



Human Resources Procedures

HR-1-0 EMPLOYMENT AT MCCALL COLLEGE - AUTHORITY AND RESPONSIBILITIES

Employment at McCall College (McC) is a privilege extended after careful consideration only to those individuals possessing high personal and professional qualifications. All employment promises to faculty, administrative staff, confidential, supervisory, or classified staff members upon employment, or at any other time, shall be in a formal written document of McCall College and approved at the appropriate level. No verbal promises will be honored.

Idaho is a "work at will" state. This means that there is no set length for an employment relationship, and either the employer or the employee may end it at any time, with or without notice and with or without cause. These Human Resources Procedures define the terms of the employment relationship.

HR-1-1 Standard of Conduct for McCall College Employees

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), it shall be the policy of McCall College to maintain a drug-free campus for all employees and students. It is the responsibility of McCall College to notify students and staff of McCall College policy. As such, the following policy is in effect:

The unlawful possession, use, or distribution of drugs and alcohol is prohibited on McCall College campus, in all McCall College facilities, or as part of any College-sponsored activity, regardless of where that activity is located. Violators of this policy will be prosecuted to the full extent of State and Federal law and, in addition, there are specific consequences for employees and for students which are also stated in the appropriate McCall College Handbooks.

HR 1-2 Human Resources Definitions for Board Members and Employees

HR 1-2-1 McCall College Board Member

Those individuals who are elected as a director to the McCall College Foundation Inc. Board of Directors. Election as a director does not confer status as an employee of the college.

HR 1-2-2 Executive Staff

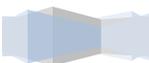
Employees who are under contract as exempt staff designated in administrative roles of the college: President, Vice-Presidents, Deans.

HR 1-2-3 Faculty

Employees who are exempt staff designated to offer instruction to students.

HR 1-2-4 Classified Staff

Employees who are eligible for overtime in a specific employment position.





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HR 1-2-5 Exempt Staff

Employees who are exempt from overtime regulations.

HR-2-0 POSITION VACANCIES

Whenever position vacancies occur and subject to budget approval, the Director of Human Resources, or designated person, and the appropriate Vice President/Dean will review the position prior to the position being opened to candidates or advertised for the purpose of ascertaining if the position is classified at the correct level to accomplish the work of the College.

HR-2-1 Criminal Background Checks

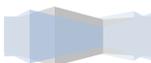
In a continuing effort to further ensure the safety and welfare of students, faculty and staff, McCall College requires criminal records checks on all newly hired full-time and part-time employees, including faculty. Criminal background checks will be conducted in compliance with applicable state and federal guidelines. Criminal background checks will also be conducted for student employees and volunteers. Background checks must be on file for any position with the following criteria:

- Will be handling money; or is issued McCall College purchasing privileges/credit cards.
- Will have direct unsupervised contact with minors under the age of 18 or persons with developmental disabilities. (Direct, unsupervised contact" means contact with children [under age 18] or developmentally disabled persons that provides the employee opportunity and probability for personal communication or touch).
- Will work with confidential information and/or in security sensitive positions such as information technology. (Confidential information means employee or student social security numbers, dates of birth, driver's license numbers, medical information, personal financial information or criminal background information).
- Will be issued master keys/security badges to McCall College.

Final candidates and employees required to submit to a background check must sign a release form or on-line certification and release as part of the application process, authorizing McCall to conduct a background check.

Criminal background reports with adverse information will be reviewed and evaluated further by a designated committee within 7 days after point of discovery. The committee will use the information from the criminal background report in conjunction with the following guidelines to determine an applicant's (and employee's) eligibility for employment:

- The passage of time since the commission of the crime.
- The nature of the crime.
- The relationship between the position to be performed and crime committed.
- The number of convictions.
- Rehabilitation efforts.





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Generally, the applicant may not be unconditionally hired before the results of the background check are known and meet the above-stated criteria. The opportunity to become employed or transfer into a qualified position will terminate immediately for all prospective employees considered ineligible according to the criteria set forth above.

All information obtained in the course of the criminal background check will be confidential and the reports will be kept in a secure file separate from personnel files in the Human Resources Department.

McCall College will not employ an individual who has failed to disclose the presence of criminal convictions on the employment application. Any false statements made by an applicant on the employment application, during the interview process, or at any other time during the application process, or refusal to submit or consent to a criminal background check will also disqualify the applicant from any employment consideration. Similarly, a current employee must report criminal convictions (other than minor traffic offenses) to his/her supervisor and the Director of Human Resources, or designated person.

HR-3-0 EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION / NON-HARASSMENT

HR-3-1 Equal Employment Opportunity Policy

McCall College has a continuing commitment to programs of equal opportunity and affirmative action to extend community services and educational, employment and promotional opportunities to all legally protected classes.

McCall College does not discriminate on the basis of age, disability, gender, marital status, national origin, color, race, religion, sexual orientation or veteran status. McCall College complies with all federal legislation and civil rights laws of the State of Idaho.

Equal opportunity for employment, admission, and participation in the College's benefits and services shall be extended to all persons and McCall College shall promote equal opportunity and treatment through a positive and continuing Equal Opportunity Policy.

Unlawful discrimination by age, disability, gender, marital status, national origin, color, race, religion, sexual orientation, or veteran status, shall not exist in any area, activity or operation of the district.

HR-3-2 Affirmative Action Policy

McCall College is committed to the concepts and goals of affirmative action. It is therefore the policy of McCall College to take affirmative action to recruit and to employ members of protected groups. Under Federal Executive Order 11246 as amended, protected minority groups are defined as American Indian or Alaskan Native, Asian or Pacific Islander, Black and Hispanic individuals. Women are also designated as a protected group. The protected groups are those groups of persons who have historically been



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most disadvantaged by discriminatory practices formerly sanctioned by law. Affirmative employment efforts are also required for disabled veterans, veterans of the Vietnam era and for disabled persons.

Persons having questions about equal employment opportunity and non-discrimination, should contact the President.

