

NOTICE OF RECEIPT OF HANDBOOK

I have received and read the Northland Pioneer College Employee Handbook for 2023-24.

I understand that the Handbook does not constitute a contract with NPC, but that it references policies and procedures which govern me as an employee of NPC. I also understand that if I have any questions about anything in this Handbook or the policies and procedures it summarizes, I can inquire of my supervisor, Dean or department Director, or the Associate Vice-President of Human Resources (AVPHR). I acknowledge specifically that I am aware of the anti-harassment, Affirmative Action/Equal Employment, Drug-Free Environment, and Student Privacy/FERPA policies and procedures of the College.

Employee Signature

_____ Date _____

Employee Name (Please Print)

**Please return to the Human Resources office within ten (10) days
of receiving the Employee Handbook.**



Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVESSM

Northland Pioneer College

P O Box 610

Holbrook, AZ 86025

1-800-266-7845

www.npc.edu

Employee Handbook

2023-2024

About This Handbook

The Employee Handbook is intended to educate new employees and serve as a resource for current employees. It contains information on personnel, policies, procedures, services, and benefits, and serves as a basic reference. It also provides important information about the College's workplace policies regarding conduct, work schedules, safety on the job, and obligations as an employee. Please read this Handbook carefully, as failure to adhere to these policies, procedures, and guidelines could result in disciplinary action(s).

While every attempt has been made to cover a variety of topics and ensure the accuracy of information, this Handbook may not be entirely comprehensive or current. You can find the full text of the Colleges Policies and Procedures on the NPC website at: www.npc.edu/policies-procedures.

The contents of this Handbook are subject to change and/or revision at any time. It is the responsibility of individual employees to remain current and informed regarding updates and changes to policies and procedures.

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Who We Are...

The College District

Established in 1972, Navajo County Community College District, or Northland Pioneer College (NPC), is a publicly supported community college located in Navajo County, Arizona. The college's first students enrolled for the fall semester of 1974. The Navajo County Community College District serves Navajo and Apache counties, an area of 21,158 square miles with a 2014 U.S. Census Bureau permanent population estimate of 179,929. The Navajo, Hopi, White Mountain Apache, and Zuni Indian Reservations occupy more than 68.34 percent of the total land in the College service area and account for 56.3 percent of the area's population. Campuses are located within four of the largest Navajo County communities of Holbrook, Show Low, Snowflake/Taylor, and Winslow. Centers are located in Hopi, Kayenta, Whiteriver, St. Johns, and Springerville. Additional educational sites are established as educational needs and opportunities arise.

Accreditation

In order to have the right to award college degrees and certificates, institutions of higher education must be evaluated by a nationally recognized accrediting agency. The Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools is charged with evaluating Northland Pioneer College. NPC is proud to report having passed the most recent (2019-20) evaluation with unqualified approval of every area of college operations.

The HLC currently has revised its 10-year evaluation schedule to one that continuously monitors the excellence of operational and educational standards. This new model ensures NPC students of an up-to-date, nationally recognized, and accredited educational experience. To view the criteria and standards set by the Higher Learning Commission, contact them at 230 South LaSalle St., Suite 7-500, Chicago, IL 60604, (800) 621-7440 or online at www.ncahlc.org.

Mascot and Colors

In 1976, Northland Pioneer College students selected the golden eagle as the college's mascot, and gold, sky blue, and red as the college colors. The red was later dropped. Royal blue and gold are now used as the college's official colors. **Ernie Eagle** represents the college at community and college events and on social media websites. Be sure to join over 1,500 of Ernie's friends on *Facebook*. **Ellie Eaglet** is the spokes eagle for the Kids College program.



Who We Are...

Mission

Northland Pioneer College provides educational excellence that is affordable and accessible for the enrichment of communities across northeastern Arizona.

Vision

NPC continually responds to the needs of our communities by cultivating generations of learners. By 2030, NPC will transform lives by advancing student success and socio-economic well-being through a spirit of innovation, partnership, and creative problem-solving.

NPC will live our vision through the following Shared Values.

At NPC, we value:

Integrity

By Integrity, we mean consistently taking responsibility for our actions and preserving the trust communities place in us. We demonstrate Integrity by:

- Setting achievable and measurable goals.
- Maintaining transparency in project planning, implementation, and reporting while honoring the college's shared governance process.
- Being consistently truthful and fair in our internal and external interactions.

Inclusion

By Inclusion, we mean empowering all people – regardless of individual differences and/or historical under-representation – to have the right to be involved, engaged, respected, and appreciated as valuable members of our communities. We demonstrate Inclusion by:

- Ensuring all individuals, regardless of race, color, religion, national origin, gender, or sexual orientation have opportunities to equitably engage with, participate in, and benefit from the NPC community.

- Recruiting individuals and partnering with organizations that reflect and represent the diverse backgrounds, perspectives, and interests of our area.
- Using diverse perspectives to make better-informed decisions.

Adaptability

By Adaptability, we mean a commitment to being agile in responding to the ever-changing needs of our diverse communities through collaboration, innovation, and informed risk-taking. We demonstrate Adaptability by:

- Keeping an open mind to learn or develop new ways to respond to changes.
- Experimenting with different styles of working and adjusting as needed.
- Using valid and reliable data to make decisions with confidence and efficiency.

Civility

By Civility, we mean maintaining one's own beliefs and perspectives without demeaning the beliefs and perspectives of others¹. We demonstrate Civility by:

- Using active listening and acknowledgment without judgment while interacting with others, even when there are deep-rooted and fierce disagreements.
- Seeking common ground as the starting point for dialogue about differences.
- Modeling, teaching, and promoting the practices of civility and expecting others to do the same.

Access

By Access, we mean striving to minimize barriers to lifelong learning. We demonstrate Access by:

- Striving to keep costs low and connect students with available resources and financial support.
- Offering education, student services, information, and resources in multiple formats to optimize equitable opportunities across our communities.
- Implementing the principles of universal design² to promote access to campus spaces, events, and activities.

¹ Language for Civility definition and descriptions adapted and adopted from [The Institute for Civility in Government](#). | ² Universal design definition adapted from the [National Disability Authority](#). Also, see the [U.S. Access Board website](#). | Mission, vision, and values revised 01/19/2021

Northland Pioneer College District Governing Board

District Governing Board (DGB)

The Navajo County Community College District Governing Board is comprised of five duly elected members, to serve the needs and mission directives of the College. The DGB works closely with the College President to oversee the proper governance and management of the College. In addition, they delegate the authority to the President to adopt procedures for the efficient and effective management of the College. See Arizona Revised Statutes §15-1444 for a complete list of their powers and duties.

Each member represents a certain district that is composed of election precincts with boundaries identical to the supervisory districts for Navajo County. Special District Elections are held during the General Elections, and each term of office is six years.

District #1	Kayenta, Chilchinbeto, Pinon, etc.
District #2	Keams Canyon, Indian Wells, Polacca, etc.
District #3	Holbrook, Winslow, Joseph City, Snowflake, etc.
District #4	Show Low, Heber/Overgaard, Taylor, Linden, etc.
District #5	Pinetop-Lakeside, Whiteriver, HonDah, etc.

Regular DGB meetings are generally held on the third Tuesday of each month, except in July. The meetings are held in the Painted Desert Campus, Tiponi Community Center meeting room. Citizens who wish to address the Board shall submit a written request to the Chair before the beginning of a Board Meeting. (Refer to Procedure 2010)

If you have any general questions, contact the Recording Secretary of the Board. If you have specific questions of the Board, contact the College President. See <https://www.npc.edu/board-meeting-agendas-minutes> for meeting details.



