively approve/deny and forward the request to EPT with a rationale prior to the start of the semester. Should the employee be approved for a workday teaching assignment, (s)he will develop an adjusted schedule (to fully meet primary job duties) with her/his supervisor and have it approved by the Director of HR. If the schedule does not cover 40 hours per week, the employee will be expected to take annual leave to cover the difference. Grading, preparing for class, meeting with students, etc. should all occur in the morning prior to your regular start time, in the evening after your regular work day ends, or on weekends, not during your work day. To help new employees start well, APT employees who have successfully been in their position for at least one year will be allowed to accept a teaching assignment in addition to their regular workload.

### 3.3 Advisory Council and community circle

The President's Advisory Council (PAC) is an advisory group of local citizens, nominated by the president and approved by SBCCOE that advises the President on community needs and opportunities, local issues and services desired. The Council generally meets times per year in conjunction with the larger President's Community Circle (PCC). The chair of the PAC consults with the college president on agenda topics for meetings. The President's Community Circle serves as a community voice for LCC and helps to shape strategic directions for the college as it serves the evolving needs of its service area counties, school districts, cities and towns, business and industry, and other non-profit entities. Providing expertise from unique perspectives, each member of the Circle plays a vital role in helping to ensure that Lamar Community College remains a strong partner in Southeast Colorado. Meetings of the President's Circle occur three times per year – fall, winter, spring. Circle members are asked to attend at least one meeting per year. Meetings will be held at

the college and are generally two hours long. Each Circle member serves a two-year term that can be renewed upon mutual agreement. Annuity Plans for Employees

The State Board for Community Colleges and Occupational Education has approved investment plans in which college employees may participate. These plans provide avenues for investment and the advantages of payroll deduction. Such deposits are not normally taxed as current income. Details are available on the [Employee Benefits](#) page of the CCCS website.

### 3.4 Background Checks

LCC and the Colorado Community College System reserves the right to conduct a background check on a current employee. For employees hired prior to February 1, 2006, written authorization from the employee is obtained prior to conducting a background check. Human Resources annually checks driving records of employees whose position responsibilities include operating a state vehicle. Employees and volunteers are required to notify their immediate supervisor if they are charged of a felony or other offense of moral turpitude that adversely affects the employee's ability to perform the job or has an adverse effect on the Colorado Community College System no later than five (5) days after the date of such a charge. Employees whose position responsibilities include operating a state vehicle are required to notify their immediate supervisor if their driver's license is suspended, revoked or canceled no later than five (5) days after the date of such action.

Current employees who are finalists for positions within the Colorado Community College System are to have a current background check on file. A background check is considered current if it was conducted within the last 12 months. The background check, credit, driving history, and fingerprint-based criminal history record check if applicable, shall be reviewed according to the position requirements.

In order to evaluate qualifications and suitability for employment or volunteering, the Colorado Community College System requires employment finalists and prospective volunteers to provide information on qualifications, previous employment, criminal history, and, when applicable, credit, driving history, and fingerprint-based criminal history record check. After an employment finalist has been identified an offer of employment can be made, but must be contingent upon a successful background check. Background checks shall not be performed until the applicant has been identified as a finalist or a conditional offer of employment has been made to the applicant. To assure confidentiality of all applicant information, the Office of Human Resources centrally coordinates the criminal/credit/driving history check process. Results of background checks that make a finalists' suitability for employment questionable are reviewed by the Director of Human Resources. The Director of Human Resources consults with the appropriate executive staff member and the hiring supervisor to render a determination.

For detailed information regarding background checks, refer to [Special President's Policy SP3-10a](#).

### 3.5 Campus Advocate

LCC strongly encourages employees to attempt informal resolution of complaints, concerns, and grievances directly with the individual(s) involved first. LCC has a Campus Advocate (the Director of Human Resources) to whom employees may take concerns or questions anonymously. The following guidelines apply to the Campus Advocate's (CA) role:

- The CA serves as liaison between campus community and President;
- Faculty and staff who have concerns are still strongly encouraged to meet with their supervisor first and follow the chain of command before meeting with the President directly;
- For those who wish to express concerns anonymously, the CA is available; it is important for those who wish to talk to the CA to identify that this is a CA concern; otherwise, the Director of Human Resources will assume that this matters falls within the course of her/his personnel work;
- The CA will provide a monthly report to the President that outlines the number of concerns, the number of persons who have raised concerns, and the general nature of those concerns;

- In some cases, the CA may meet immediately with the President to review a concern;
- The President will respond verbally to the CA, in writing to the CA, or in the LCC newsletter;
- The CA has an e-mail account ([LCC.HR.Staff@lamarcc.edu](mailto:LCC.HR.Staff@lamarcc.edu)) and a phone number (719) 336-1572 which may be used for contacting the CA.

### 3.6 Copiers

All copiers on campus are managed by the Business Office. Each building has a designee to fill the machine in each building. If you are in need of a code to make copies please contact the Business Office at (719) 336.1570 with your name, preferred code, building use, and org code to charge copies.