HR-3-3 Non-Harassment Policy

The College's goal is to provide an atmosphere that encourages individuals to realize their potential. Therefore, it is against the College's policy for any manager, supervisor, faculty, staff, or student to engage in harassment of any member of McCall College community based on his/her age, disability, gender, marital status, national origin, color, race, religion, sexual orientation or veteran status. Under McCall College policy, harassing behaviors will not be tolerated. Therefore, it is the responsibility of every member of McCall College community to ensure that the policy is strictly enforced. This includes notifying each employee/student of his/her rights and responsibilities under McCall College's non-harassment policy. Management staff is responsible for taking reasonable action to maintain work and educational environments free of conduct that causes or reasonably could be considered to cause intimidation or hostility.

Sexual or gender-based harassment complaints should be directed to personnel trained to deal with such allegations. A list of such trained personnel is kept in the Office of the President.

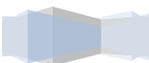
HR-3-4 Employment of Family Members

McCall College does not discriminate against any individual solely because another member of that individual's family works or has worked for the College. However, McCall College will not hire or employ an individual in a position of exercising supervisory, appointment or grievance adjustment authority over that individual's family member. A member of the individual's family includes husband, wife, domestic partner, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, or stepparent, or stepchildren and members of the domestic partner's family as listed or in an equivalent relationship.

HR-3-5 Consensual Relationships

McCall College must maintain an atmosphere that encourages the full realization of each individual's potential. This effort is promoted by professionalism in the relationships that faculty and staff have with students and each other. These relationships are intended to foster a free and open exchange of ideas, productive learning, and the work that supports it.

In addition, those who supervise or evaluate the work of students and staff must be perceived to be making their decisions fairly and without favoritism. This perception is potentially jeopardized when faculty/staff enter into consensual romantic relationships with their students or those employees with whom they hold a position of authority.





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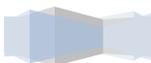
Therefore, no McCall College employee shall enter into or maintain any romantic or sexual relationships with students or employees over whom they exercise any academic, administrative, supervisory, evaluation, counseling or extracurricular authority or influence without disclosure of the relationship to the appropriate McCall College officer(s).

Faculty and staff are cautioned that consensual romantic relationships with their students and subordinates can prove to be unwise and problematic, and should be avoided. When consensual romantic relationships occur, questions of fairness, favoritism, and coercion arise and give rise to the following concerns:

- Such relationships may undermine the real or perceived integrity of the supervision provided, and the particular trust inherent in the student-faculty or supervisor/subordinate relationship.
- Relationships in-which one party is in a position to review the work, or influence the career of the other, may provide grounds for complaints when that relationship appears to give undue access or advantage, restricts opportunities, or creates a hostile and unacceptable environment for others.
- Such relationships may, moreover, be less consensual than the individual whose position confers the power believes. The relationship is likely to be perceived in different ways by each of the parties to it, especially in retrospect. While some relationships may begin and remain harmonious, they are susceptible to being characterized as unprofessional and disrespectful to others.
- Teaching professionals in particular are under a special obligation to preserve the integrity of their relationships with students, and therefore are expected to maintain at all times, the highest level of professionalism with students, whether or not any real or perceived authority over the student exists.

Procedure

Should a McCall College employee enter into a consensual relationship with a student or another employee with whom s/he has an academic or evaluative relationship, the relationship must be disclosed to his or her supervisor (Dean, Administrative Director or Vice President), who will then notify the Director of Human Resources and/or the College's Sexual Harassment Officer(s), or designated person(s). McCall College will take the necessary actions to mitigate the impact of the relationship on student(s) and/or employee(s). These actions may include, but are not limited to; workload reduction (with commensurate reduction in pay), and/or reassignment, and/or dismissal if judged to undermine the real or perceived integrity of the supervision provided and the particular trust inherent in the student/faculty or supervisory/subordinate relationship, including impacts on students/employees not involved in the relationship. Failure to disclose the relationship may result in immediate suspension and disciplinary action including dismissal.





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The Director of Human Resources and the College's Sexual Harassment Officers, or designated person(s) are responsible for the implementation, monitoring and execution of this policy. Nothing in this policy precludes any person from filing a formal grievance in accordance with applicable collective bargaining agreements or with the Department of Labor or the Equal Employment Opportunity Commission.

Also, reference General Procedures HR-3-0, Non-harassment Policy and HR-3-1, Employment of Family Members.

HR-3-6 - CHILD PROTECTION POLICY

McCall College is committed to protecting the safety and well-being of children and students under the age of 18 who are on McCall College premises, and/or who participate in College-related programs and activities, both on and off campus.

The participation of children and students under the age of 18 in these programs and activities requires an increased level of care, and an expectation that College employees will conduct themselves appropriately in the presence of children on campus and/or in College-related programs and activities.

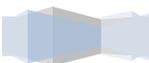
All McCall College employees are required to report suspected cases of child abuse to the Idaho Department of Health and Welfare or law enforcement officials. This duty is personal to the individual McCall College employee and applies twenty-four hours-a-day, seven days-a-week whether or not you are on work time. You must immediately report to DHW or local law enforcement when you have "reasonable cause to believe" that any child with whom you come in contact with has suffered abuse, or that any person with whom you come in contact has abused a child.

In addition, McCall College employees must report to the Office of the President instances of inappropriate conduct when they witness, receive a report of, or reasonably believe an instance of child abuse has occurred through the course of their employment. This requirement applies to cases of abuse that allegedly occur on campus, on property owned or leased by the College, or while members of the faculty, staff or student body are participating in a College-connected activity off campus. Reporting to the designated McCall College official does not satisfy the legal duty to report to DHW or local law enforcement.

DEFINITIONS

"ABUSE" means:

- Any assault of a child and any physical injury to a child which has been caused by other than accidental means;
- Any mental injury to a child, which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child;





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- Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest;
- Sexual abuse;
- Sexual exploitation, including:
 1. Contributing to the sexual delinquency of a minor;
 2. Allowing, permitting, encouraging or hiring a child to engage in prostitution or patronize a prostitute;
- Negligent treatment or maltreatment of a child;
- Threatened harm to a child, which means subjecting a child to a substantial risk or harm to the child's health or welfare;
- Buying or selling a person under 18 years of age;
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured; or
- Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to a substantial risk of harm to the child's health or safety.