Navajo County Taxpayers

Navajo County Community College District Governing Board

(Northland Pioneer College)



**Development
Director-NPC Friends
and Family**

Betsyann Wilson



President

Dr. Chato Hazelbaker

Assistant to the President

Paul Hempsey



**Vice President for
Learning & Student
Services**

Dr. Michael Solomonson

Allied Health
Arts & Sciences
Career & Technical Education
College & Career Preparation
Educator Preparation Programs
Enrollment Services
Financial Aid
Instructional Innovation
Nursing
Student Services



**Vice President for
Administrative
Services**

Maderia Ellison

Bookstore
Campuses and Centers
Emergency Services &
Public Safety
Facilities/Transportation/
Maintenance
Financial Services/Business
Office
Printing & Duplicating
Procurement



**Director of Small
Business
Development Center**

Rich Chanick



**Chief Information
Officer**

Michael Jacob

Administrative Systems
Support
Network Services Dept.
Technical Services Dept.



**Director of
Institutional
Effectiveness**

Dr. Judy Yip-Reyes

Accreditation Services
Institutional Research



**Associate Vice
President Human
Resources**

Christine Schaefer

Employee Relations & Staffing
Total Rewards



**Director of
Communication**

Katie Matott

Graphic Design
Marketing & Public Website
Media Relations
Social Media and Events



**Vice President
for Learning &
Student Services
(VPLSS) and Title
IX Coordinator**

Dr. Michael Solomonson

Assistant to the VPLSS

Pam Dominguez



**Dean of
Instructional
Innovation**

Dr. Wei Ma

Early College
FIPSE Grant/ECODA
Project
Instructional Technology
and Curriculum Support
Library Services
Office of Accessibility and
Inclusion

Director of Library Services

Luann Crosby



**ECODA Project
Director**

Raeann Brittain

**Interim Director of Early
College Programs**

Joshua Jeffery



**Dean of Career &
Technical
Education**

Jeremy Raisor

Administration of Justice Studies
Allied Health – HES
Automotive Technology
Behavioral Health Studies
Business
- Economics
Community & Corporate Learning
Computer Information Systems
Construction Technology
Cosmetology
EMT/Paramedicine
Energy & Industrial Technician
Fire Science
Health & Physical Education
Medical Assistant
Perkins Grant
Pharmacy Technician
Phlebotomy
Surgical Technology
Therapeutic Massage
Welding

**Director of Northeast Arizona
Training Center (NATC)**

Chadley Kreuger



**Dean of Arts &
Sciences**

Melody Niesen

Art
Anthropology
Biology
Chemistry
English
Film and Digital
Video
Geography
Geology
History
Honors Colloquia

Human Services
Humanities
Languages
Mathematics
Music
Philosophy
Physics
Political Science
Psychology
Speech/Theatre/
Film
Sociology

**Director of CTE Program
Development & Sustainability**

Frank Pinnell



Dean of Nursing

Ruth Zimmerman

Nursing
Nursing Assistant



**Associate Dean
of College and
Career Prep**

Dr. Tabitha Stickel

College & Career Preparation
Human Development
Information Communication &
Technologies
Student Writing Centers
Tutoring



**Associate Dean
of Educator
Preparation
Programs**

Dr. Allison Landy

Child and Family Studies
Early Childhood Development
Education



**Director of
Student Services**

Josh Rogers

Academic Advising
Career Services
GED & Certification
Testing
Student Government/
Student Activities



**Director of
Enrollment
Management/
Registrar**

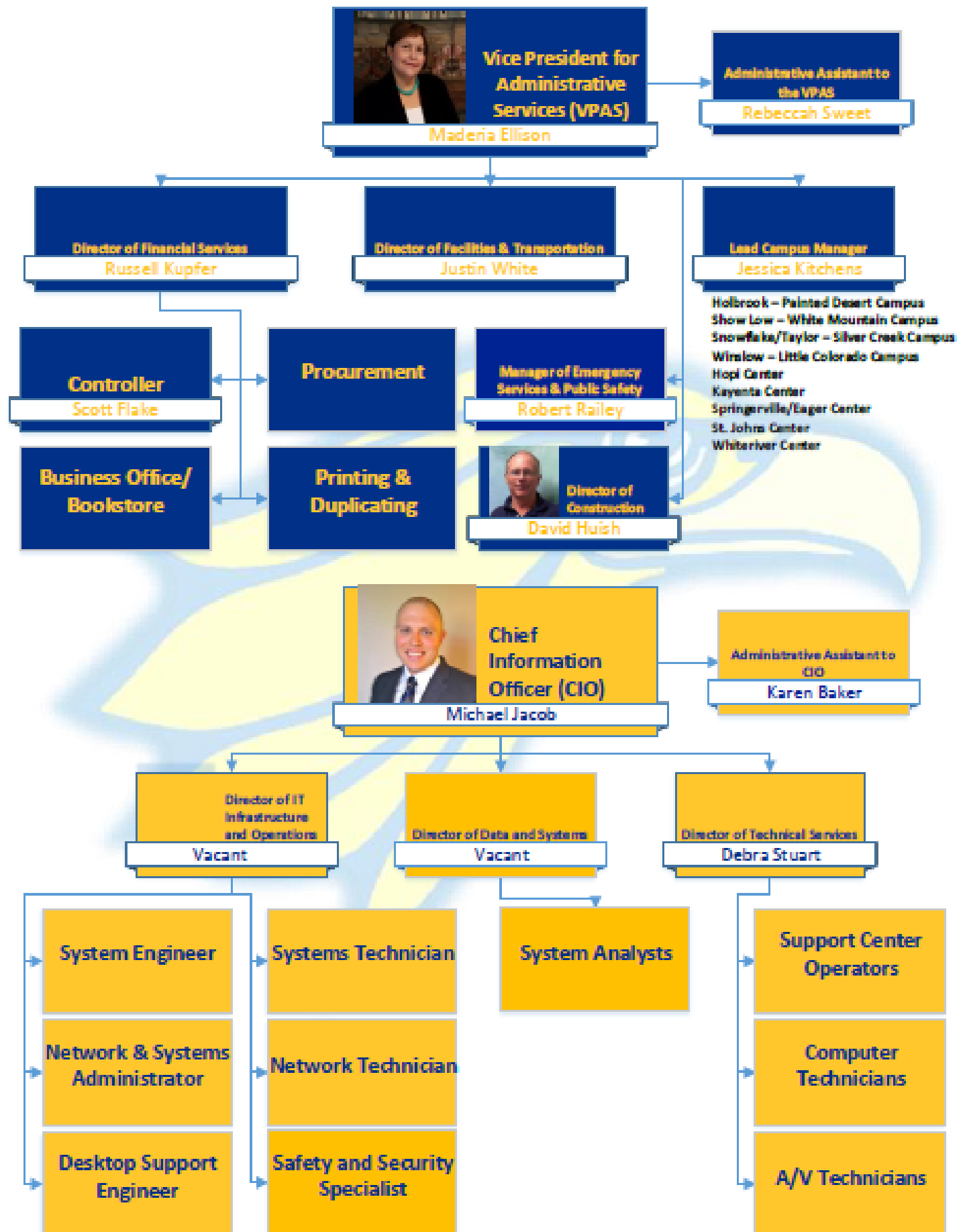
Frank Orona

Admissions/Records &
Registration
Community Recruiters
Veterans Services



**Director of
Financial Aid**

Marletha Baloo



Statement of Non-Discrimination

Northland Pioneer College does not discriminate on the basis of race, color, national origin, veteran status, religion, marital status, gender, age, or disability in admission or access to, or treatment, or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the Associate Vice-President of Human Resources (AVPHR), 2251 E. Navajo Blvd., Holbrook, Arizona 86025, (800) 266-7845. The Section 504 Compliance Officer is the Coordinator of Disability Resource and Access, 1001 W. Deuce of Clubs, Show Low, Arizona 85901, (800) 266-7845. The lack of English language skills will not be a barrier to admission and participation in vocational education programs. (Based on Policy #1102)

Equal Employment Opportunity

The college and its personnel will comply with all applicable federal and state laws prohibiting discrimination in employment and services including, but not limited to, applicable provisions of the Americans with Disabilities Act, the Rehabilitation Act, the Arizona Civil Rights Act, and Title IX (20 USC D-1681). The president, or designee, is authorized to establish procedures to ensure compliance with this policy. (Policy #1540)

General Policies & Procedures

Details on institution-wide policies and procedures are found in the Policies and Procedures available at www.NPC.edu. While some policies pertaining to new employees are included in this handbook, current policies and procedures can be found online at www.npc.edu/policies-procedures.