### 3.7 Data Management and Retention – System Rules & Policies

Colorado has identified a document retention schedule that must be followed by all state agencies and public institutions. CCCS and LCC shall follow the document retention schedule as outlined in the Colorado State Archives State Agency Records Management Manual or similar document.

In accordance with [Board Policy \(BP\) 3-110 – Records Management](#) and [System Policy \(SP\) 3-110 – Records Management and Colorado Open Records Act Requests](#), CCCS and college records must be protected and maintained in compliance with applicable laws. Failure to comply with this record retention schedule may result in punitive action against CCCS, individual Colleges, and/or departments. State record retention guidelines provide a minimum retention period, but records may need to be retained longer due to operational needs, contractual requirements, and/or litigation holds. Questions about this procedure should be submitted to CCCS Legal Counsel via your vice president.

Students, faculty, staff, and administration within CCCS rely significantly on electronic communications as a result of the business and operations of the Colleges. These communications document ideas and activities, help the College’s better serve their mission, assist management in its decision making and act as the archive of the College’s and surrounding community’s history with the College. These kinds of communications, like any vital resource, also have an intangible monetary value. Because of the tangible and intangible value of these records, it is critical that they be part of a comprehensive records management program that ensures all CCCS Records are properly and securely managed, replaceable, and disposed of, preserved and/or archived.

An electronic communications management program serves other purposes as well. It improves office efficiency, facilitates administrative access to inactive as well as active records, ensures the consistent maintenance of records, decreases operational costs, increases staff productivity and assists CCCS in meeting legal and regulatory standards. Obsolete records impede access to current records, pose a possible legal liability, and waste valuable space.

The purpose of this procedure is to:

1. Outline CCCS’ requirements for its Electronic Communications Management Program, including Retention and Destruction schedules;
2. Guidance on records creation and classifying documents into types;
3. Establish retention and use practices;
4. Provide for schedules of records retention and disposition; and
5. Outline criteria for the conversion of retained or archived records to a different medium (e.g., email to hard copy).

All information related to data management and retention at LCC is included in [SP3-125d, Electronic Communications Management and Retention Procedures](#). requirements.

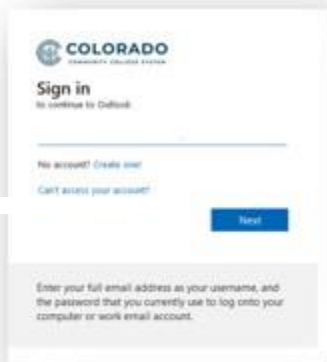
### 3.7.1 E-Mail

All electronic communication should abide by System President’s Procedure guidelines as stated in 3-125d - <https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-125d-electronic-communications-management-and-retention-procedures-2/>.

### 3.7.2 Accessing Your E-Mail via the Web

(Use these instructions from non-campus computers with Internet access.)

1. Visit the [LCC website](#). Scroll to the bottom of the page and click on “Email” under the “Faculty and Staff” menu.
2. When the Microsoft Outlook Web Access screen appears, type ccc\ and your S number (e.g. ccc\S01234567) in the “Domain/user name” field.
3. Type in your Windows Network password.
4. A CCCS (Colorado Community College System) authentication screen will appear and the user will proceed to validate their account.



5. Click “Sign in” and your Outlook Web Access screen will appear.
6. For Security Purposes ALWAYS LOG OFF you will find a button labeled “Sign Out” in the upper right hand corner of the screen.



7. Close your browser.

### 3.7.3 File Backup

Windows servers are backed up with a full system backup on a daily basis. Backup media is retained for one calendar and data can be restored up to a calendar year. All retention of data and file backup should abide by the System President’s Procedure guidelines as stated in SP 6-10f [SP 6-10f - Backup and Recovery | Colorado Community College System \(cccs.edu\)](#)

### 3.7.4 Off-Site Storage

Data storage is maintained by CCCS-IT and follows a cyclical backup process. Backups are also rotated to an offsite storage for disaster recovery purposes.

### 3.8 Directory of LCC Services

Updated staff directories are kept current by the President's office. This information is available at any time on the [LCC website](#).

### 3.9 Evaluation of Employees

Every employee at LCC has an annual performance evaluation conducted in conjunction with their direct supervisor. All employee evaluations at LCC are to ensure "that students be provided with the highest quality of instruction and services and that all components of the System be managed with efficiency and integrity.":

- Faculty: See [Evaluation of Faculty Job Performance SP 3-31](#)
- Classified: See the [State of Colorado Annual Evaluation Process](#)
- Administration: See [Evaluation of APT Job Performance, SP 3-31a](#)

Employees under the State Personnel System are evaluated under regulations promulgated by the State Department of Personnel. Classified employees can contact the HR Office at (719) 336-1572 for details on this evaluation process.

### 3.10 Employee of the Year Awards

Employee of the Year awards are the highest honors bestowed upon staff and faculty members at Lamar Community College.

#### 3.10.1 Selection Process

Each fall, the Executive Assistant calls for nominations in the categories of Classified, Administrator/Pro-Tech, Full-time Faculty, and Adjunct Faculty for the prior year. Nominations are accepted from any full-time staff or faculty member. Once nominations close, an electronic ballot including nominees' names and categories is sent to all on-campus employees.

