Employee Handbook
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Section I: Overview

DMTC History

Delta-Montrose Technical College (DMTC) has been in operation since 1977. It was originally opened as a partnership between Montrose County School District RE-1J and Delta County School District 50J to provide secondary vocational education for area high schools. In the late 1980s Delta County School District bought out Montrose School District and became sole owner of the College. The college continues to provide some secondary programs for area high school students. It is also the designated provider for Career and Technical Education for Delta, Gunnison, Ouray, Montrose and San Miguel counties, Hinsdale school district RE 1, and Gunnison Watershed School District RE 1J in Saguache County. DMTC is accredited by the North Central Association Commission for Accreditation and School Improvement and the Colorado Community College and Occupational Education System.

Motto

“Where careers begin”

Mission

Our mission is to be where careers begin by setting the standards for education and training to enhance career competencies, employability, and the well-being of our students and community. Our commitment and dedication to excellence ensures quality through innovation and vision.

Vision

- To provide technical certificates for credit programs that prepare students for employment.
- To provide quality education for all students.
- To provide opportunities for lifelong learning through credit and non-credit courses, workshops, and seminars.
- To contribute to the enhancement of business, industry, and the community through customized education, job training, and retraining.
- To provide a seamless education system by collaborating with area secondary and postsecondary institutions.
- To provide support services to enable students to develop and achieve educational, personal, and career goals.
- To support continuous improvement through the enrichment of personnel and programs and the strategic allocation of personnel, facilities, technology, and equipment.
- To optimize our public image via quality education, community and alumni involvement, marketing, and public relations.

Governance

DMTC is governed by the Delta County School District 50J Board of Education. Board functions fall into the following categories:

1. **Legislative or policymaking.** The Board is responsible for the development of policy and for the employment of a superintendent who will carry out its policy through the development and implementation of regulations.

2. **Educational planning and appraisal.** The Board is responsible for acquiring reliable information from responsible sources, which will enable it to make the best possible decisions about the scope and nature of the educational program. The Board is responsible for requiring appraisal of the results of the educational program.
3. **Staffing and appraisal.** The Board is responsible for employing the staff necessary for carrying out the instructional program, establishing salaries and salary schedules and other terms and conditions of employment, and for Personnel Policies having a district-wide application. The Board is responsible for appraising the effectiveness of its staff by providing an evaluation program.

4. **Financial resources.** The Board is responsible for adopting a budget that will provide the financial basis for buildings, staff, materials and equipment, which will enable the district to carry out the educational program. The Board is responsible for exercising control over the finances of the district to insure proper use of, and accounting for, all district funds.

5. **School facilities.** The Board is responsible for determining school housing needs, for communicating these needs to the community, for purchasing sites, and for approving building plans that will support and enhance the educational program.

6. **Communication with the public.** The Board is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself informed about the wishes of the public.

7. **Judicial.** The Board is responsible for acting as a court of appeal for school staff members, students and the public when issues involve Board policies and their fair implementation.

The superintendent is appointed to provide leadership in developing and maintaining the best possible educational programs and services throughout the district. The superintendent has established a leadership team composed of school district administrators from the personnel, transportation and community relations, curriculum and assessment, business, special services, and CTE departments of the district. Day to day management of DMTC is done by the college director and assistant director.

**College Advisory Council**

Delta-Montrose Technical College encourages the participation of citizens in the community in decision-making processes. The legal responsibility for decision-making in all matters of policy and operation rest with the Board. The college advisory council will:

- Advise the director on the long-term educational needs of the area served by the college and on other matters identified in statute. (See C.R.S. 23-60-206)
- Serve as liaison between the college and area employers in order to facilitate assessment of employment, training, and educational needs of the service area.
- Serve as liaison between the college and local school boards, county commissioners, city councils, other local elected officials, and other relevant groups or persons.
- Promote the college’s programs and services among the communities and constituencies in the college’s service area.

The council will consist of seven members representative of the diverse constituencies within DMTCs service area. The college director shall determine the method for soliciting nominations from within the service area and for screening nominees against established criteria. The director shall recommend one or more names to the Board for each council vacancy. Council members may not be appointed for more than two consecutive full terms. An advisory council member may be removed from office by the Board if he/she does not attend three consecutive meetings unless such absences are due to temporary disability or illness. In addition, the council may request by majority vote the removal from office of any member. Such removal shall require subsequent Board approval.

The council is required to hold four meetings per year. Additional meetings may be called by the college director.