"Child" means an unmarried person who is under 18 years of age.

"Law Enforcement Agency" means:

- a city police department;
- a county sheriff's office;
- the Idaho State Police; or
- a county juvenile department.

HR -3-7 SEXUAL MISCONDUCT POLICY

McCall College believes in a zero tolerance policy for sexual misconduct. Members of McCall College community, guests and visitors have the right to be free from sexual violence. When an allegation of sexual misconduct is brought to the administration, and a respondent is found to have violated this policy, serious sanctions will be used to ensure that such actions are never repeated. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

HR-4-0 PRIMARY RESPONSIBILITY OF McCall College EMPLOYEES

The primary responsibility of all full-time employees during contracted periods is to McCall College.

HR-4-1 Outside Commitments

Employees who consider taking an additional position as a part-time or full-time employee or consultant in public or private employment, shall first provide the appropriate supervisor/Vice President/Dean with the details of the employment. Should there be concern with respect to apparent undesirable effect of



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such outside activities, the individual may be urged not to undertake such activities. McCall College reserves the right to reduce the McCall College load or status of an employee due to outside activities.

HR-4-1.1 Outside Research / Corporate Relationships

Employees whose research and/or outside activity is related to the mission of McCall College may submit a proposal to one's supervisor to build a partnership with the college. If assets of McCall College are involved in research or outside activity, a mutually agreed contract must be proposed to define the scope of the activity, the relationship to the college, and remuneration, if warranted, to the college. McCall College reserves the right to deny research or outside activity of any employee if it is outside the mission of the college.

HR-4-2 Conflict of Interest

No McCall College employee shall use his/her official position or office to obtain financial gain other than official salary, honoraria, or reimbursement of expenses, or for any member of his/her household or for any business with which he/she, or a member of his/her household, is associated.

To implement the above procedure, the following guidelines shall apply to McCall College employees:

- Private business shall not be conducted during assigned McCall College working hours.
- College supplies, facilities, equipment, and personnel shall not be used to carry out private business.
- College officials shall not receive private compensation for performing their McCall College duties.
- No official action toward a third party shall be conditioned on a private business relationship with that third party.
- Employees will notify their appropriate Vice President/Dean, in writing, of any potential conflict of interest.

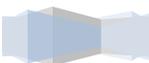
HR-4-2-1 Conflict of Interest Procedures (amended from Board of Directors Policy BP.11)

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the one's supervisor and members of committees considering a proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining committee members shall decide if a conflict of interest exists.





3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the committee shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

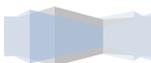
HR-5-0 RECRUITMENT

HR-5-1 Administrative Positions

The President or appropriate Vice President is responsible for recommending to the Board of Directors new full or part-time administrative positions, along with appropriate salary and title. McCall College reserves the right to recommend direct appointments of current employees to administrative and professional/non-managerial positions where such appointments are in the best interest of McCall College staffing requirements and not in conflict with equal employment opportunity policies.

HR-5-2 Classified, Confidential, Supervisory Positions

The appropriate Vice President is responsible for recommending to the President new full- or part-time classified, confidential, and supervisory positions, along with appropriate salary and title.





HR-5-3 Faculty Positions

HR-5-3.1 Recommendation to Hire Full-Time Instructional Professionals

The Academic Dean is responsible for recommending to the President any new full-time instructional faculty and administrators to be hired, along with salary and academic rank placement. The President makes the final recommendation to the Board, which takes appropriate action.

HR-5-3.2 Recommendation to Hire Part-Time Professional Instructional Staff

Part-time professional instructional staff must be approved by the Academic Dean. The consideration for employment process must include documents requested by the Academic Dean and background checks.

HR-5-3.3 Adjunct Relationship

McCall College may invite certain individuals to form an adjunct relationship of less than a full-time nature within the College.

The adjunct relationship will be deemed to be of a temporary nature and signing of an adjunct agreement shall not be considered to be a promise of future employment, nor shall notice be required to terminate an adjunct relationship.

Individuals assigned to an adjunct relationship are not eligible for sabbatical or for consideration for tenure. Adjunct faculty are eligible for professional improvement funds under the conditions set in the Faculty Handbook.

HR-5-3.4 Part-Time Faculty Employment at McCall College

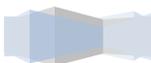
Part-time faculty are employed by McCall College on a term-to-term basis and at less than .5 of FTE appointments.

McCall College can offer part-time faculty in its employment pool no guarantee of future employment beyond conditions given in individual's contract. The renewal of a part-time faculty member's employment is entirely at the discretion of McCall College and notice is not required to terminate employment. Despite advance course scheduling, department chairs and division heads cannot always anticipate budgetary restrictions and enrollment fluctuations that affect employment needs. Nevertheless, department chairpersons are encouraged to give their part-time faculty as much advance notice as possible of plans for renewal or non-renewal of employment for the coming term.

Part-time instructors should also be aware that in the event of a reduction in force, part-time faculty in an academic discipline will be laid-off before any full-time faculty or adjunct in the same academic discipline are laid-off.

HR-5-3.4.1 Part-Time Faculty Compensation and Benefits

Compensation: Part-time faculty are compensated at the rate assigned to adjunct faculty based on the current McCall College Faculty Handbook.





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Process: The department chair recommends placement to the Academic Dean on the basis of a current evaluation. All salaries are determined in the Fall quarter contract or, in the case of someone who does not teach Fall quarter, the first contract in the academic year. No adjustments are made at any other time than the preparation of the first teaching contract of the academic year-counting Fall as the first quarter of the academic year.

Information regarding pay periods and options for receiving pay for part-time faculty may be obtained by contacting the Office of Financial Services.

HR-5-3.5 Minimum Standards for Academic Instructors

The standards listed below are generally the minimum for instructional personnel at the entry level academic courses. McCall College may establish higher standards for a specific position or assignment.

- Master's degree in the field of primary teaching assignment, or if a Master's degree is not generally offered in the primary teaching field, a Master's degree in a related field and at least 20 semester hours (30 quarter hours) of graduate credit in academic courses in the field of primary teaching assignment.
- Evidence of Higher Education teaching capacity or experience

Note: Although the above is a minimum requirement for faculty teaching McCall College academic courses, McCall College will attempt to employ individuals who possess a doctoral degree, or recent ABD, in an appropriate academic discipline.