Voting is closed, and awardees are announced prior to Winter Break.

#### 3.10.2 Recognition

All winners are recognized on campus and in the community. All awardees are also invited to CCCS recognition events held the following spring.

The marketing department creates bios on all awardees and takes headshots to create a press release and submit to the system.

All awardees are also recognized on permanent plaques located in the Betz Technology Center upper atrium alcove.

### 3.11 Executive Planning Team

The Executive Planning Team (EPT) is comprised of the College President and the Vice Presidents, as well as the Director of Human Resources, in an advisory capacity. The EPT generally meets every Monday to discuss planning, budget, personnel, and operational issues.

### 3.12 Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act ([FERPA](#)) protects the privacy of student education records. Generally, colleges must have written permission from a student to release information from their educational record; however, there are exceptions that permit colleges to release certain directory information without a student's consent. All LCC employees, faculty, and staff are required to understand and adhere to FERPA guidelines in accordance with [System President's Procedure 4-80a](#).

### 3.13 Financial Aid

A variety of financial assistance plans are available to students. Information about financial aid programs, the method by which aid is distributed, rights and responsibilities under any financial aid program, the cost of attending Lamar Community College, and policies and procedures of the financial aid program are available via the LCC Financial Handbook or you can contact the Director of Financial Aid in the Student Services Office, located in the Betz Technology Building.

### 3.14 Grievance Process

In accordance with [BP3-50 Employee Grievances](#), the following steps apply to regular faculty, contract staff, and college administrators at LCC. Classified staff should refer to the [State of Colorado Classified Staff Handbook](#) for this procedure..

#### 3.14.1 Grievable Offenses

Except as noted herein, an employee may grieve any action which violates or inequitably applies Board Policies, System President's Procedures, or College Procedures and which adversely affects the employee's working conditions.

Claims of discrimination and/or harassment based on federal or state civil rights laws are not covered under this procedure. Such claims are processed pursuant to either SP 3-50b or SP 4-31a.

The following matters are not grievable under this policy except as noted:

- Matters over which the employer is without authority to act.
- Evaluations (See Board Policy on Evaluations).
- Dismissals, non-renewals, reductions-in-force, suspensions, disciplinary actions (See Board Policy on Due Process).
- Reassignments except that a reassignment of a Regular Faculty member which results in a reduction in pay or a loss of Due Process rights shall be grievable.

LCC strongly encourages employees to attempt informal resolution of grievances first. If informal resolution is not successful, please reach out to the LCC Campus Advocate (Human Resources Director) to determine if the basis of the claim is discrimination and/ or harassment based on federal or state civil rights laws. If so, the Complainant must file a grievance under the Civil Rights Grievance and Investigation Process.

In those cases where a complainant has exhausted informal resolution or chooses to bypass it, the complainant will attempt formal resolution of a grievance that is not able to be filed under the Civil Rights Grievance and Investigation Process. The complainant must submit a written, signed grievance to the President. In those cases where the grievance is about the President, the complainant may submit a written, signed grievance to the Vice President presiding over the area in which they are employed. Formal grievances should be submitted within 14 days of the date the employee knew or should have known about the action. Formal grievances should provide details sufficient for the President or the appropriate Vice President and the grievance review committee to understand the grievance; the complainant is encouraged to include desired outcomes as well.

1. The President (or appropriate Vice President) will name a grievance review committee of three persons including the Personnel Officer/Campus Advocate and will provide the committee with a written charge that includes the scope of the grievance review committee's work (for example, will it review only the written grievance? Will it conduct a meeting to allow the parties to present their issues?) In no case shall the complainant or the College be accompanied by legal counsel in this review. This committee will make a written recommendation to the President (or appropriate Vice President). The review and written recommendation will address only those issues or concerns presented in the formal written grievance. The grievance review

committee shall convene and deliver a written recommendation to the President or the appropriate Vice President within fourteen days of being charged with the review.

2. All timelines may be waived with the agreement of both parties.
3. The College President shall make a decision regarding the grievance within a reasonable time, usually within 14 days of having received the written recommendation from the grievance review committee. If the President agrees with the grievance review committee's recommendation, the decision is final. If the decision of the President and the recommendation of the grievance review committee differ, the complainant may appeal the decision to the System Chancellor as outlined in [SP 3-50a](#).
4. The decision of the System Chancellor is final.

The grievance processes for students are articulated in the Student Handbook, located in the [Lamar Community College Catalog](#). They include grievance (or appeal) processes for academic, administrative, equity, and ADA matters.

For more information, reference [State Board Policy BP3-50](#).

### 3.15 Handling of Cash & Checks

All cash and checks are to be turned in to the Cashiers Office by 4:00 p.m. daily unless arrangements have been made by the Cashiers Office to collect or pick up the cash or checks. Please obtain a receipt for all deposits made and verify the deposit has been placed in the correct org. Please see Business Office for more detailed cash procedures. For questions please call (719) 336-1593. To report the misuse of cash handling or cash procedures please contact the Controller at (719) 336-1571.