College Work & Budget Calendars

An academic year contains one Fall, Spring, and Summer Semester, and begins with the Fall Semester. The NPC Academic Calendar is available at <http://www.npc.edu/academic-calendar>

A fiscal year is a 12-month period during which time the annual budget is administered; the NPC fiscal year is July 1st–June 30th. The Approved Fiscal Year Budget is available at: www.npc.edu/budget-audit-information.

Shared Governance

Shared Governance is a collaborative model of decision-making. Under the Policies of the District Governing Board, administration, faculty, staff, and students work as a community to further the mission

and goals of the College. Shared governance means a shared responsibility on the part of all college community members to contribute to decisions about the institutional mission and budget priorities. The purposes of shared governance are to actively promote and preserve a culture of collaboration and trust for the benefit of all constituencies of the college, support decisions and leadership, improve the quality of decision-making, and constantly improve quality learning outcomes for the district. Shared governance is based upon:

- Collaboration, respect and trust
- Openness and transparency
- Participation and involvement
- Shared decision-making responsibility
- Communication and feedback
- Flexibility and nimbleness
- Regular assessment of the efficacy and collaborative nature of the shared governance policy

Shared Governance will include the following bodies, as expanded upon below: The President (and executive designees), Leadership Council (LC), Strategic Planning and Accreditation Steering Committee (SPASC), Instructional Council (IC), Faculty Association (NPCFA), Classified and Administrative Staff Organization (CASO), Student Government Association (SGA), and their respective standing committees. The Leadership Council is the central shared governance committee for the college. Shared Governance is explained in detail in Procedure 2125.

Reasonable Accommodation for Individuals with Disabilities

Northland Pioneer College seeks to provide reasonable accommodations for individuals with disabilities. A reasonable accommodation is assistance or changes to a position or workplace that will enable an employee to do his or her job despite having a disability. Under the Americans with Disabilities Act (ADA), employers are required to provide reasonable accommodations to qualified employees with disabilities. Under the ADA, people with disabilities are required to meet the same quality and quantity standards as other employees. For more information, contact the Director of Employee Relations and Staffing at (928)524-7470.

Harassment

Northland Pioneer College is committed to providing a healthy working and learning environment for all faculty, staff, and students and will not tolerate unlawful harassment for any reason, whether it is of a sexual nature or based on race, color, national origin, religion, age, disability, genetic information, gender, pregnancy, military or veteran status, or any other status protected by federal and state laws, rules, and regulations. Sexual Harassment is defined in detail in Procedure 2110 in the Policies and Procedures manual or online at www.npc.edu/policies-procedures.

Mandated Reporting

All Northland Pioneer College employees (faculty, staff, administrators) are expected to report actual or suspected discrimination or harassment to appropriate officials immediately, though there are some limited exceptions. Mandated Reporting is covered in more detail in Policy 1102.

Investigation

All reports of harassment or discrimination shall be investigated promptly and thoroughly by the College. To the extent possible, a complaint will be treated as confidential; however, the College has a responsibility to all employees and students to investigate Harassment or Unlawful Discrimination charges, which may include interviewing the offenders and any possible witnesses. Any employee or student who has been found to have violated this procedure concerning Harassment and Unlawful Discrimination will be subject to disciplinary action up to and including termination. See Procedure 2110 for more details.

Grievances

Employees should make every effort to resolve conflicts with other employees informally. When such efforts fail, employees should submit a statement of grievance to the Associate Vice-President of Human Resources (AVPHR). The Grievance Procedure is defined in detail in Procedure 2760. The most current policies and procedures can be found online at www.npc.edu/policies-procedures.

Prohibited Conduct

Northland Pioneer College Employees will not participate in prohibited conduct. Prohibited conduct in the College workplace includes violent behavior, physical attacks, verbal or physical threats of violence, physical intimidation, stalking, and property damage. Prohibited conduct also includes all forms of sexual misconduct by students and employees. Sexual misconduct includes, but is not limited to, harassment of a sexual nature, sexual exploitation, stalking, relationship violence, voyeurism, exposure, video or audio recording of sexual activity, and sexual activity resulting from emotional coercion. The College may also discipline students and employees for inappropriate sexual behavior and forms of sexual misconduct that are not specifically listed in this handbook.

If such conduct occurs, it should be promptly reported to the proper authority and investigated. Employees found to have violated this policy will be subject to disciplinary action, which may include immediate dismissal. In addition, the College may assist in pursuing civil penalties, criminal penalties, or dismissal. Prohibited conduct does not encompass lawful acts of self-defense or the defense of others.

To report prohibited conduct, contact your immediate supervisor and the Associate Vice-President of Human Resources (AVPHR). Prohibited Behavior and the Discipline of Employees are defined in detail in Procedure 2750/2755.

Weapons on Campus

All persons who attend classes offered by the College; who are employed by the College; who are visiting the College or leased premises (whether managed by the College or by any other entity); who are using College vehicles; who are in attendance at any College-sponsored events and activities; or who otherwise have business within the property of Northland Pioneer College, are prohibited from carrying, displaying, storing, or otherwise possessing weapons either on their person, in College-owned or operated vehicles, or concealed within their immediate control, except as provided in Arizona Revised Statutes §12-781, and in accordance with A.R.S. §13-3102(A)(1), (A)(2), and (A)(10).

For the purposes of college Policies and Procedures, “weapon” is defined as any type of object or substance designed to or reasonably expected to inflict injury, incapacitate, or cause death, including (without limitation) all firearms (whether loaded or unloaded), edged weapons (including knives of any kind with a blade length greater than three inches), martial arts weapons, bows and arrows, and devices which expel projectiles (such as BB guns, air guns, and pellet guns) as defined in A.R.S. §13-105(15) & (19) and A.R.S. §13-3101. “Weapon” is also defined as including any type of explosive, fireworks (including firecrackers, sparklers, rockets, or any propellant-activated device), or explosive devices (including nitroglycerin, dynamite, black powder, plastic explosives, or any similar devices) as defined in A.R.S. §13.3101 and §13-3104.

All College employees and students are required to report violations and suspected violations of this Procedure to College administration immediately.

Smoke-Free Workplace

Smoking is prohibited in all college-owned, or leased facilities, including a distance of 20 feet from any entrances, windows, and ventilation systems so that persons entering or leaving buildings shall not be subjected to breathing tobacco smoke and so that tobacco smoke does not enter the building through entrances, windows, ventilation systems, or any other means.

Smoking is prohibited in all college vehicles including vans, trucks, automobiles, and leased vehicles.

If an employee is found to be in violation of this procedure, the violations will be referred to the appropriate vice president for action. Violations may result in disciplinary action. Refer to Procedure 2545.