Each program at DMTC is also required to have an advisory committee. The committee should include members from business and industry who are representative of the occupations in the community for which the training is provided. It must also include representatives for special populations. The committee is required to meet a minimum of two times per year. The committee offers advice and makes recommendations regarding current job needs; relevance of current training programs; reduction,
deletion, or expansion of programs; financial and legislative support; and promotion of career and technical education in the community.
Section II: General Employment Information

Terms of Employment

DMTC does not offer tenured or guaranteed employment. Employees receive a Contract of Employment or Work Agreement which details a specific employment period. At the expiration of the contract there is no promise or expectation of renewal of the contract. All employment is considered "at will" which gives both the college and the employee the right to terminate the employment relationship at any time, with or without cause, and with or without notice. All employment is subject to the laws of the State of Colorado and the policies of the Board of Education and DMTC.

A Contract of Employment specifies the period of employment, number of days to be worked, and number of vacation days for classified staff. The maximum number of days available for an employee to work during a year (not counting weekends and holidays when the college is closed) is 248 most years and 249 during leap year. The difference between the total number of vacation and work days are non-paid or "non-contract" days.

Payroll

New employees must complete an Employee Setup Packet. The packet contains an Employee Setup Sheet, Form W-4, and PERA Membership Application. Packets are available from the Business Office. The completed packet should be returned to the Business Office. Copies of the employee’s Social Security Card and Driver’s License must be included with the completed packet. The packet will be submitted to the Business Office, and must be received prior to the first payroll for the employee.

All employees will have Medicare and State and Federal Income Tax withheld. Delta County School District and DMTC have selected PERA (Public Employees’ Retirement Association) for their retirement plan, so DMTC withholds PERA rather than Social Security. Additional information about PERA is available from the Business Office.

Classified employees are required to submit a time sheet to the Administration Office at the end of each month. The time sheet shall indicate hours worked each day, as well as holidays, leave days, non-contract days, and compensatory hours. Time should be recorded in 15 minute increments.

Professional employees are not required to submit a time sheet, but are required to submit an Excuse for Absence Form to the Administration Office for all absences.

Employees at DMTC get paid the 22nd of each month. If the 22nd falls on a holiday or weekend, employees are paid the last work day prior to the 22nd. Direct deposit is available for employees who prefer having their paycheck automatically deposited. Information is available from the Business Office.

Administration of Personnel

All positions at DMTC shall be established by the Board on the recommendation of the director. All changes in the titles and/or responsibilities of administrative and supervisory positions shall be approved by the Board. Job descriptions for all positions will be written by the college director. Job descriptions must include any physical capabilities required for specific positions. All employee positions will be one of the following types:

Classified Staff

Classified staff are non-instructional support staff. They fill a variety of positions, but are generally in custodial or secretarial positions. Classified staff may be employed either through a contract or a work agreement. Contract staff receive vacation and sick/personal/bereavement leave. Both contract and work agreement staff are hired for a specific number of hours per day and days per year. They are paid by the hour.
**Full-Time Employees**

Full-time classified staff are those employed for a minimum of 10 months a year and work at least four hours a day.

**Part-Time Employees**

Part-time classified staff are those employees who work less than 10 months a year or less than four hours a day.

**Professional Staff**

Professional staff are employed in jobs related to instruction. They may be employed either through a contract or a work agreement. Contract staff are generally salaried employees and do not get paid vacations. They are eligible for sick/personal/bereavement leave. Professional staff employed through a work agreement may either by salaried or hourly employees and may or may not receive leave or benefits.

**Faculty**

Includes all college employees who hold an initial or professional Career and Technical Education credential and whose assignment is comprised at least one-half of duties involved in instructing, directing, or supervising an instructional program. Faculty members are granted benefits.

**Instructors**

Those hired to teach on a temporary, as needed basis, at an hourly rate within a range established by the director and approved by the Board. Each appointment shall be for less than an academic year. Successive appointments may be made on an unlimited basis. Instructors are subject to the terms of their appointment as outlined in a letter of agreement and have no benefits except those provided by law.

**Administrators**

This category includes employees whose duties are comprised of more than 50% administrative and or supervisory duties performed by officers of DMTC; heads of administrative units directly responsible to an officer of the college.

**Professional Staff Workload**

Full-time Faculty and Administrators will have a minimum of a 40-hour work week. This includes an expectation that staff will perform all professional duties assigned by the college including, but not limited to, student recruitment, student advising, curriculum development, classroom instruction, completing and turning in all required data, serving on college committees, job placement and community outreach, and engaging in professional development activities.