### 3.16 Health Center

The Lamar Community College Campus, in partnership with High Plains Community Health Services (HPCHC) provides on-campus health services and behavioral health services to LCC Student, Faculty, Staff and their families. The services consist of: Sick/Acute Healthcare, Physical/Wellness Exams, Immunizations, Health Education, Access to Family Planning Services, Medication Management, and Referrals to Specialists. The Campus Health Center is located in the LCC Wellness Center, Upper Level, Room #125. Hours for each semester (Summer, Fall, and Spring) can vary, but will be posted and updated as needed. Full-time students are automatically eligible for free office visits at the LCC Campus Health Center. Part-time students and staff members may elect to pay a onetime per semester fee of \$33.60 to receive this same benefit. For an appointment, call (719) 336-0261 (High Plains Clinic) or (719) 336-1683 (Campus Health Center). For emergency health services, call 911 or visit the emergency room at Prowers Medical Center.

### 3.17 Hiring Procedures

LCC is a community that is committed to equity, diversity, and inclusion through Inclusive Excellence. LCC embraces Inclusive Excellence because we want our students, staff, and faculty to learn and work within an inclusive environment. This means members of our College community will be active, respectful, and mindful of equity, diversity, and inclusion at all levels of engagement. To ensure fair hiring procedures that identify the best qualified applicants for every full-time position at LCC, a comprehensive hiring process is used.

All LCC job applicants must apply directly on the institution's website to currently open positions. Each applicant must submit, at a minimum; a cover letter, a resume, a copy of unofficial transcripts, and 3 professional references. LCC then employs the use of search committees to function as an advisory group to the position supervisor. The search committee's role is to screen applicants and make recommendations, as a group, regarding which applicant candidates are interviewed, who becomes a finalist, and which candidates should be eliminated. Once a finalist candidate is identified by the screening committee, and approved by the LCC Hiring Authority, a contingent job offer is made and HR conducts background and reference checks before a candidate is allowed to begin work. For more information related to LCC's hiring procedures, contact the Human Resources office at (719) 336-1572.

### 3.18 Insurance and Other Employee Benefits

Lamar Community College and CCCS offers a range of benefit choices, based on the position held and benefit eligibility. Complete benefit information is available on the CCCS website [Employee Benefits page](#).

Benefits for Administrative, Professional – Technical (APT) employees and Faculty are administered through the State Board for Community Colleges and Occupational Education Trust. Effective July 1, 2015, employees in APT and Faculty positions that are budgeted at .75 FTE or more are eligible for benefits beginning on their date of hire. Contact Human Resources for questions about eligibility prior to July 1, 2015.

Adjunct Instructors and variable hour employees will have their hours measured on an annual basis to determine eligibility to enroll in medical health insurance for the following benefit period.

Benefits for employees in Classified positions are administered through the Colorado Department of Personnel and Administration's Division of Human Resources. Employees in Classified positions are eligible to begin their benefits the 1st of the month following their start date. Find complete information on benefits for Classified positions on the [Department of Personnel and Administration website](#).

#### 3.18.1 Tuition Reimbursement

Benefit-eligible employees and permanent classified employees are eligible for tuition reimbursement when courses are taken at a CCCS College. Eligible employees may also request tuition reimbursement for their spouses and eligible dependent children, subject to the limitations outlined below.

- Eligible dependents are those who are associated with an employee's benefit plan, either health or dental. Any dependent not on the employee's benefit plan will have to supply proof of dependency, via a third party official public record (e.g., birth certificate, marriage license), and submit this proof to Human Resources to confirm status as an eligible dependent.
- Eligible dependent children applying for reimbursement must have completed their high school diploma or GED prior to the first term for which they are applying. Students 18 years of age or younger and still attending high school classes, or who have not obtained their GED, may attend classes within the applicable concurrent enrollment guidelines and are not covered within these benefits.
- Eligible dependent children may be no older than 26 years old in the month of September for the calendar year in which the dependent is taking courses for reimbursement.

See SP 3-60a Employee Benefits at <https://cccs.edu/policies-and-procedures/sp-3-60a-employee-benefits/> for full details regarding tuition reimbursement benefits.

### 3.19 Salary Base Building Continuing Education Bonus

Lamar Community College recognizes that continued education by our employees benefits not only the individual, but also the college and the greater community. As a result, effective May 2018, we now provide a base-building bonus of \$500 to any employee who completes a degree or is awarded a professional credential from a regionally-accredited college or university.

In order to qualify for your bonus, please complete the Application for Continuing Education Base Pay Increase form and submit it to Human Resources with a copy of your official transcript (showing degree/certificate conferral), or a copy of your awarded credential. The \$500 will be added to your base salary upon verification of completion and approval by the college president, effective the first day of the month following conferral. The form can be found on the O:drive at O:\Common\Business Office Forms\HR and Payroll Forms.