HR-5-3.6 Minimum Standards for Professional Technical Instructors

The standards listed below are generally the minimum for instructional personnel at the Professional Technical level.

- High School Diploma
- Significant experience in the field of instruction.
- Recommendations from qualified individuals on the capacity to teach higher education or evidence of Higher Education teaching capacity or experience

Note: Although the above is a minimum requirement for faculty teaching professional technical courses, McCall College will attempt to employ individuals with a McCall College degree.

HR-5-3.7 Guest Instructors

Regular or part-time faculty and instructors may invite guest instructors to provide additional content or expertise to educational content. The qualifications of the Guest Instructor are to be evaluated by credentialed faculty and may be reviewed by supervisors at the request of a supervisor. Guest Instructors are to be closely monitored by regular or part-time credential faculty. No Guest Instructor is to be alone in an educational environment for an entire class session without the written permission of



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a credentialed faculty member's supervisor. Remuneration of a Guest Instructor is to be agreed to with a credentialed faculty member's supervisor prior to the educational event.

HR-6-0 EVALUATION OF EMPLOYEES

Each faculty member and administrative staff member of McCall College shall undergo evaluations pursuant to procedures and criteria established under the direction of the President. The immediate supervisor, the appropriate Vice-President/Dean, and the President shall all have a role in evaluation of McCall College personnel under their jurisdiction.

HR 6-1 Regular Evaluations

Regular evaluations will occur for any employees after their 1st year review annually within one month of the employee anniversary.

HR 6-2 New Employee Evaluations

New Employees will participate in a 6 month review and an Annual Review within one month of their 6 month anniversary and their one-year anniversary.

HR 6-3 Irregular Evaluations

The foregoing material deals, for the most part, with regularized procedures for evaluations. It should be understood that McCall College reserves the right to examine the work of personnel with McCall College on a daily basis throughout the year and may provide written or oral evaluation comments affecting the work of such personnel at any time during the year.

Evaluation of Part-Time Faculty (See procedure Faculty Handbook)

HR-7-0 LEAVES

HR-7-1 Sabbatical Leave

The President is authorized to approve or disapprove sabbatical and professional improvement leaves. Such leaves may be approved only when sufficient moneys are in the appropriate accounts to fund them and when the plan is seen as clearly contributing to the goals of the College.

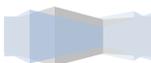
HR-7-2 Leave Without Pay

Leave without pay (LWOP) may be either long-term (in excess of five working days in any one pay period), or short-term (five working days or less in any one pay period). Leave may be granted according to the following conditions:

- PERSONAL LEAVE

Personal leaves may be granted for six (6) months or more for various reasons, as specified by the relevant personnel program policy or agreement.

- PREGNANCY





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Regardless of employment status, an employee who is disabled from working because of pregnancy, childbirth, or related medical conditions is eligible for up to four months leave. This leave may consist of leave without pay and/or paid leave.

If an employee on an approved pregnancy disability leave also is eligible for family and medical leave, up to 12 workweeks of pregnancy disability leave shall run concurrently with family and medical leave under Federal law.

When medically necessary, an employee may take pregnancy disability leave on a reduced work schedule or on an intermittent basis. McCall College may require an employee who is on a reduced work schedule or intermittent leave to temporarily transfer to an alternative position if the alternative position better accommodates the required work schedule than the employee's own position.

An employee who elects or is required to take unpaid pregnancy disability leave shall not be paid for any hours or partial hours taken on an intermittent basis or reduced schedule.

Whenever possible, an employee shall provide at least 30 days advance notice. If 30 days notice is not practicable because of a medical emergency, for example, notice shall be given as soon as practicable.

Reinstatement shall be to the same position provided that the employee returns to work within 4 months and immediately following termination of pregnancy disability leave. If the employee would have been laid off or terminated had the employee remained on pay status during the leave period, reinstatement shall be to a similar job at the same location.

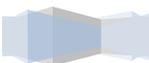
If a similar position is not available, the employee shall be afforded the same considerations afforded other employees who are laid off or terminated pursuant to policy and agreements.

As an alternative to or in addition to pregnancy disability leave, McCall College shall temporarily modify a pregnant employee's own position or transfer a pregnant employee to a less strenuous or hazardous position upon request and with the advice of the employee's health care provider, if the temporary modification or transfer can be reasonably accommodated.

A temporary modification or transfer shall not be counted toward an employee's entitlement for pregnancy disability leave.

- FAMILY MEDICAL LEAVE (FML)

Family and medical leave is provided for an eligible employee's serious health condition, the serious health condition of the employee's child, spouse, same- or opposite-sex domestic partner, or parent, or to bond with the employee's newborn, adopted, or foster care child in accordance with State and Federal law in effect at the time the leave is granted. Leave granted for bonding purposes shall be concluded within 12 months following the child's birth or placement for adoption or foster care.





- WORK INCURRED DISABILITY

Leaves without pay may be granted to employees who are off pay status and receiving temporary disability payments.

HR-7-2.1 Approval Procedures for LWOP

Long-Term LWOP must be requested in writing, prior to the beginning of the leave. Exempt LWOP must be approved by the President; Faculty LWOP must be approved by the Academic Dean; Classified LWOP must be approved by the President.

Short-Term LWOP may be approved by the immediate supervisor and/or budget administrator. All employees must report a short-term LWOP on the Leave Request form. Classified employees must also report the LWOP on time sheets.

HR-7-2.2 Benefits During LWOP

Benefits do not accrue and are not paid during a long-term LWOP.

HR-7-2.3 Reinstatement of Benefits Following LWOP

Subject to the conditions of the benefits carrier, benefits will be reinstated with all rights and privileges on the date an employee returns from the LWOP after the employee completes one full month of employment following the LWOP.

Employees who use LWOP for professional improvement purposes, as defined by the College, will be reinstated to the Health Insurance Plan without waiting periods or penalties. The definition of professional improvement will be solely at the discretion of McCall College and is not grievable.