Faculty are expected to be in the classroom by fifteen minutes before the class begins.

The work year for regular, post-secondary faculty will be 166 days. One hundred sixty days shall be planned student-teacher contact and instruction days. Six days shall be used for orientation, inservice training, or curriculum development. An additional four days shall be added for department coordinators to carry out additional duties required of them.

The work year for regular, secondary faculty will be 174 days. One hundred sixty-eight days shall be planned student-teacher contact and instruction days. Six days shall be used for orientation, inservice training, or curriculum development. An additional four days shall be added for department coordinators to carry out additional duties required of them.
Evaluation of Job Performance

The Board recognizes the educational process is extremely complex and that appraisal of the process is a difficult function. It recognizes that sound appraisal of an individual’s professional performance is critical in achieving the educational goals of the college.

The college director will develop procedures for conducting evaluations which will assess each employee’s proficiency in performing the duties assigned. Such procedures shall meet the following guidelines:

- Employees will be informed concerning who will evaluate them.
- All evaluation standards and criteria shall be given in writing to faculty and shall be communicated and discussed by the person being evaluated and the evaluator prior to and during the course of the evaluation.
- Evaluation shall include consideration of input from supervisors and subordinates.
- Student evaluation of instruction will be considered in the evaluation of teaching faculty.
- A formal evaluation conference shall be held at least once during each provisional contract. Thereafter, formal evaluation conferences shall be held on a regular basis. A written report of the conference will be provided to the employee.
- The evaluation report will include the following:
  - Specific information about the strengths and weaknesses in the performance of the staff member.
  - Documentation identifying when a direct observation was made.
  - Identification of all data sources.
  - The process may include an improvement plan which is specific as to what improvements, if any, are needed in the performance of the evaluate and which sets forth recommendations for improvements including recommendations for additional education and training during the staff members recredentialing process.
- The employee shall have opportunity to respond to the formal evaluation report for the record.
- The superintendent will review an appeal by a faculty member of a formal evaluation report.

Employee Grievances

In the interest of the equitable and efficient operation of the college, employees shall be afforded a mechanism for resolving grievances at the lowest possible administrative level and shall be assured an opportunity for orderly presentation and review of complaints without fear of reprisal. This policy applies to all professional and classified staff except the college director.

Except as noted herein, an employee may grieve any action which violates or inequitably applies Board or college polices or procedures and which adversely affects the employee’s working conditions. Grievances must be filed within fourteen days of the date the employee knew or reasonably should have known about the action.

The following matters are not grievable under this policy:

- Matters over which the employer is without authority to act.
- Evaluations (see policy on evaluations)
- Dismissals, nonrenewals, reduction-in-force, suspensions, disciplinary actions (see policy on due process)
- Reassignments except that a reassignment of a faculty member which results in a reduction in pay or a loss of due process rights shall be grievable

Individual or group grievances of employees shall be resolved as follows:

Step 1 The grievance shall first be discussed in a conference setting with the immediate supervisor and an attempt made to settle the dispute at this level.
Step 2 The grievance shall be presented in writing to the persons having direct administrative or supervisory responsibility over the work of the employee involved in the grievance. The individual shall render a written decision within 10 working days. The employee may be assisted by a person of his own choosing at any step of the grievance procedure.

Step 3 If the grievance is not solved at Step 2, the employee then may present the grievance to the director of personnel who shall conduct a hearing within 10 working days of receipts of a written grievance and shall render a decision within 10 working days of the hearing.

Step 4 If the grievance is not solved at Step 3, the employee then may present the grievance to the superintendent who shall conduct a hearing within 10 working days of receipt of the report from Step 3 and shall render a written decision within 10 working days of the hearing.

Step 5 If the grievance is not solved at Step 4, the employee may request a hearing before the Board of Education, which will be held within 15 working days of receipt of the report of Step 4. The decision of the Board shall be final and shall be made in writing within 15 working days of the hearing.

An employee may discuss any problem at any time with any supervisor or administrator in the college.