### 3.20 Issuance of Keys

Individual supervisors recommend the issuance of keys for their respective staff. Distribution of keys is managed through sign-off on a key request form. The approval form must be signed by the President or Vice President. Keys are then issued through the Director of Facilities Management. Under no circumstances should any issued keys be duplicated. If a key is lost, misplaced, or destroyed, the staff member must report this immediately to the President or Vice President. There is a fee of \$10.00 per key to replace lost keys. Staff and faculty should not lend keys to others or open doors and buildings for persons whose presence has not been authorized.

### 3.21 Leave/Leave Reporting for Employees

APT employees receive generous personal leave and sick leave allowances. APT employees are expected to submit leave requests for all medical and personal leave occurring during the work day. LCC requires that all planned, non-emergency leave time is approved in advance by a supervisor so as not to adversely impact the business functions of a department/unit. Depending on the duration of the event, leave is to be taken in 15-minute increments and rounded up (e.g. a 25 minute appointment should be entered as a 30 minute leave). Activities which take place during a scheduled lunch period generally do not have to be submitted for leave unless they exceed the lunch period. Employees should request leave from their supervisor in a conversation, a written request, or an email with as much advanced notice as possible prior to the leave taking place. LCC and its supervisors retains the right to deny a leave based on business needs. After leave approval is obtained from the supervisor, then leave will be entered in the Banner Portal Leave System for official approval. Current employees who need assistance with the Banner Portal Leave System should contact the HR Office at (719) 336-1572.

Information regarding all types of leave available for all college faculty and staff can be found in [System President's Procedure SP3-60b Employee Leave](#).

#### 3.21.1 Faculty

For faculty leave and reporting information, see the duty days listed in the current academic year faculty contract. A copy of this contract may be obtained from the Human Resources Office (719) 336-1572. LCC faculty are only able to take personal leave during the designated duty days of the academic year in accordance with [Special President's Procedure 3-60b](#). Specifically, "a maximum of sixteen (16) hours per year of the employee's sick leave may be granted to benefit-eligible Faculty for personal reasons (faculty personal leave). Faculty may carry over up to sixteen (16) hours of faculty personal leave from year-to-year. No more than thirty-two (32) hours of faculty personal leave may be used in any year and no more than sixteen (16) hours of faculty personal leave may be used in any week".

#### 3.21.2 Administrative, Exempt, and Pro-Tech (APT) Appointments

All Administrative, Exempt, and Pro-Tech employees are awarded 11 holidays per year. In addition, they accrue 15 hours of annual leave and 10 hours of sick leave per month. Administrative and Exempt employees DO NOT accrue compensatory time. Pro-tech employees who are also classified as Exempt DO NOT accrue compensatory time. Pro-tech employees will need to check with the HR Director to determine whether or not they are also classified as Exempt.

#### 3.21.3 Classified Employees

Classified employees are awarded 11 holidays per year. Compensatory time can only be accrued if PRE-APPROVAL is granted in writing by the supervisor. Please consult with HR regarding guidelines for accrual of leave and leave requests.

Information on benefits and regulations for Classified Employees can be found in the [Personnel Board Rules of the Colorado Division of Human Resources](#).

#### 3.21.4 Administrative Leave for Volunteer or Academic Activities

LCC permanent Classified employees and benefit-eligible employees shall be eligible for up to eighteen (18) hours of paid administrative leave per fiscal year for the purposes of volunteering in the community, for a parent or guardian to participate in academic-related activities for their child, and for external activities associated with the CCCS goals of academic excellence and diversity, as long as it does not create a conflict of interest. Approval must be obtained in

advance. The College or System office retains the right to deny a request based on business needs, although supervisors are encouraged to be flexible where possible. This leave may not be used to volunteer in connection with advocating for or against a candidate for an elected office, or a ballot issue or referred measure.

Part-time employees shall be eligible for a portion of the community and parental academic leave specified for full-time staff based on the percentage of a full-time schedule which is defined as forty (40) hours per week.

Part-time employees shall be eligible for a portion of the leave specified for full-time staff based on the percentage of a full-time schedule which is defined as forty (40) hours per week. For detailed information, reference the [System President Policy SP3-60b](#).

#### 3.21.5 Pregnant Workers Fairness Act

Pregnant employees requiring accommodations under [House Bill 16-1438, the Pregnant Workers Fairness Act \(the Act\)](#), should notify Human Resources. The Act amends Colorado's Anti-Discrimination Act (CADA) to require employers to provide applicants and employees with reasonable accommodations due to all health conditions "related to pregnancy or physical recovery from childbirth, or a related condition."

#### 3.22 Mail and Freight

The business office manages all incoming and outgoing mail and freight. All full-time employees and part-time instructors have a mailbox for incoming mail. The business office notifies employees of any incoming freight. To send mail out, please address the mail and in the top left corner please write your org on the envelope or package so that it will be charged to the appropriate org code. For more detailed information regarding mail and freight, please contact the business office at (719) 336-1570 or visit the business office in the Trustees building.

#### 3.23 Master Calendar

The President's office maintains a master calendar in Outlook (intra-campus) and web events calendar (available from our website). All faculty and staff are encouraged to inform the President's Administrative Assistant of upcoming events.