Drug- and Alcohol-Free Workplace

Northland Pioneer College has established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. Under no circumstances are employees to come to work under the influence of drugs or alcohol and employees must abide by the laws pertaining to alcohol and drug use while at work. No person may consume or be under the influence of drugs or alcohol while attending classes, at any official meetings, or while fulfilling employment responsibilities. Employees must conduct themselves in a responsible and professional manner at all times.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

Northland Pioneer College recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates policy 1560, the consequences are serious.

Searches

Entering the college's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be subjected to a search or inspection at any time.

Drug Testing

Pre-employment testing may be required for employees in safety-sensitive areas related to certification or agency requirements.

NEED ASSISTANCE?

If you have a problem with drug or alcohol dependency and wish to get help, you may contact the Associate Vice-President of Human Resources (AVPHR) for resources available to college employees and their dependents. Your request for assistance will be held in strictest confidence.

Medical Marijuana

The provisions within Arizona Revised Statutes §15-108 prohibit any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college, or post-secondary education institution.

Conditions of Employment

Employment Agreements

Employment Agreements will be prepared by the Human Resources Office, reviewed, and if approved, signed by the President. The Human Resources Office will forward them to the employee for a signature. All new employment agreements are subject to probationary status as defined in College Procedures. Employees shall not be entitled to any renewal or extension of their contract except to the extent expressly provided for in the policies and procedures. Should an employee wish to resign from employment with the College during the term of their agreement, the employee must provide the College with at least thirty (30) days prior notice.

Employment Agreements must be signed and returned within fifteen (15) calendar days from the date it is received by the employee. The agreement is also conditioned upon the employee being in compliance with applicable immigration laws and upon the College's receiving satisfactory confirmation thereof pursuant to A.R.S. §23-214 or any successor statute. This agreement may be voided by the College if either of these conditions is not satisfied.

Changes in Terms of Employment

A change in terms of employment may consist of a reduction in force, a reduction in work hours, a reduction in compensation, and/or a furlough. Such changes may be necessitated by a variety of circumstances, including but not limited to changes in or decreases to work requirements, reorganization, a decline in enrollment, elimination of educational or administrative services or programs, reduced

funding, or financial constraints. The President determines whether or not a change of employment is necessary. Refer to Procedure 2720.

Personal Information Changes

Changes of address, telephone number, and emergency contact information may be changed by the employee in iSolved/Payday. Name change requests require documentation of the name change. The name in our system must match the name on your Social Security card. The Human Resources Office can note any preferred name or nickname in the employee's electronic file.

Official Transcripts

Any employee occupying a position that requires college coursework must have an official transcript for all applicable college credits on file in the employee's personnel file, and all degrees and coursework must be from an accredited college or university. It is the responsibility of the employee to arrange for and ensure that official transcripts are on file in the Human Resources Office.

Probationary Period

Regular Employees will be employed on a probationary basis during the first twelve (12) months of service whether or not they have received a contract for a different term. The probationary period is completed following twelve (12) months of continuous service at one-half time or more without a break in service. Time on leave with or without pay is not a qualifying service for the completion of the probationary period. Employees who are rehired following a break in service caused by termination will serve a new probationary period whether or not they previously completed a probationary period. Regularly scheduled breaks between contracts will not be considered a break in service for the purposes of this provision.

An employee who has voluntarily transferred to another position after successfully completing probation in the previous position gives up any expectation of continuing status in the former position and must successfully complete a new term of probation in the new position. For more details, see Procedure 2704.

Newly Hired (non-faculty) Employee Probationary Reviews

Every newly hired (non-faculty) employee will have at least two performance reviews during their 6 months (180 days). The first probationary review will be completed approximately 90 days after the hire date, and the second review within 180 days after the hire date.

Political Activity

Employees will not engage in any political activity while acting as an agent of the college. Employees will not use the authority of his or her position to influence or attempt to influence the vote or political activity of any subordinate employee or any person who is a student being instructed by the employee.

Disclosure of Substantial Interest

Arizona Revised Statutes §38.503 requires the disclosure of any substantial interest by an employee, or elected official, in any contract, sale, purchase, or service by or to the College as well as disclosure of any substantial interest in any decision of the College. To ensure compliance with the provisions of these laws and rules, you are required to make an initial disclosure when first employed by Northland Pioneer

College and any time there is a change. If such an interest exists the employee will refrain from participating in the decision, contract, sale, or purchase in any manner. The Disclosure of Substantial Interest Form is to be completed annually. Refer to Procedure 2715.

FERPA

The Family Educational Rights and Privacy Act (FERPA) deals specifically with the education records of students, affording them certain rights with respect to those records. For the purpose of definition, education records are those records that are 1) directly related to a student and 2) are maintained by the College in **any form**.

FERPA gives students who attend a post-secondary institution protection against the release of education records without the written consent of the student, except under certain conditions specified in the Act. It is the responsibility of the institution to ensure that information is not improperly disclosed to parents of students, or to any other person. FERPA applies to the education records of persons who are, or have been, in attendance at a post-secondary institution which are directly related to a student. Records containing a student's name, social security number, grades, or other personally identifiable information, in whatever medium, are covered under FERPA unless specifically excluded by the Act.

Use of Facilities

The use of College facilities by non-college parties or College employees for personal, business, or non-college activities must be consistent with state law and College Procedure 2505.

Use of College Vehicles

The College expects all resources designated for travel purposes to be used efficiently. Employees must complete a *Travel Request–Authorization Form* and obtain the necessary approvals before travel. Out-of-district and In-state travel requires the approval of the appropriate Executive Team member. Out-of-state travel requires the President's approval.

Reimbursement is limited to the expense of travel by the most direct and commonly traveled route and/or by the most economical means. The College will not reimburse any personal business travel expenses or upgrades.

The College will not reimburse for commuting miles.

The College requires a valid driver's license valid in the United States if the traveler is driving a College, private, or rented motor vehicle on College business. Refer to Procedure 2370.

College Owned Vehicles

The Transportation Department must be notified immediately in the case of a breakdown or accident. Instructions and an accident report form are located in the glove compartment and are also printed on the back of the Vehicle Request Form.

Users of fleet vehicles are required to maintain driving standards in strict conformance to the law. Violation of the traffic safety code may result in termination of driving privileges. All citations incurred are the responsibility of the driver unless it is determined that the citation resulted from a fleet vehicle defect.

Proper use of safety belts is required any time the fleet vehicle is in motion. Infants, young children, or unauthorized adults must not be transported in fleet vehicles without prior approval from the Vice President for Administrative Services / CFO (VP for Admin/CFO). Fleet vehicles must be returned to the Campus or Center that they were issued from with at least one-half tank of fuel. Before returning fleet vehicle keys, users must remove all garbage, litter, debris, and personal belongings accumulated in the fleet vehicle during travel. As soon as travel has been completed, fleet vehicles must be returned to the designated parking lot; keys, gas cards, charge tickets, and completed Vehicle Use Summary Forms must be returned to the Campus or Center office or placed in the designated drop box.

Reporting Emergencies

Students, employees, and others must report all emergencies occurring on College facilities to the campus or center office. In emergency situations, 9-1-1 may be called first followed by an immediate notification to the campus or center office. Refer to Procedure 2510.

Employment Opportunities

Recruitment Announcement

Job openings may be posted internally and/or externally. The Human Resources Office will send an email to all current employees of employment opportunities. Postings are listed on www.NPC.edu.