HR-7-3 Family Medical Leave

McCall College complies with the federal Family Medical Leave Act (FMLA) for all eligible employees. The following provisions in the administration of the FMLA are applicable:

Employees must use sick leave or other forms of paid leave (other than compensatory time) to which they are entitled under the appropriate agreement (or handbook) in conjunction with the FMLA.

The "FMLA year" is considered to be a twelve (12) month period rolling backward for each employee.

During the period of FMLA leave, the employer's insurance contribution toward the health plan, if available, will continue at that level and under the conditions coverage would have been provided if the employee had continued to be employed continuously during the leave.

The Employer's determination of FMLA eligibility requires medical certification that the leave is needed due to an FMLA-qualifying condition of the employee or that of a member of the family. At the College's expense, a second opinion may be requested.





HR-7.3.1 Personal/Business/Emergency Leave

Full-time faculty and Adjunct Instructors have non-accumulative personal, business or emergency leave days granted each year that are charged against accrued sick leave. Requests for personal and business leave require prior approval. Request forms are located on the Forms page of the HR webpage.

HR-8-0 CONTENTS OF PERSONNEL FILE

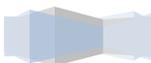
In order to maintain the integrity of personnel files, only official evaluations and other authorized documents relative to an employee's service may be placed into a personnel file, unless otherwise authorized by the President. Personnel files should contain, but are not limited to:

HR-8-1 Executive Staff

- Applications,
- Complete transcripts of all college undergraduate and graduate work,
- Annual evaluations, special evaluations, and rehire recommendations including peer team reports and student evaluation summaries,
- Complete records of professional improvement plans, including updates and extended commitments,
- Annual reports of service with attachments,
- Promotion recommendations, (including the advisory letter sent by the Promotion Committee when it does not recommend promotion)
- Records of promotion activities, which include:
 1. Promotion recommendations,
 2. Actions taken by the Promotions Committee, President, and Board (including the advisory letter sent by the Promotions Committee when it does not recommend promotion).

HR-8-2 Faculty

- Applications,
- Complete transcripts of all college undergraduate and graduate work,
- Annual evaluations, special evaluations, and rehire recommendations including peer team reports and student evaluation summaries,
- Complete records of professional improvement plans, including updates and extended commitments,
- Annual reports of service with attachments,
- Promotion recommendations, (including the advisory letter sent by the Promotion Committee when it does not recommend promotion)
- Records of promotion activities, which include:
 3. Promotion recommendations,
 4. Actions taken by the Promotions Committee, President, and Board (including the advisory letter sent by the Promotions Committee when it does not recommend promotion).





HR-8-3 Classified Staff

- Applications,
- Complete transcripts of all high school, college undergraduate and graduate work,
- Annual evaluations, special evaluations, and rehire recommendations including peer team reports and student evaluation summaries,
- Complete records of professional improvement plans, including updates and extended commitments,
- Annual reports of service with attachments,
- Records of promotion activities, which include:
- Promotion recommendations

HR-8-3 Other Staff

- Applications,
- Complete transcripts of all high school, college undergraduate and graduate work,
- Annual evaluations, special evaluations, and rehire recommendations including peer team reports and student evaluation summaries,
- Complete records of professional improvement plans, including updates and extended commitments,
- Annual reports of service with attachments

HR-9-0 FACULTY ISSUES (see Faculty Handbook)

Note: Any policies in the Staff Handbook supersede any equivalent policy in the Faculty Handbook. In the event of a disagreement between Staff and Faculty Handbook, the policy in the Staff Handbook will be the policy enforced.

HR-10-0 BENEFITS

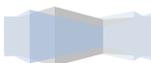
HR-10-1 Workers Compensation

Injured workers must file a workers compensation claims in the Office of Human Resources within three days of injury.

HR-10-1.1 Return to Work

The objective of McCall College is to return workers to employment at the earliest date following injury or illness as their physical condition permits. We desire to minimize serious injury or illness and reduce insurance costs. This policy applies to all workers and will be followed whenever appropriate.

McCall College defines "light-duty" work as temporary, modified work assignments within the worker's physical abilities, knowledge, and skills. Light-duty positions are developed and assigned using the known physical restrictions as clarified by the worker's attending physician. The physical requirements of light-duty work, may be shared with the worker's attending physician to determine if the proposed light duty is within the physical capability of the worker.





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Light-duty positions are developed with consideration of the worker's physical condition, the business needs of McCall College, and the availability of light-duty work.

HR-10-2 Unemployment Insurance

A Notice of Termination Form shall be provided to a terminated employee by the Office of Human Resources. This form will then be used to determine eligibility for unemployment insurance claims.

HR-10-3 Health Insurance

McCall College does not provide Health Insurance coverage.

HR-10-4 Salary Guidelines

The President will establish current compensation and benefits which do not deviate materially from the geographic or professional market for the skills employed nor become uncompetitive.

The President may delegate the responsibility for determining the appropriate market for the College's compensation and benefits of McCall College employees to assigned employees.

At the direction of the President, the Human Resources Department, or designated individuals, will survey the appropriate market for each employee group to determine whether ranges and individual compensation amounts are appropriate. With Board approval, ranges will be adjusted to reflect market conditions.

The Board has the responsibility of approving all salary guidelines upon recommendation by the President.

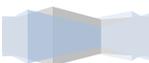
HR-10-4.1 Initial Salary Placement

HR-10-4.1.1 Faculty Placement:

The Academic Dean has the responsibility for determining the hiring range and initial salary placement for fulltime faculty, Part-time and adjunct faculty.

HR-10-4.1.2 Classified and Exempt Placement

The initial salary placement for these employees will be determined by the Director of Human Resources, or designated person, in consultation with the hiring supervisor and based on the relevant education and experience of the successful candidate. The consultation will include consideration of internal equity, the external market for the particular position and available funding. Placement is to be below the mid-point of any defined salary range. Placement above the mid-point requires Presidential approval.





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HR-10-5 Salary Advancement

HR-10-5.1 Faculty and Classified staff employees:

For these employees, salary advancement is subject to the terms of the appropriate faculty or staff agreement. The President, based on the recommendation of the appropriate Vice President or Dean, shall have the authority to increase the salary of individual employees in these groups. Such recommendations will be based on consideration of available funding, internal equity, external market forces and/or exceptional merit. The appropriate Faculty or Staff representatives will be notified accordingly of any adjustments.