#### 3.24 News Items

Newsworthy items, events, activities, awards, and accomplishments are shared in a variety of ways, including press releases, external reports, campus bulletins, display monitors, and social media. We rely on employees to help us share news items. LCC uses 25<sup>th</sup> Hour Communication, a marketing services agency, to help with communications and public relations as well as internal staff, such as the President's Executive Assistant and the Service & Communication Specialist at the Welcome Center. Employees should share their newsworthy items with 25<sup>th</sup> Hour through the marketing area on the employee portal and/or via email to the President's Executive Assistant and the Service & Communication Specialist at the Welcome Center.

#### 3.25 Non-Discrimination Statement

Lamar Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Lamar Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Tara Silvey/Director of Human Resources as its Affirmative Action (AA), Officer, Equal Opportunity (EO) Officer, 504 Coordinator, and Title IX Coordinator with the responsibility to coordinate its civil rights

compliance activities and grievance procedures. If you have any questions, please contact Tara Silvey/Director of Human Resources at (719) 336-1572, EOandTitleIX@lamarcc.edu, or 2401 S Main St, Lamar, CO 81052.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417. Off-Campus Courses

The educational resources of Lamar Community College are made available to citizens throughout Southeastern Colorado through on-campus classes and outreach programs in Prowers, Baca, Kiowa, and Cheyenne Counties. These Continuing Education classes serve the educational needs of individuals who are unable to devote themselves to full-time study. Services include: classes for professional upgrading or re-training, core curriculum classes for academic transfer, and personal interest. Evening/Weekend Associate Degree Programs are offered on and off campus when sufficient demand dictates.

### 3.26 Official Functions

All forms and procedures can be found at O:\Common\Business Office Forms\Official Functions. For more information please contact the business office at (719) 336.1574.

Official Functions and Training Functions shall be held to achieve program objectives and **must** be limited to reasonable and actual costs. The attendance of State employees at these functions shall be kept to a minimum and shall include only those individuals directly related to the purpose of the function. Expenditures shall be kept to a minimum as they have the potential of being perceived to be for personal benefit and an abuse of public funds. Official Functions shall be hosted by the Cost Center Manager of a State Agency or by a representative of the State Agency that has been delegated authority by the Cost Center Manager to host such functions. [State Fiscal Rule 2-7](#)

Definition: Official functions must meet the criteria defined in the State Fiscal Rules, including but not limited to, [State Fiscal Rule 2-1](#), which indicates expenditures are for official state business and are reasonable and necessary.

Official Function - A meeting, conference, meal, or other function which is hosted by the chief executive officer, or representative, of a State Agency, attended by guests and/or State Employees, and held for official State business purposes. [State Fiscal Rule 2-7](#)

Advisory Committee Function – A meeting for advisory committees with a meal must include a copy of the minutes of the meeting along with the Official Function Commitment Request. This is a federal compliance rule.

Training Function - A meeting, conference, or other function which is hosted by a State Agency, attended by customers of the State and/or State employees, and held to enhance staff knowledge or to educate customers of the State or State employees, that are affected by the State Agency's operations or regulations. Training functions should have a written agenda, study materials, and be led by an identified presenter.

### [State Fiscal Rule 2-7](#)

### 3.27 Pay Checks

All paychecks must be direct deposit and notification of direct deposit for all employees is sent electronically. Part-time employees are paid bi-weekly on Fridays. Full-time employees are paid monthly on the last business day of the month. For a copy of the current-year payroll calendar, please contact the HR office at (719) 336-1572.

### 3.28 Physical Plant

#### 3.28.1 Room Reservation Link

The link below is for any room usage requests by LCC employees for LCC purposes. This form contains all the information needed for your event: room, IT needs, and facilities information. You do not need additional forms. **Please understand, that you need to complete this form for every space you use outside of your assigned classroom or office.**

Failure to complete this form may result in your reservation not being completed and your usage of the space being interrupted. Please try to have all forms completed **AT LEAST 3 DAYS** prior to the event. [https://cccs-hflgi.formstack.com/forms/lcc\\_facility\\_reservation\\_request](https://cccs-hflgi.formstack.com/forms/lcc_facility_reservation_request)

### 3.28.2 Maintenance Requests

All requests for Facilities Services WILL require an official Work Order Request to be completed by the individual making the request. The link below is for all non-I.T. request for maintenance by LCC employees and staff. This form contains all the information needed for your maintenance request. Please download the file and be detailed when completing the description of work. When completed, submit form to the Director of Facilities at [sean.lirley@lamarcc.edu](mailto:sean.lirley@lamarcc.edu).

<O:\Common\Physical Plant\Work Orders\LCC Work Order Request.xlsx>

### 3.29 Professional Development/Training

LCC is committed to providing professional development and training opportunities for all faculty, staff, and administrators.

Exempt staff and administrators who wish to participate in professional development are encouraged to work with their immediate supervisor to create a professional development plan for the year that works within budgetary guidelines. HR may also provide resources for free professional development that are available to LCC employees from CCCS and the State of Colorado.