Post-Retirement Work Agreements

An employee who retires from the college with PERA retirement benefits may be employed pursuant to a Post-Retirement Work Agreement for up to one year immediately following the date of retirement. All post-retirement work agreements are subject to the following conditions:

1. The employee must be eligible for retirement and be pursuing retirement under PERA regulations to be considered for a Post-Retirement Work Agreement.
2. A retiree’s employment under a Post-Retirement Work Agreement will be considered on an individual basis. The employment is solely within the Board’s discretion.
3. An employee shall submit a letter requesting retirement and subsequent Post-Retirement Work Agreement by March 1. This request will be for employment within the District and must comply with all of PERA’s post-retirement work regulations.
4. The director of personnel, after receiving the recommendation of the director, shall notify the applicant of the decision whether or not to forward his/her request for a Post-Retirement Work Agreement to the Board. This notification will be in writing and delivered by Friday prior to the April Board meeting.
5. If the employee is not recommended for a Post-Retirement Work Agreement in his/her current position, he/she may request employment consideration in any other vacant position for which they are qualified. The request must be submitted in writing within five days after the vacancy has been posted.
6. Any retiree hired in accordance with this policy is subject to the following terms and conditions of employment:
   a. The retiree may work up to 110 days or 720 hours in each calendar year as provided for under PERA provisions.
   b. The retiree will be paid at the same base salary amount he/she would have received for the position had he/she not been retired, less PERA contribution, and shall be subject to other withholding as required by law.
   c. The retiree will be financially responsible for his/her own medical and dental benefits.
   d. The retiree will receive four unspecified leave days per year. Post-Retirement Work Agreement participants will not be reimbursed for unused days at the end of the year. If the retiree is absent from work more than the four allotted days, his/her per diem rate of pay will be deducted from his/her salary for each additional day of absence.
   e. The retiree will sign a Post-Retirement Work Agreement which delineates the terms and conditions of the employment.
   f. The employment relationship between the retiree and the District is one of employment at will and it may be terminated at any time for any reason by either the retiree or the District
with 30 days written notice. Prior to termination by the District, the retiree has the right to meet with the Director.
g. Under any Post-Retirement Work agreement, the retiree’s appointment is subject to the laws of the State of Colorado, the Rules and Regulations of PERA, Delta-Montrose Technical College policies, and administrative procedures.
h. The college shall not be responsible for the retiree’s continuing eligibility for PERA benefits.
i. The written agreement is readily available by contacting the Personnel Department at the college.
Section III: Workplace Professionalism

Equity

One of the goals for all departments at DMTC is to attract men and women into non-traditional vocations. Instructors are expected to practice gender, race, age, and disability-fair teaching in the classroom. Fair teaching includes:

- Providing the same course content, learning activities, projects, and access to tools and equipment for all students
- Setting the same standards of behavior for all students
- Using language free of discriminatory words or phrases
- Setting the same safety, sanitation, and dress requirements for all students
- Creating an environment where sexual innuendo or jokes about gender, race, or age are recognized as inappropriate

Professionalism

Employees are expected to conduct themselves in a professional manner when engaged in activities as a DMTC employee. This includes interaction with students, staff, and the general public while on the DMTC campus, on a satellite campus, on field trips, and any other locations where the employee is a representative of DMTC. Employees are expected to:

- Refrain from the use of profane or obscene language, racial or gender slurs, and sexual references or innuendos. While this may be acceptable to some members of the public, it is offensive to others and is not appropriate in an educational setting.
- Maintain a professional relationship with students, other employees, and the public at all times.
- Refrain from initiating or engaging in any sexual conduct, sexual activities, or sexualizing behavior involving a student, fellow employee, or community member while engaged in activities related to his/her position as a DMTC employee, even if the other party attempts to sexualize the relationship.
- Respect the boundaries of students, other employees, and the community with regard to privacy, disclosure, emotional expression, beliefs, and the reasonable expectations of professional behavior.
- Safeguard the confidentiality of all student information, unless disclosure is required under the guidelines specified in DMTC privacy policies.
- Represent their qualifications honestly, including their educational achievements, and will function only in those roles they are qualified to hold.

Dress Code

Employees at DMTC project an image to the community and to students about the professionalism of the college. During the work day and all work-related activities, employees shall adhere to a professional standard of dress and shall be neat and clean in appearance. Each employee related to industry standards. Short skirts or shorts, spaghetti straps, tank tops, low-cut tops, and see-thru clothing are not appropriate attire for any department. The Director has designated Fridays as casual days when all staff may wear blue jeans. Jeans must be neat and clean. The Director may also designate other special dress days.

Alcohol-Free Workplace

Use or possession of alcoholic beverages, or being impaired by the consumption of alcoholic beverages, by any employee of the college is prohibited in the following circumstances:

- On school grounds or in school-owned or school-operated vehicles, whether or not school is in session.
When the staff member is directly responsible for supervision, oversight, or control of students or other staff members.