HR-10-5.2 Exempt Employees:

Exempt employees annually, based on available funding and the recommendation of the President, the Board may approve a general salary increase to exempt employees who have received a satisfactory evaluation. Exempt employees on a work improvement plan will receive the increase on the first day of the month following the month in which they successfully complete the work plan. The increase will not be retroactive.

Contingent on available funding and the initial placement of an exempt employee on the salary schedule at the time of employment, it is generally expected that after three years, employees in the same position with satisfactory evaluations will be at or above the first quartile of their salary range. After five years in the same position, employees with satisfactory evaluations are expected to be at or above the mid-point of their salary range.

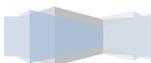
The Director of Human Resources, or designated person, will have the responsibility to monitor the salaries of exempt employees annually to meet these expectations and make the appropriate recommendations to the appropriate Vice President or Dean. Such recommendations will be consultation with the appropriate supervisor and Vice President/Dean.

Exempt employees who are at or above the mid-point of their salary range will be reviewed periodically to assure internal equity and compliance with Board policy.

The President, based on the recommendation of the appropriate Vice President or Dean, shall have the authority to increase the salary of individual exempt employees above the Board approved general increase.

The President, upon recommendation of the appropriate Vice President or Dean shall also have the authority to grant a lump sum payment to exempt employees based on exceptional performance during the fiscal year.

Exempt employees who have reached the maximum of their appropriate salary range may have their compensation adjusted by the following:





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The President shall have the authority to grant a lump sum amount equal to the Board approved general increase to such employees for each year that they are above the maximum the their range.

The President may also grant paid leave and/or a combination of paid leave and a lump sum payment in an amount equal to the Board approved increase to such employees.

Annual increases to their base salary will resume when adjustments to salary schedule allow.

HR-10-5.3 Executive Compensation

The President shall have the authority, subject to board review, to determine the initial salary placement, salary advancement and annual leave accruals of the Vice Presidents and Deans to assure appropriate levels of compensation and benefits are maintained in key leadership positions.

HR-10-6 Salary on Reclassification

HR-10-6.1 Classified Employees:

Salary placement for classified employees subject to position reclassification is in accordance with the terms of the collective bargaining agreement.

HR-10.6.2 Exempt Employees:

Salary placement for exempt employees upon reclassification will generally result in advancement to the minimum of the new salary range or a specific percent increase, as defined by the board upon the President's recommendation, whichever is greater.

HR-10-7 SALARY ON PROMOTION

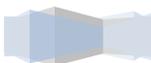
HR-10-7.1 Classified Employees:

Salary placement for classified employees who have been promoted to another position will generally result in advancement to the minimum of the new salary range or a 2% increase, whichever is greater.

The initial salary placement for classified employees promoted to an exempt position will be determined by the Director of Human Resources in consultation with the hiring supervisor and based on the relevant education and experience of the successful candidate. The consultation will include consideration of internal equity, the external market for the particular position and available funding. Placement above the mid-point requires Presidential approval.

HR-10-7.2 Exempt Employees:

Salary placement for exempt employees who have been promoted to another exempt position will be determined by the Director of Human Resources in consultation with the hiring supervisor and based on the relevant education and experience of the successful candidate. The consultation will include





consideration of internal equity, the external market for the particular position and available funding. Placement above the mid-point requires Presidential approval.

HR-10-8 Responsibility Factor Adjustment for Exempt Employees

A responsibility factor is a salary adjustment resulting from a major responsibility being added to an existing exempt position that does not increase the current salary range. This duty (or duties) becomes part of the regular responsibilities of the position and the pay increase will become part of the employee's base salary. Assignment of the additional responsibilities must be approved in advance by the appropriate Vice President and the increase approved by the President.

HR-10-9 Special Assignment Adjustments for Exempt Employees

A special assignment is defined as a major responsibility being added to an existing exempt position either for a short term or for an entire contract year. Any title and/or salary adjustments must be approved by the President. Any salary adjustment will exist for term the special assignment and will not become part of the employee's base salary upon completion of the special assignment.

HR-10-10 Moving Reimbursement

For benefitted positions hired through a national search process. Successful candidates may be reimbursed for qualified moving expenses based on the schedule below:

Distance	Amount
Moving within McCall College district	\$0
Moving 150 miles or less	\$0
Moving 151 to 500 miles	\$500
Moving 501-1,000 miles	\$1,000
Moving 1,001-2,000 miles	\$2,000
Moving over 2,000 miles	\$2,500

Reimbursements will only be paid for qualified and documented moving expenses as defined by the IRS. With this accountable plan, the moving expense reimbursement is nontaxable. Newly hired, benefitted employees have up to six months from the date of employment to submit receipts for reimbursement of qualified moving expense reimbursements.





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The scope of each hiring search is identified when the position is posted by HR. A national search process is utilized when McCall College anticipates that a qualified pool of candidates may not be obtained through a local or regional search process.

This moving reimbursement HR procedure should be consistently applied. However, McCall College President has the right to make exceptions when he/she determines it is in the best interest of the College.

HR-11-0 STAFF RETIREMENT

HR-11-1 Retired Employee Card

As a mark of the College's appreciation and respect for those employees who have officially retired from McCall College, they and their spouse shall be awarded an appropriate card recognizing their service. Cards will be made available through the Information Office and will entitle retirees to free admission to regular McCall College events and to one tuition-free class per retiree and spouse per year.

HR-11-2 Emeritus Status (Faculty and Administrators)

HR-11-2.1 Criteria for Eligibility of Emeritus Status - Faculty

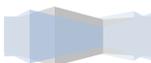
To be eligible for emeritus status, retiring individuals must have had faculty or administrative status at McCall College for 15 years or from the first year of McCall College existence, with Faculty members retiring from McCall College at the rank of associate or full professor, and recommended by the Promotions Committee.