A faculty or staff member who wishes to request leave for professional development is encouraged to refer to [BP 3-65](#). Professional leave may include release time from teaching duties, release time to pursue credential attainment, or other professional leave requests. Publications

In an effort to ensure that LCC projects a consistent professional image, all publications are submitted to the off-site marketing service before being released.

### 3.30 Purchasing Procedures

LCC has an approved purchasing procedure that conforms with State procurement rules. Questions regarding purchasing should be directed to the Business Office. Forms and instructions can be found on the "O" drive - [O/Common/Business Office Forms/Purchasing Directions & Forms](#) or call (719) 336-1570.

There are four different types of purchasing that occur and need to be treated differently in process.

1. Purchase of goods less than \$3,499. Fill out a requisition and mark P-card unless the college has an open account with the vendor. If you do not have a P-Card please provide the business office the appropriate paperwork and follow all State & CCCS P-Card guidelines.
2. Purchase of goods/services at vendor on account. Some vendors allow the college to have an open account and charge goods/services with their business. Get the receipt and submit with a requisition to the business office.
3. Purchase of goods/services at a local store/vendor with PCard. If the college doesn't have an open account with a local vendor, a P-Card may be used if it is under the \$3,499 limit and all State & CCCS P-Card guidelines must be followed. If you do not have a P-Card please provide the appropriate paperwork to the business office to make the purchase.
4. Purchase of goods/services over \$3,499. Fill out a requisition and mark PO and turn into the business office. The business office will issue a PO, then the good or services can be delivered. Goods and services cannot be delivered prior to a PO being issued. Goods or services totaling over \$49,999 requires a bid.

### 3.31 Scheduling of Meeting Rooms

As a State Community College, Lamar Community College makes its facilities available for use by area organizations when they are not in use for classes or other scheduled College activities. The use of the College-owned facilities cannot

conflict with Lamar Community College operations or the State of Colorado Statutes, Fiscal Rules, and other Proclamations. LCC is a state-supported institution, and rental rules and charges are based on recovering actual costs to the College for use of any of its facilities.

Individuals or organizations interested in using LCC facilities should contact the President's Executive Assistant.

LCC faculty and staff may reserve meeting rooms. If the room will be used for an LCC event, the reservation link can be obtained from the LCC portal. If an employee would like to use a room for a non-LCC event, the external room reservation forms are located on the website

Use of the Residence Hall is scheduled through the Coordinator of Residence Life and the cafeteria through the Cafeteria Manager. Use of the President's Conference Room, West Betz Technology Center Conference Room, Betz 229 and Trustees (TR) 121 are scheduled through the Executive Assistant to the President. Use of the Wellness Center is scheduled through the Wellness Center Director and use of the arenas are scheduled through the Department Chair of Equine, Agriculture, and Rodeo.

### 3.32 Social Media Policy

Lamar Community College is increasingly utilizing current social media technologies and exploring additional options as they become useful to the college and its students and employees. The use of social media websites (e.g., Facebook, LinkedIn, and YouTube) is becoming common for LCC's departments, students, and employees. These communication tools have the potential to create a significant impact on how the college communicates with its publics (listening as well as speaking), on the college's image and branding as well as on college-wide and departmental public relations and promotional efforts. Effective use of social media can help the college leverage its limited resources and has the ability to change how the college communicates. It can encourage action, enhance advocacy efforts, improve staff efficiency, and can lead to additional fundraising opportunities.

It is the intention of the college to have one primary presence on each social media site that drives viewers to the college's website. The college will strive to eliminate existing unused or duplicative accounts to avoid confusion.

LCC's Social Media plan applies to all LCC employees and student employees and is accordance with System President's Procedure (SP) 3-125f: Operation of Official Social Media Accounts and Student/Employee Social Media Conduct.

This plan applies only to social media accounts created for the express purpose of officially representing LCC, its groups, departments, and programs, and does not apply to personal social media accounts. College employees acting in an individual capacity should exercise caution to communicate clearly that they are not acting in a representative capacity, or expressing the views of the College.

LCC Marketing, college administrators, and authorized employees may monitor the operation of college-authorized social media accounts, and the conduct of employees/students in using them to help ensure conformance with this policy.

College administrators reserve the right to examine, use, and disclose any content found on official social media websites in order to further the health, safety, discipline, or security of any student or other person, or to protect property.

#### 3.32.1 Consequences for Violation

As per SP 3-125f, violations of State Board policy and the LCC plan may result in disciplinary action in accordance with applicable employee/student conduct policies and may include any appropriate legal action.

For definitions, procedures, and details of this policy, refer to entire [Social Media Policy, BP3-125](#).

### 3.32.2 Use of College Vehicles

We are privileged to have a vehicle fleet to use for field trips and other business travel. All staff who are required to travel off-campus should request the use of a college vehicle if they choose. Such requests are to be submitted for approval to the respective supervisor or VP, and vehicles are assigned on a first-come first-served basis. Cost of the use of college owned vehicles is charged to the employee's org. If there is a fleet vehicle available but an employee chooses to take personal vehicle, the reimbursement rate is \$.26/mile.