Internal Hiring Process

The Human Resources Office receives and screens all applications to ensure applicants meet the required qualifications. After the completion of the internal posting period, the supervisor and the appropriate executive team member will consult with the hiring committee and then provide direction to the Human Resources Office on when and if the position should be advertised externally. Internal applicants meeting the required qualifications may be interviewed. Internal applicants not meeting the required qualifications will not be considered during the internal hiring process, but may be considered should the position be opened externally. Internal applicants will be granted release time to participate in interviews. The most current policies and procedures can be found online at www.npc.edu/policies-procedures.

All currently active contracted employees, temporary employees, lab aids, and adjunct faculty are considered internal applicants.

Non-Exempt Staff Teaching as Associate Faculty

Non-exempt staff are allowed to teach courses as associate faculty members outside of regular work hours, based on the schedule listed in Procedure 2824 and the qualifications listed in Procedure 2925.

Employment of Relatives

Members of the same family (spouse, siblings, parents, and children) or immediate household members may be employed by the college except under the following circumstances:

- When one member of a family would be responsible for institutional decisions involving possible direct benefit (including hiring, firing, salary and time decisions) to another member of the same family; or
- When one member of a family would be responsible for supervising, evaluating, or auditing the work of another member of the same family.

When one member of a family is excluded from employment by the college pursuant to this policy, the family members shall have the right to decide which member will continue in employment with the college. If, however, the family members fail to make the necessary decision within a reasonable time, the college shall use a neutral standard to determine which family member will continue in employment with the college. When circumstances or relationships conflict or threaten the best interests of the college, the President may make transfers and/or reassignments as needed. Refer to Policy 1545.

Promotions

Northland Pioneer College recognizes that it is in the best interest of both the College and its employees to provide a challenging and satisfactory work environment. Employees who have an interest in growing professionally, possess the necessary skills and ability, and have a record of quality service may have the opportunity to advance to higher-level positions. When it is in the best interest of the College to fill a position by promotion, consideration shall be given to eligible employees and the selection will be based upon demonstrated capacity, quality, and length of service. This normally occurs through competitive selection.

Employees are eligible to compete for promotions by applying for announced vacancies. There is no minimum length of service requirement for new employees before they may apply for promotional positions. For more information, see Procedure 2701.

Performance Reviews

Opportunities for periodic review of your job performance will be provided at least once each year. Employees will meet with their supervisor to discuss overall performance, to review the past year, and to set goals and priorities for the next year. Performance Reviews provide an excellent opportunity for employees to discuss their ability to meet the defined job requirements, to identify areas for further development, and to set objectives for the future. The Performance Review process is outlined in Procedure 2705.

Separation of Employment

Voluntary resignations of half-time, three-quarter-time, or full-time employees shall be directed to the President. Courtesy copies of the resignation letter should also be sent to human resources, the direct supervisor, and the appropriate Vice President/Associate Vice President. Voluntary resignations of employees working less than half-time shall be submitted to the direct supervisor and forwarded to

Human Resources. A letter of acceptance will be sent to the employee. Whenever possible, resignations should be submitted in a timely manner, allowing the college time to recruit a replacement.

At the time of a resignation, the employee forfeits all accrued personal and sick leave, but is paid for accrued annual leave at the employee's current rate of pay at separation. All employees who terminate their employment with the college are required to complete a checkout form as part of the separation of employment process. For more information, refer to Procedures 2735 and 2736

Work Environment

Attendance Obligations

The following meetings and ceremonies have obligatory attendance unless the absence has been arranged and approved by the appropriate Vice President or President:

- All convocations (Authority to grant Absence: President)
- Division/department meetings (Authority to grant Absence: Dean or Director)
- Special meetings wherein required attendance is announced (Authority to grant Absence: Organizer of meeting)
- Graduation, in academic regalia (faculty and designated administrators only (Authority to grant Absence: President))

Employees are required to perform their regular work assignments unless they are on approved leave. Any employee who fails to notify their supervisor and is absent from their work assignment for three consecutive days will be considered to have voluntarily abandoned their job and may be immediately terminated by the College without further disciplinary process.

If an emergency prevents obtaining prior approval to be absent, the supervisor must be notified at the first opportunity. Abuse of these attendance requirements may result in disciplinary action. Refer to Procedure 2765.

Full-time non-exempt employees regular work hours are as follows:

- A 40-hour work week
- Each employee's schedule will be determined by their supervisor ensuring that all student services and essential college functions are maintained.

Work Week

The normal work week for non-exempt employees begins at 12:00 a.m. Sunday and ends at midnight on Saturday. Working hours and work week may vary with certain jobs and by department because of operating requirements or flexible work schedules. The supervisor will determine the working hours for each department. Refer to Policy 1527.

Overtime

In certain situations, it may be necessary for non-exempt employees to work overtime (more than 40 hours in a work week). Any overtime must be authorized in writing by the supervisor before it is worked. When required to work overtime, employees will be notified as far in advance as possible to allow them

to make necessary preparations.

Compensatory Time

Compensatory time is granted and accrued at one and a half times the hours actually worked over 40 hours within a work week. Hours worked in excess of a work week of less than 40 hours will be accrued at straight time. The maximum compensatory time balance is 40 hours. Employees must take compensatory time off within sixty days after the overtime occurred. The Supervisor is responsible for tracking compensatory time. Compensatory time is available for non-exempt employees only.

On-Call Time

Depending upon the department/site needs, employees may be required to be on-call. When an employee is on-call, they must be able to respond within 30 minutes. A response time of less than 30 minutes may be required by certain departments/sites. Direct supervisors will provide employees with specific expectations.

Dress & Grooming

Employees are expected to dress in accordance with their professional responsibilities. Questions regarding appropriate attire should be directed to the department head. Employee personal grooming should have a clean and neat appearance.

Children in the Workplace

Employees are discouraged from bringing young children to their workplace during work hours and may be asked to take leave to care for them at home. Refer to Procedure 2717.

Training & Development

In order to remain compliant with Federal and State mandates, employees will participate in yearly mandatory Safe Colleges training. The Human Resources Office under the guidance of the President and the Executive Team will define yearly training goals.

Employee Benefits

New Employee Benefits Orientation

New employees will meet with a member of the Human Resources department to review benefit options on or near their first day of employment. Employees will be given a benefits packet with information regarding health, dental, and vision insurance. Employees will also receive information regarding the Employee Assistance Program.

Medical Insurance

The College provides group health insurance for full-time employees who are regularly scheduled to work 30 hours or more each week. Eligibility begins the first day of the first month after the date of hire. Employees have the option of choosing between a high-deductible plan with a Health Savings Account

(HSA) or, a PPO plan. Contact the Human Resources Office for current plans and costs.

Vision/Dental Insurance

Vision and Dental insurance are optional elections for employees. Contact the Human Resources Office for current plans and costs.

Dependent Insurance

Employees have the option of paying for dependent health insurance coverage at the group rate.

Health Savings Account (HSA)

The HSA can only be used in conjunction with the high deductible health plan. An HSA allows for you to set aside a part of your earnings with pre-tax dollars to pay for eligible medical, dental, vision, prescription expenses such as co-pays that are not covered by insurance.

Enrolling in Benefits

Changes to insurance plans can only be done during the annual open enrollment period unless there is a qualifying life event. Examples of qualifying events are:

- Losing job-based coverage
- Losing eligibility for Medicaid or
- Losing eligibility for Medicare
- Losing coverage through a family member
- Marriage
- New baby, including adoption and legal dependents
- Divorce

For a complete list of qualifying life events contact the Human Resources Office.

Employee Assistance Program (EAP)

Our private and confidential EAP is sponsored by Holman Frazier, LLC and is available to employee and family members 24/7. The EAP features confidential counseling, and other wellness services.