From one hour before the start of the staff member’s work day until the end of his or her work day.

Violations of these provisions will be considered a violation of the staff member’s ethical obligations, and may be grounds for disciplinary action.

Information about the standards of conduct required by this policy shall be communicated to employees in an appropriate manner on an annual basis.

**Tobacco-Free Workplace**

In order to promote the general health, welfare and well-being of staff, and in accordance with the Colorado Clean Indoor Air Act, smoking, chewing, or any other use of tobacco products shall not be permitted on any school property accept designated smoking areas.

For purposes of this policy, the following definitions shall apply:

1. “School property” shall mean all property owned, leased, rented, or otherwise used by a school including, but not limited to, the following:
   a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance, or storage.
   b. Restrooms, lobbies, hallways, entryways, and other common areas in college buildings.
   c. All vehicles used by the district for transporting students, staff, visitors, or other persons.
2. “Tobacco” shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking, or both.
3. “Use” shall mean lighting, chewing, inhaling, or smoking any tobacco product.
4. “Staff” includes volunteers or sponsors.

Designated smoking areas are:

- The east end of building A around the corner from the Nursing classroom.
- The west side of building B near the outside entrance to the Enterprise Center.
- The south-east side of building C around the corner from the program development offices.

Employees found to be in violation of this policy shall be subject to appropriate disciplinary action.

**Drug Free Workplace**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. For purposes of this policy, controlled substances include but are not limited to, narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with policy.

Observance of this policy is a condition of employment. A violation shall subject the employee to appropriate disciplinary action which may include termination and referral for prosecution. Alternatively, the employee may be allowed to participate in an approved substance abuse assistance or rehabilitation program in appropriate circumstances.

An employee knowingly in possession of or under the influence of any controlled substance shall be suspended immediately by the director if such use or possession is:

- On school grounds, whether or not school is in session.
- At any school-sponsored or sanctioned activity or even off school property or en route thereto.
- On the way to school.

An employee shall be suspended immediately after arrest for possession or for being under the influence of a controlled substance.
After investigation, the superintendent may reinstate the employee if it appears to be in the best interests of the individual and the district. The matter must be reported in full to the Board of Education. If the investigation causes the superintendent to continue the suspension in excess of 10 school days, the employee may request a hearing by the superintendent or his designee to be conducted in a manner to insure that the individual suspended receives a fair, impartial hearing.

Pursuant to law, any employee who is convicted or pleads nolo contendere under any criminal statute for a violation occurring in the workplace must notify the college no later than five days after the conviction. The college must notify any federal contracting agency under which the employee works within ten days after receiving notice of such conviction.

The college shall establish a drug-free awareness program which will inform all employees about this policy. The program will also inform employees about the dangers of drug abuse and about available drug counseling, rehabilitation, and employee assistance programs. Information about the standards of conduct required by this policy shall be communicated to employees in an appropriate manner on an annual basis.
Section IV Compensation and Benefits

Employee Salary Plans

The director shall establish salary schedules, approved by the Board, for professional and classified staff. Professional salary schedules shall be established for faculty, instructors, and administrators. Classified staff salary schedules shall be established for secretarial staff, custodians, maintenance workers, and so forth.

Salary schedules shall include provisions for determining initial salary placement and the awarding of annual salary increases based upon performance planning and evaluation plans.

Initial placement shall include the following factors:

- Education/training
- Related experience
- Previous employment in the district

Annual increments shall be dependent upon the employee’s satisfactory performance in the position. Advancement from one step to another on the guide shall require the director’s recommendation and Board approval.

The salary schedule shall be reviewed annually and shall remain in force until changed or modified by the Board in accordance with the law.

Supplementary Pay

Professional staff who are regularly assigned duties which require extra time or responsibilities over and above their contractual obligations shall receive extra compensation in accordance with the extent of the extra duties. The extra compensation shall be approved by the Board and specified in their employee contract.

Full-time classified staff may receive compensatory time off for hours worked in excess of 40 hours per week. Part-time staff may receive compensatory time off for hours worked in excess of their assigned weekly hours. Extra time will be accumulated in 15-minute increments. All overtime work must be approved in advance by the employee’s supervisor and/or the Director.

Compensatory time off will be a rate of one and one-half hours for each hour of employment for which overtime compensation is required. An employee shall be permitted to use compensatory time within a reasonable period of time after making a request to the college director. Such request shall be granted if the use of the compensatory time does not unduly disrupt the operations of the college.