Use of private Vehicles for college trips is strongly discouraged and requires prior approval by the appropriate administrator. If use of private vehicle is approved, an allowance of \$.56/mile (July, 2022) is provided. Travel Authorization Request forms must be turned in to the Business Office 48 hours prior to the trip (2 weeks prior is recommended). Transportation costs are charged to the department initiating the request. To schedule the use of a college vehicle, please contact the business office at (719) 336-1570 and follow the process outlined in the folder on the LCC common drive at ["O" Drive – Common/Business Office Forms/Travel Forms & Info.](#)

### 3.32.3 Reimbursement

Travel resulting in out-of-pocket costs require that a travel reimbursement be submitted to the business office after the necessary approvals are obtained. Submission cannot be prior to travel and must be no later than 60 days from the last day of travel for full reimbursement. Any reimbursement requests submitted beyond 60 days from the last day of travel will be considered taxable income to the employee, if reimbursed. Any reimbursement requests submitted after 90 days from the last day of travel will not be reimbursed per State Fiscal Rule 5.1. For specific questions related to travel reimbursement, please contact the business office at (719) 336-1574. For more general information regarding the State of Colorado Fiscal policy and specific reimbursement instructions go to ["O" Drive – Common/Business Office Forms/Travel Forms & Info.](#)

### 3.32.4 Out-of-State Travel

Out-of-state travel requires the completion of the Travel Authorization Request form. This form must be signed by your immediate supervisor, the Vice President of the Department, and receive final approval and sign off by the President. Notification of approval must be received before any registrations, scheduling of fleet vehicles, hotel reservations or airline arrangements are made. Please try to complete the form 30 days prior to travel in order to allow time for signatures and booking reservations, etc. Further information, along with a copy of the form, can be found at ["O" Drive – Common/Business Office Forms/Travel Forms & Info.](#)

### 3.33 Use of Equipment

College facilities, equipment, and materials are to be used for the benefit of the College and the community. Equipment may be checked out for a limited time only with approval by the VP of Administrative Services Assistant or designee(s) and as permitted in State Fiscal Rules.

### 3.34 Vendor Booths

Lamar Community College welcomes non-profit and for-profit booths on its campus. It requests that vendor visits are limited to one per semester and no more than one vendor be in any one building on any given day. LCC charges \$35.00 per day (no prorating) per booth space. Unless other arrangements are made, LCC can set up a 6 - 8" table and one chair. The fee may be waived if the vendor brings his/her own table and chair(s).

Lamar Community College reserves the right to refuse vendors due to the nature or quality of their merchandise. No pornographic, illegal, or controversial materials are allowed to be sold. Vendors must have a valid City of Lamar sales tax license.

Vendor booth locations can include Betz upper and lower Atrium, Bowman lower hallways, and Todd-Burch Residence Hall Lobby. Requests can be made through the Assistant to the President and approved by the President. In his/her absence, requests are approved by the Vice President of Academic Services.

### 3.35 Workers Compensation

LCC carries State Compensation Insurance that covers college employees for accidental injury during the performance of their duties. All accidents occurring during the course of your work resulting in personal injury must be reported to the Human Resource Department by the employee or immediate supervisor within seventy-two (72) hours. Even injuries that do not result in the need to seek medical care must be reported to HR. Please contact the HR office to obtain a "First Report of Injury" form to report an injury.

### 3.36 Work Study

LCC faculty and staff may request the ability to employ work study students to assist in the completion of business tasks related to institution operations. All requests for work study must go to the Financial Aid office at LCC for approval and designation of work study funds. Once awarded work study funds, faculty or staff will advertise for/recruit students to work in their department. Once a student is identified, they must work with the Financial Aid office to get a work study award. If the student is approved for a work study reward, they will receive a work study hiring packet to complete and submit to HR for processing and background check. After HR completes the background check and confirms receipt of all required employment documents, they will notify the Financial Aid office that the work study student is eligible for a work study contract. The Financial Aid office will issue a work study contract for both the supervisor and the student to sign. Once the completed, signed contract is submitted to the Financial Aid office, a work study student may begin working in their position.

Faculty and staff members who employ work study students should be aware that they are responsible for tracking the allotted funds used by a work study and the accuracy of the student's time sheet. In the event that the work study student exceeds the number of hours allocated to them, the over expenditure is charged to the budget of the person who signed the work study contract.

Work study students are to submit time sheets using the Banner Portal Leave System. Time sheets must be submitted by midnight on the last Friday of the pay period. A schedule of pay periods is available from the Business Office. The deadline for supervisor approval of work study time sheets is by noon on Monday following the end of the pay period. More information regarding the use of work study students may be obtained by contacting the Financial Aid Office at (719) 336-1573. Forms with information about work study management and hard copy timesheets can be found on the "O" drive <O:\Common\Business Office Forms\HR and Payroll Forms>.

Please note – LCC procedures evolve in response to process improvement decisions and/or updates to CCCS Policies and Procedures. Please ask your VP and/or HR if you are not sure. You can review all CCCS Policies and Procedures at <https://cccs.edu/about-cccs/state-board/policies-and-procedures/>