Employee Assistance Program:
Holman Group of Arizona

800-321-2843
www.holmangroup.com

COBRA

Consolidated Omnibus Budget Reconciliation Act (COBRA) contains provisions providing certain former employees, employees on uncompensated leave, retirees, spouses, and dependent children the right to temporary continuation of health, dental and / or vision coverage at the College's current group rate plus an administrative handling fee. The monthly premium amount and the payment amount is the sole responsibility of the recipient. Refer to Procedure 2741.

When an employee who has health coverage ends their employment with NPC, they will receive a letter from Summit Administration informing them of their COBRA options and costs. All communications and payments for COBRA benefits are managed through Summit Administration.

Arizona State Retirement System

Defined Benefit Plan

The Arizona State Retirement System (ASRS), created in 1953, is a state agency providing a guaranteed life-long pension benefit, a long-term disability income plan, retiree health insurance and survivor benefits for its members. Contracted employees and part-time employees working more than 20 hours per week are required to participate in the program. Contribution rates are actuarially determined and approved by the ASRS Board of Trustees and are adjusted to ensure the plan remains fiscally sound and able to meet current and future obligations. The cost for the plan is shared by both the employee and employer.

Fiscal 2023-2024 (Effective July 1, 2023)

	Retirement Pension & Health Insurance Benefit	Long Term Disability Income Plan	TOTAL
Employee	12.14%	0.15%	12.29%
Employer	12.14%	0.15%	12.29%

There are two portions to the ASRS contribution rate—the Retirement Pension & Health Insurance Benefit, and the Long-Term Disability Income Plan. The Pension Plan contribution is a pre-tax deduction and the Long-Term Disability deduction is post-tax. The LTD program pays an ASRS member up to two-thirds of the member's salary after a six-month waiting period. For more information, contact ASRS at 800-621-3778, or on the web at www.azasrs.gov.

Paid Time Off

Annual

Annual leave for eligible employees shall accrue from the first day of employment, but may not be taken until after the first 90 days of employment unless approved by the President or appropriate Vice/Associate Vice President.

Non-exempt

Annual leave is accrued by regular non-exempt employees working 20 hours or more per week for 12 months. An eligible employee, working less than 39 hours per week, is granted leave time at the same ratio as their work hours per week relative to a 40-hour week. Full-time accrual rates are:

- 1–5 Years of employment 10 days
- 6–10 Years of employment 15 days
- 11 Years and Beyond 20 days

Annual leave for eligible employees shall accrue from the first day of employment and may be requested after their first 90 days of work.

Exempt

Annual leave is accrued by 12-month exempt employees at the rate specified below:

- 1–5 Years of employment 15 days
- 6 Years and Beyond 20 days

Administrative staff will be granted 20 days of annual leave starting with the first year of employment.

Maximum Accumulation of Leave

The maximum annual leave hours that may be carried forward each year is 200. Accrued leave will be reviewed annually on August 31, with all accrued leave above the 200-hour maximum forfeited on September 1st. Unused annual leave shall be payable to the employee on separation.

Sick Leave

The college provides sick leave benefits to all eligible employees for periods of temporary absence due to illnesses, injuries, doctors' appointments, and, for the same purposes for the employee's dependents or family members. According to Procedure 2738, an employee accrues sick leave from their first day of employment as a regular full or part-time employee.

Employees must complete a Leave Request when they use sick leave and are to inform their supervisor in advance when possible and within one-half hour of the start of their work shift when the leave was not anticipated.

An employee who has not accrued sufficient sick leave to cover their own illness, injury, or doctor's appointment, or those of included family members or dependents will have the time charged to annual leave, personal leave, spring break or leave without pay as applicable.

Sick Leave Rate of Accrual for Eligible Full-time Employees:

Eligible Full-time employees accrue sick leave benefits at the rate of one- and one-half days per month (18 days per year); exempt employees are assumed to work 40 hours a week.

Adjunct/Part-time:

Adjunct and Part-time employees accrue sick leave at a rate of one hour of sick pay for every 30 hours worked beginning with the first day worked.

Unused sick pay is not paid out upon the employee's separation from Northland Pioneer College. However, accrued balances are rolled forward from year to year during an employee's tenure with NPC.

Catastrophic Sick Leave Bank

Employees who wish to contribute to the catastrophic sick leave bank program may contribute one day per fiscal year of their accumulated sick leave to the bank. Sick leave contributions must be made before October 1st by submitting an authorization letter/email to the Human Resources Office.

Employees with at least one full year of employment, who have contributed to the bank as outlined, and who have depleted their sick leave, vacation, and personal leave balances shall be eligible to receive consideration for sick leave from the bank.

Bereavement Leave

Regular Employees and Administrators of the College shall be permitted up to five days leave in the event of death of any member of his/her immediate family. Immediate family consists of a spouse, children, parents, brother, sister, brother-in-law, sister-in-law, parents-in-law, grandchildren, grandparents, or other family members living as a member of the employee's immediate household. Additionally, other family members may be approved by the appropriate Vice President or the President. Bereavement leave shall be deducted from the employee's accumulated sick leave.

Jury Duty

Employees called for jury duty or subpoenaed by the courts requiring absence from assigned work will notify their immediate supervisor. Employees will be paid at their current rate of pay for days served. Pay received for jury duty will be turned over to the College. Travel reimbursement and meal expenses need not be returned to the College.

Personal Leave

Each Regular Employee or Administrator who works 20 or more hours a week is granted four personal leave days per year, available on the first day of each fiscal year. Employees working less than 40 hours per week will have their personal days prorated according to the number of hours they work per week. Personal leave days may not be taken by an employee until after the satisfactory completion of six months of their initial probationary period. Personal leave days will not accumulate from year to year and are forfeited upon separation from service.

Spring Break

During Spring Break all campuses and centers will be closed. All college employees except for those providing central services are required to take Spring Break during March. Some Regular employees (central services staff) and Administrators will not be approved to take spring break during the days listed in the academic calendar of the College. In recognition of this, the College will grant all Regular Employees and Administrators 40 hours of personal leave, or a prorated amount for less than full-time Regular Employees and Administrators. These hours will be added to the Personal Leave balance of the employees that will be affected in mid-January of each year. Spring Break hours will not accumulate, must be utilized by June 30th of the year granted, and are forfeited upon separation of service. All use of personal leave hours must have prior written approval from the appropriate supervisor.

This leave type does not apply to faculty, who will take their spring break during the Spring Break as listed in the current academic calendar, or at times as specified in their work agreements.

*If you are not certain that your position provides a central service (district-wide duties), please check with your department's/division's Executive Team member. For additional information regarding leave time refer to Procedure 2740.

Official Holidays

The college will be closed for the following legal holidays as approved by the District Governing Board:

July 4 th	Labor Day	Veteran's Day
Thanksgiving (Thursday & Friday)	Christmas Day	New Year's Day
Martin Luther King Day	Memorial Day	

Exempt staff will be paid for these days at their normal daily rate if the day falls within their work agreement dates. Non-exempt staff eligible for benefits will be paid for legal holidays an amount equal to the number of hours they would normally be scheduled to work on that day if the day falls within their work agreement dates.

The President may provide for the college to be closed for an additional five days (beyond the legal holidays) during the two weeks encompassing Christmas and New Year's Day. Refer to Procedure 2739. (See Appendix A)

Military Duty Leave of Absence

Military employees are entitled to a leave of absence without loss of time, pay, or efficiency rating on all days during which they are employed on training duty under orders with any branch of the armed forces of the United States, for a period of not to exceed thirty days in any two consecutive calendar years. Military leave will not be deducted from an employee's vacation period.