HR-11-3.2 Rights and Privileges of Emeritus Status

Receive bulletins, announcements, and other publications of the College; participate in commencement; be listed in McCall College catalog; receive free admissions to all regular McCall College events; full use of McCall College library; full use of Computer Center services; attend the annual professional retreat of the College; use of an office set aside for emeritus; receive occasional and limited secretarial assistance for pre-approved projects related to McCall College of the individual's discipline; be listed in the Speakers Bureau.

HR-11-3.3 Procedures for Selection to Emeritus Status

By March 1 of each year, retiring faculty who request or are nominated for emeritus status will be considered by the Promotions Committee. The Promotions Committee will make certain that considered faculty members meet the technical requirements in HR 11-3-1; if so, the Promotions Committee will consider each request. If the committee judges that a continued association with a faculty member is in the best interest of the College, it shall recommend emeritus status and communicate that recommendation to the Academic Dean. The Promotions Committee shall notify individuals, in writing, of the Committee's recommendations.





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HR-11-3.4 Procedures for Selection of Emeritus Status - Administrators

By March 1 of each year, retiring administrators who request or are nominated for emeritus status and who meet the requirements of HR-11-3.1, will be considered by an ad hoc committee appointed by the President. The committee will consist of a Vice President or Dean, two administrators and a faculty member. If the committee judges that a continued association with an administrator is in the best interest of the College, it shall recommend emeritus status and communicate that recommendation to the President. The Committee shall notify individuals, in writing, of the Committee's recommendations.

HR-12-0 STAFF and VOLUNTEER ISSUES

HR-12-1 Guidelines for the Award of Classified Staff Professional Improvement Funds

The person seeking an award must make a request that falls within the following guidelines.

- The workshop, conference, class, or material provides information that cannot be obtained at McCall College, or it is part of a McCall College encouraged program, or it is required for a McCall College course, or it is important in developing professional relationships and the sharing of knowledge with other community college or university staff.

In addition, the content of the material or workshop, etc., should meet one of these additional criteria.

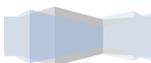
1. The information is relevant to the staff member's job.
 2. The information will improve the staff member's knowledge and skills professionally and personally, enhancing their job performance and the job performance of their work group when shared.
 3. The staff member is working toward a degree from an accredited school and the request is related to class or course work being done for that degree.
- Repeat attendance at annual conferences is permissible if the conference falls within the above guidelines, and the content is new to the employee, or if McCall College is strengthened by the representation.
 - Travel money may be awarded when departmental resources for travel are not available for workshops, conferences, or classes that are job specific.

HR-12-2 Pay Method for Classified Employees Who Work Less Than 12 Months

Classified employees who work less than 12 months are paid by the hour in the less than full-time months, e.g., June and September. Labor Day is not a paid holiday for employees who return to work after that date in September.

HR-12-3 Expense reimbursement by Volunteers or Employees

Volunteers or employees who use personal funds to pay for McCall College expenses may elect to have the expense treated as a donation. Such transactions will be subject to review for tax deductibility. If the volunteer or employee desire reimbursement, an employee reimbursement form is available. A





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completed form with required receipts may be presented to one's supervisor for consideration. All volunteers and employees are required to submit receipts if at all possible. Mileage is not currently being reimbursed. However, presentation of mileage is eligible upon supervisor approval for tax deductibility according to IRS guidelines.

HR 13-0 STAFF GRIEVENCE POLICY

HR 13-1 DEFINITIONS

- **Adjunct Faculty.** All part-time faculty who are hired and paid on a per term basis with no expectation of continued employment.
- **Employees.** All employees hired on a full-time or part-time basis.
- **Final and Binding Decision-Maker.** McCall College President or his/her designee.
- **Full-Time Employees.** Those employed in full-time positions as designated by the President.
- **Grievance.** Concern(s) over violation or application of personnel policies or practices; working conditions; employee-supervisor relationships; disciplinary actions, or termination. Grievances are considered private and confidential.
- **Grievance Hearing Committee.** A three (3)-member committee established to deal with an employee grievance.
- **Grievance Termination.** The grievance procedure stops and no further action will be taken.
- **Grievant.** An employee of McCall College with a grievance.
- **Hourly/Part-Time Employees.** Those hired less than a 75% FTE basis and paid an hourly rate.

HR 13-2 PROCEDURE

HR 13-2-1 General Information

1. Full-time, regular staff employees within their probationary period (normally six months), full-time regular faculty within their first twelve (12) months or serving in appointments designated as temporary, adjunct faculty, and part-time hourly employees are limited to the Informal Procedure.
2. Reasonable time off with pay during scheduled working hours shall be provided to the grievant, the employee's advisor, or any witnesses called to testify, for reasonable time spent in preparation and/or proceedings leading to resolution of the grievance. Time spent by the grievant or advisor in such activities outside scheduled working hours is non-compensable.
3. Complaints regarding sexual harassment shall follow McCall College Policy and Procedure 2S02.06 Sexual Harassment Avoidance. Complaints regarding discrimination shall follow Idaho Employment Discrimination statutes.



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4. Full-time tenured faculty complaints regarding termination, denial of tenure or promotion, and substantial reduction in the status of full-time faculty members will follow McCall College policy and procedure on Academic Freedom, Professional Responsibility, and Tenure, Academic Affairs.
5. As the grievance moves through the formal process, the grievant may not add new issues or claims to the original grievance. Amended grievances may be considered by the Committee if a new issue or claim has arisen since the original grievance was filed. An employee may not institute more than one grievance procedure based on the same facts, claims, circumstances or events. All records, findings, and decisions shall be maintained in the Human Resources Office in a separate file from the employee's personnel file.
6. If any steps in this procedure are impractical for any reason, the Director of Human Resources, normally after consultation with the grievant, will prescribe an alternative process which, to the maximum practicable degree, assures to the grievant the fair and adequate consideration of the problem or complaint; provided, however, that a grievant's right to a hearing before the Grievance Hearing Committee cannot be denied nor abridged, if eligible. The Human Resources Office will act in an advisory and resource capacity to both the employee and to the supervisor at all stages of the procedure.
7. Employees who have been terminated for cause will begin their grievance at step three, if the employee fails to file the grievance hearing request form within 20 working days after their date of termination, the grievance automatically terminates.