A copy of the military order should be attached to an employee's leave request form and forwarded to their supervisor.

Leave Without Pay

The President may approve leave without pay and guarantee the employee's position or similar position for a period of time not to exceed one calendar year. Refer to Procedure 2742 FMLA.

On-the-job Accident/Illness (Worker's Compensation Insurance)

An employee who is injured or becomes ill on the job due to their job may be entitled to worker's compensation insurance benefits. An accident report and insurance forms must be filed immediately upon injury. If the injury or illness has been determined to be, in fact, job-related, an employee may receive their regular pay less any payments from worker's compensation. Accrued sick, vacation, and/or personal time may be used to supplement salary if the employee misses work due to the injury/illness/incident.

Disability

Long Term Disability Benefits may be available from the following programs six months after an injury or illness:

- Arizona Worker's Compensation Insurance, if work-related
- Arizona State Retirement System
- Social Security

Sick leave can be accrued up to 130 working days (1040 hours / 6 months) and may be used until the employee is eligible for long-term disability. Both salary from the College and long-term disability insurance **will not** be paid for the same period of time.

Family & Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) entitles eligible employees who work for covered employers to take job-protected leave for specified family and medical reasons. Eligible employees may take up to 12 workweeks of leave during any 12-month period for certain family and medical reasons and up to 26 workweeks of leave during a single 12-month period for military caregiver leave.

Employees must have worked for the college for 12 months and must have worked at least 1250 hours during the last 12-month period to be eligible for leave under the provisions of the Act.

When an employee is on FMLA leave they will use accrued sick leave, annual leave, personal days, and spring break accruals first. Employees who exceed accrued leave and move to leave without pay will not earn sick leave, annual leave, personal leave, or any type of paid leave while on leave without pay.

The college recognizes an action calendar year beginning the first day of any FMLA leave in determining a repeat request.

In compliance with the provisions of the act, the college will:

- Continue to provide existing health care coverage while the employee is on leave.
- Guarantee an employee may return to either the same or comparable position upon return.
- Require an employee to use accrued sick, annual, and personal leave before unpaid leave.

The college reserves the right to:

- Exempt "key" employees (highest paid 10%) whose leave would cause the employer to suffer hardship.
- Require a doctor's certification on a form supplied by the institution to verify a serious health condition and, at the employer's expense, a second medical opinion.
- Restrict couples employed at the same location to 12 weeks total for childbirth, adoption, foster care placement, or a seriously ill parent or child. If the leave is for a seriously ill spouse, or employee's illness, each employee is entitled to 12 weeks unpaid leave.
- Require a Fitness for Duty Certification before allowing an employee to return to work after any FMLA leave.

Requests for foreseeable leave must be approved by the appropriate supervisor and be submitted 30 days before the requested leave date when possible. Foreseeable leave includes: childbirth, adoption, or

planned medical treatment. All requests for FMLA are submitted to the Human Resources Department . Refer to Procedure 2742.

Tuition Waiver

All Regular and Temporary Employees may have tuition and the media fee waived for themselves, their spouse, and their dependents.

Course fees, late registration fees, textbooks, and/or noncredit-bearing course costs are not waived under this procedure. Credit-bearing courses taken for an audit grade are eligible for a tuition waiver

Refer to Procedure 2744 for detailed information.

Professional Development Compensation

Northland Pioneer College has procedures in place for salary adjustments for professional development activities for non-exempt, faculty, and exempt staff. Refer to Policy 1525 and Procedures 2866/2966.

Payroll

Employment Classification

All employment positions are determined by NPC to be either exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act (FLSA)

Employment Start Dates

All regular NPC positions, internal transfers, and new hires begin on either the 1st or 16th of the month at the beginning of a pay period.

Exempt

Positions which, based on duties performed and the manner of compensation, have been determined to be exempt from (not covered by) the payment of overtime, and are paid a salary.

Non-Exempt

Positions that, based on duties performed, have been determined to be covered by the overtime provisions of the FLSA. Employees occupying non-exempt positions must be paid one and one-half times the employee's regular rate of pay for each ¼ hour worked over 40 hours in any work week.

Administrators

Deans, directors, and administrators are exempt positions which, based on duties performed and the manner of compensation, have been determined to be exempt from the payment of overtime, and are paid a salary. Deans, directors, the controller, and administrators may be dismissed from employment at any time without cause, although any employment agreement obligations to such individuals must be honored in the event of such a dismissal without cause.

All employment positions with NPC are covered by one of the following employment classifications:

- **Regular Employee** - A position which is contracted to work part or full-time every pay period for nine months or more during a fiscal year.
- **Temporary Employee** - Positions scheduled part or full-time for a fixed period of time with no expectation of continued employment.
- **Federal Work-Study** - A non-budgeted position scheduled for a fixed period of time and filled by students being paid through the Federal Work-Study program.

Work Hours Classifications

All employment positions with NPC are also covered by one of the following work hours classifications as defined by the IRS:

Full-Time Employee

A full-time position is a position scheduled on a regular, temporary, or seasonal basis:

30 or more hours per work week including paid time off.

130 or more hours per calendar month including paid time off.

1560 or more hours per 12-month period including paid time off.

Part-Time Employee

A part-time position is a position scheduled for no more than 29 hours per work week on a regular, temporary, or seasonal basis.

Pay Schedule

Paydays are the 15th and the last workday of each month. If payday falls on a Saturday, Sunday, or holiday, pay will be available immediately preceding that Saturday, Sunday, or holiday. (See Appendix B)

No pay stubs are mailed for direct deposit. Pay stubs can be viewed online at paydayhcm.myisolved.com
Regular paychecks are mailed on paydays to the employee's mailing address on file.

Direct Deposit Employee Authorization forms are available at each campus/center and Human Resources.

If you feel that there is a problem with your pay, notify your supervisor and the Payroll office. Employee compensation is a high priority for Human Resources and Payroll. Refer to Policy 1524; Procedure 2305.

Salary Schedule

The salary schedule consists of a minimum and maximum salary with steps, depending upon classification, contained within these ranges. Salary increases are contingent upon the District Governing Board appropriating the dollars necessary to fund these increases.

If an employee is being compensated at the highest step and grade in their level, their salaries will be frozen until such time as the position salary range has been increased.

Employee Information

President's Office

The President is primarily responsible for achieving the organizational mission directives of the College. The President, working closely with the District Governing Board, establishes the vision, core values, and directional policies to best fulfill the College's mission. The President is the only person authorized to speak to the media on behalf of the College and is considered the designated public lobbyist for the College. Refer to Policy 1210.

NPC Friends & Family

NPC Friends and Family is the supportive foundation that serves to provide supplemental philanthropic support for students, programs, and services that advance the mission of Northland Pioneer College.

NPC Friends and Family is recognized as a partner with Northland Pioneer College in developing the communities of Northeastern Arizona through higher education. The foundation supports student access to quality teaching and learning, and comprehensive educational programs and facilities by focusing on:

- Advocating the College mission;
- Providing student financial support through a variety of grants and scholarships;
- Developing committed membership;
- Building endowment;
- Conducting comprehensive, ethical fundraising programs with accountability to donors and prospects.

The NPC Friends and Family Board of Directors is comprised of dedicated community members from Navajo and Apache counties, who volunteer their time for the benefit of the foundation and Northland Pioneer College. All who support the Friends and Family mission are invited to become members. For more information about Friends and Family, gift opportunities, or membership, contact the NPC Friends and Family Executive Director.

Travel

The College expects all resources designated for travel purposes to be used efficiently. Employees and authorized representatives requesting travel expenses must follow procedures that include authorization, reporting, and reimbursement schedules.

Employees and authorized representatives must complete a *Travel Request Authorization Form* and obtain the necessary approvals from the appropriate Executive Team member. Out-of-state travel requires the President's approval.

Reimbursement is limited to the expense of travel by the most direct and commonly traveled route and/or by the most economical means. The College will not reimburse any personal business travel expenses or upgrades. For more information, refer to Procedure 2370.

Communication & Technology Advancement and Support

Support Center

NPC provides Technology Advancement and Support (TAS) through networks, applications, services, and equipment to support the work of the College. The TAS Department's Support Center is the first point of contact to request help for all computing, telephone, network, and application-related issues. Access the Support Center at <https://helpdesk.npc.edu> (log in with your username and password), or 928-524-7447. The Support Center can connect you with individual technicians, administrators, and managers.

Email

NPC provides email to support the work of the College. You will receive an NPC email when you begin employment. You may have an "internal" or "external" email in the format: firstname.lastname@npc.edu.

Campus/Center Mail System

The NPC mailboxes are housed at your campus/center office. Interoffice and U.S. mail will be placed in these boxes for you. It is important that you check for mail regularly. Any mail you want to send needs to be routed through this system also. NPC provides a courier system to all campuses, the 1st Avenue offices (Holbrook – Printing and Duplicating, Maintenance [Building and Vehicles], Purchasing), as well as service to most centers: St. Johns, Springerville/Eagar, and Whiteriver. Hopi and Kayenta Centers' mail should be sent to the Painted Desert Campus and it will be mailed via U.S. Postal Service daily. See your campus or center manager for arrival and departure times.

Telephones and Voicemail

NPC provides telephone and voice mail service where available. If you have College voice mail, you can access it from on and off the campus using the codes the TAS Department issues you. To access your voicemail from an outside line, dial your direct number. When the voicemail picks up, push *, and you will be prompted to enter your voicemail ID and Password.

Refer to the telephone and voice mail application procedure posted on the Support Center link at <http://mynpc.npc.edu/> to receive these services.

Library Services

Resources for Everyone

- Wi-Fi & Computer Access*
- Books, Newspapers, Magazines, Journals
- eBooks, eAudiobooks, eMagazines
- Online Research Databases & Journals
- Online Citation Tools
- DVDs (educational and entertainment titles)
- Inter-Campus & Interlibrary Loans
- Comfortable, Friendly Spaces for studying or to just hang out and relax

*Services to community members are limited and may be subject to an access fee.

Services for Faculty

- Research & Reference Help
- Information Literacy Instruction & Library Orientation for Your Classes
- Collaboration with Coursework & Assignment Development
- Test-Monitoring for Online & Distance Courses*

*Restrictions Apply. Go to: [Http://www.npc.edu/node/215](http://www.npc.edu/node/215)

Closures & Alerts

If weather conditions or other emergencies force the closure of an NPC campus or center, an announcement will be made via:

- Local radio stations serving the affected area
- At www.npc.edu under closures and alerts
- NPC has implemented an Automated Emergency Alert System which will send notifications to students and staff via landline, cell phone, e-mail, or text message. Students and staff should check their NPC email accounts if weather conditions could result in a closure. Refer to Procedure 2515.

Key Control

The Facility Key Control procedure is established for the purpose of promoting a secure campus environment and for maintaining a comprehensive system to manage the dissemination of keys throughout the campus and centers. All college facilities will be closed and locked when no business or events are scheduled. All employees are responsible and accountable for the security of buildings, classrooms, contents, and equipment within his/her areas of responsibility.

Full-time and Part-time employees' supervisors will complete a Key Request Form and submit it to the Campus/Center Manager, who will forward the form to the Director of Facilities and Vehicles.

Key Holder Responsibilities

- The individual to whom key(s) are issued is personally responsible for the use of key(s) until they are returned to the Campus/Center Manager.
- Key holders are required to keep the key(s) in their possession and not keep them in desks, cabinets, or unsecured areas.
- Key holders are not allowed to loan or transfer their key(s) to anyone.
- Key holders may enter buildings during closed hours but are responsible for properly locking the building after use.
- Key holders shall not unlock buildings or rooms for others unless the individual has a valid, verifiable reason, and proper identification for access or is known by the employee to have a legitimate need for access to the room or building. Report suspicious activity to the campus or center office immediately.
- If for some reason you cannot lock a door with your key contact the Campus/Center Manager
- Lost or stolen keys must be reported immediately to the Campus/Center Manager who will complete an Incident Report.
- Lost or stolen keys can result in significant financial or information exposure to the college. Any loss of keys may result in disciplinary action.

Only the Director of Facilities and Vehicles is authorized to replicate keys. Refer to Procedure 2520.

Performing Arts Center (PAC)

The PAC is located on the Silver Creek Campus in Snowflake. It is home to music, theatre, and dance classes for students, dinner theatre performances, music concerts, and other entertainment offerings for all community members. Discounts are available for Northland Pioneer College students, staff, and faculty.

Talon Gallery

The art gallery is located in the Aspen Center on the Northland Pioneer College campus in Show Low and stages a variety of visual arts exhibitions throughout the year. Shows feature work from area high school students, NPC students, and local artists.

Spirit Day

NPC employees are encouraged to show their school spirit every Wednesday by wearing NPC attire which can be purchased from any campus or center office.

Warm & Fuzzy Awards

If you would like to show appreciation for a co-worker, you can nominate them for a Warm & Fuzzy Award. Employees wishing to recognize other employees can fill out a nomination slip and email the completed form to the contact listed on the recognition form.

MyNPC

Accessed through the npc.edu website, MyNPC is the NPC employee's one-stop resource center. Find payroll information and forms, important Human Resources information and forms, the employee handbook, and phone lists. Also available on the MyNPC site are campus safety information, purchasing guidelines and forms, printing and duplicating information, reimbursement forms, and much more.

Office Space

Supervisors are to contact the Campus or Center Manager to identify and select vacant offices for new employees or reassign home base for employees. Selection of office space for new employees will be done and listed on the HR Personnel Requisition form. Some employees may have to share office space. Employees working remotely will not be assigned an office, and when on campus will need to reserve an available office from the Campus or Center Manager.

APPENDIX A
NORTHLAND PIONEER COLLEGE
Payroll Department
List of Deductions

Listed below are deduction codes as shown on your pay stub. These codes will help you determine what is being taken out of your payroll check. If you have any questions, please contact the payroll office at 928-524-7388.

REQUIRED DEDUCTIONS

<u>CODE</u>	<u>DESCRIPTION</u>
ASRS	AZ State Retirement
LTDE	Long Term Disability – employee contribution
Federal W/H	Federal Income Tax based on employee election
Arizona W/H	Arizona Income Tax based on employee election
SOC SEC EE	Social Security – employee contribution
MED EE	Medicare – employee contribution

VOLUNTARY DEDUCTIONS

<u>CODE</u>	<u>DESCRIPTION</u>
ASRA	Arizona State Retirement Buyback
AIG	Life Insurance
CARE	NPC Care Fund Donation
CASO	CASO Scholarship Donation
Child Support	Child and/or spousal support payments
DNEE	Dental Insurance EE
Federal Tax	Tax Levy on wages
FLEX	Flex Spending Account
FOOD	Food Pantry Donation
Garnishment	Garnishment owed to others
GTL	Gross Term Life <\$50,000 Taxable Life Insurance Value
HSAE	Health Savings Account EE
MDEE	Medical Ins EE
NPCF	NPC Foundation Donation
TVAL	VALIC 457(b) Plan
VISR	Vision Insurance
WARD	Insurance Plan
457(b)	Nationwide 457(b) Plan