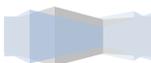
HR 13-2-2 Step One - Informal Procedure.

An employee who has a grievance will first try to resolve the problem through an informal discussion with their immediate supervisor, without delay. If the matter is not satisfactorily resolved at this level, the employee will then go to the second-level supervisor. The employee will have 20 working days to try and resolve the grievance with his/her supervisors. Failure by the employee to notify and meet with his/her supervisors within 20 working days will constitute termination of the grievance.

HR 13-2-13 Grievance Limitations

The following issues are limited to the informal procedure under the Employee Grievance Procedure:

- 1) job descriptions, re-assignment of job duties and responsibilities,
- 2) classification and job evaluation of positions,
- 3) wages and salaries,
- 4) reduction in force,
- 5) termination during probation and/or extension of the probationary period,
- 6) reorganization that does not result in loss of pay, and





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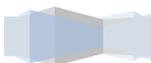
- 7) soft-funded appointments which are terminated for loss of funding or that are time specific

HR 13-2-4 Step Two – Mediation.

If the grievance is not successfully resolved with the Informal Procedure or the supervisor(s) refuse to meet with the employee, the employee will have an additional ten (10) working days to file a request for Mediation with the Human Resources Office via the employee grievance form. Mediation is a voluntary process that provides individuals in conflict with opportunity to identify issues, consider options, and arrive at a mutual agreement. Trained mediators will facilitate open, effective communication to help disputing parties reach agreement. Essential to the process is the mediator's ability to maintain neutrality. Both parties agree in writing to mediate prior to entering the mediation process. The Human Resources Office will coordinate a request for mediation with the Chair of the Mediation Committee and a mediator will be appointed. The mediator will arrange for a meeting with the supervisor(s) and employee to discuss the grievance and seek resolution. The Mediator will have 20 working days to resolve the issue(s). If the issue(s) is unresolved with mediation, the employee will have an additional ten (10) working days to file a request with the Human Resources Office for a hearing before the Grievance Hearing Committee. Failure by the employee to deliver to the Human Resources Office a completed Grievance Hearing Request Form within ten (10) working days will constitute termination of the grievance.

HR 13-2-5 Step Three - Formal Procedure.

1. An employee must complete a Grievance Hearing Request Form available from the Human Resources Office. This form will state the nature of the grievance and/or policies and procedures that have been alleged to have been violated, attempts at resolution, and the remedy the grievant is seeking.
2. The Human Resources Office will designate a person to coordinate the formal grievance procedure with the grievant and supervisor(s), monitor time lines, and answer questions regarding the process.
3. Upon receipt of a request for a Grievance Hearing Committee, the Director of Human Resources will establish a Grievance Hearing Committee from the Standing Grievance Committee rotation list. This list is reviewed annually with the Faculty and Staff Association Presidents.
4. The Grievance Hearing Committee will be comprised of a Chairperson and 2 employees that are representative of the grievant job classification.
5. McCall College President will designate a grievance committee chairperson, not necessarily selected from employees of the College, in addition to the two members selected from the Grievance Hearing Committee rotation list, and appoint a committee secretary (ex-officio).
6. A Grievance Hearing Committee member shall be excused from participation in any grievance deliberation where he/she may be influenced by personal relationships with the parties, by bias





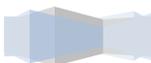
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concerning the circumstances giving rise to the grievance, or by any other material influence which would appear to inhibit the member's ability to render an unbiased judgment. The Grievance Hearing Committee is to act as an impartial fact finding body representing neither side in the cases brought before it. It does not take any corrective actions nor make any binding decision, but exists solely to hear the facts of each case, make a series of findings based upon those facts and recommend a course of action to the final and binding decision-maker.

7. The Grievance Hearing Committee will normally begin a hearing within ten (10) working days after receiving the grievance. The Grievance Hearing Committee will examine the merits of the grievance and issue an initial determination. The Committee may determine that it is unnecessary to hold a hearing based upon the following factors: there is insufficient evidence to support the grievance or the grievance is not eligible by policy and procedure or other such criteria. If the Committee determines that there is insufficient evidence to hold a hearing, the Committee will issue a determination of "No Merit." Either party may appeal the decision to deny a hearing within ten (10) working days to the final and binding decision-maker.

8. The Chair shall conduct the Grievance Hearing Committee under the following guidelines:

- a. Both parties may bring one person of their choosing to assist them during the hearing. This person may only advise the grievant and will not address the Committee. If either party is accompanied by legal counsel, the College's legal counsel will also attend.
- b. Both parties shall present their positions. The grievant shall present his/her position first.
- c. Both parties shall be given the opportunity to respond to the presentation of the other party.
- d. The Committee or either party may invite witnesses. However, the Committee Chair is charged with controlling the hearing and avoiding repetitive testimonies. Witnesses shall be invited into the hearing and excused by the Chair. Witnesses may be questioned by both parties.
- e. The Chair will assist in clarifying issues and determining fact, as well as with the general conduct of the hearing. Grievance Hearing Committee members may ask questions of both parties to help understand the facts.
- f. The Committee will meet privately to make its report.
- g. The Committee shall provide a final report to the final and binding decision-maker within ten (10) working days after the hearing is completed.





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HR 13-2-5 Step Four - Final and Binding Decision.

The committee's findings and report will be given to the final and binding decision-maker. If so desired, the minutes and a tape recording of the Grievance Committee hearing will be made available for review. Based upon such review and without conducting further hearings, he/she shall take one of the following actions:

1. Ratify the committee's findings and adopt its recommendations.
2. Return the report to the committee for reconsideration or clarification. If this is returned to the committee, an additional ten (10) working days will be granted
3. Reject all or parts of the Committee's findings and recommendation on one of the following grounds, among other possible reasons:
 - a. The Committee's recommendations are not supported by the record.
 - b. The Committee's recommendations are based on a misinterpretation of applicable law or policy.
 - c. Within ten (10) working days after receiving the report of the grievance committee, the final and binding decision-maker will issue his/her written final decision to all parties involved. If the report is returned to the committee an additional ten (10) working days will be granted. The decision of the final and binding decision-maker shall be final.