Under some circumstances the Director may approve extra compensation for overtime hours. Compensation is paid at a rate of one and one-half times the regular rate of pay. Pre-approval is required for any such hours.

Employee Benefits

Benefits in addition to base salary are recognized as an integral part of total compensation. DMTC’s employee benefit policy provides for appropriate fringe benefits for both classified and professional staff.

Health Benefits

Any employee who works at DMTC more than 30 hours per week is eligible for coverage under the college insurance plan. Both family and individual coverage are available. A portion of the monthly insurance premium will be covered by the college. The remainder will be deducted from the employee’s monthly paycheck. The insurance plan includes medical and dental coverage. Vision coverage is also available for an additional monthly fee paid by the employee.
All employees who work at DMTC more than 30 hours per week are also covered by the college’s group life insurance and long-term disability insurance plans.

Group Life/Disability Insurance

Full time employees at DMTC are covered by the district’s group life insurance and long-term disability insurance plans. Employees are also eligible to enroll in a decreasing term life insurance plan administered by UnumProvident. All active members of PERA are eligible to enroll during open enrollment each year. Information is available on the PERA website at copera.org.

Flexible Spending Account

DMTC offers Sec. 125 Cafeteria Plan Premium Reduction Option Plus. This plan allows employees to designate an amount of money to be deducted from their paycheck and held in a cafeteria plan account. The funds are deducted before taxes and can be used to cover medical expenses incurred by the employee and/or family.

Workers’ Compensation

All college employees are covered under the Workers’ Compensation Insurance Plan and will be entitled to all the prescribed benefits. A report of every accident to an employee occurring in the line of duty, shall be filed by his immediate supervisor within 24 hours, and then with the district office.

An employee is eligible for workers’ compensation leave from the college during the period of time he is temporarily disabled as the result of any injury arising out of and in the course of his employment which qualifies for an indemnity payment from the workers’ compensation insurance. Workers’ compensation leave shall be available only to those persons who sustain a temporary total disability and are unable to perform services for the district while disabled.

While an employee is on workers’ compensation leave, he/she shall receive full salary for 15 working days. During this period the employee must assign his workers’ compensation indemnity benefits to the district. During this 15-day period of workers’ compensation leave the district shall not charge any sick leave or other similar benefits to the employee nor shall such benefits accrue to the employee while he is eligible for workers’ compensation leave. After the initial 15 days the employee’s individually earned sick leave shall be used. After the 15 working days and accumulated sick leave days are used, the employee will receive only the indemnity payments.

The employee shall continue to have school district insurance coverage while the employee is under a temporary total disability for a period of time not to exceed 90 calendar days. At the end of 90 calendar days, the employee shall be given the option of directly assuming payment of the district’s costs for such benefits or discontinuing the coverage until he/she returns to work and is again eligible for benefits.

The administration will notify the workers’ compensation division and insurance carrier of the district’s eligibility to receive reimbursement while an employee is on workers’ compensation leave.

401 K

DMTC offers employees the option of participating in a pre-tax 401 K plan. Details are available from the Business Office.

Retirement

College employees shall participate in the Public Employees’ Retirement Association (PERA). Both the employee and the college make monthly contributions. Employees are entitled to regular retirement, early retirement, or disability retirement, in accordance with the rules and regulations of PERA.
Section V: Employee Leave

Leave

The college recognizes that there are legitimate reasons why an employee may be absent from assigned duties. The conditions under which employees may be granted such authorization are specified in the following sections of this policy.

Leave must be approved by the employee’s immediate supervisor unless an alternate approving authority is identified in the applicable section of this policy. It is the responsibility of the employee to comply with procedures for requesting and reporting leave. Unauthorized absence constitutes grounds for dismissal or disciplinary action: e.g. the supervisor may charge unauthorized absence to sick or annual leave, or treat the absence as leave without pay and adjust the employee’s salary accordingly.

Leave may be granted with or without pay depending upon the reason for the leave. When leave with pay is granted, the full salary and benefits due the employee during the period of absence from duty will be provided unless this policy requires a different arrangement.

The following scale shall be used to determine annual/vacation leave, and sick/personal/bereavement leave. One day of leave will be given for each full month worked.

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<tr>
<th>Work Days</th>
<th>Leave Days</th>
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<tr>
<td>168</td>
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Annual/Vacation Leave

One day of paid vacation shall be allowed for each month of work for full-time, twelve month, classified staff. Vacation leave must be approved by the employee’s immediate supervisor. Approved Request for Leave forms shall be turned in to the Director’s secretary. Vacation time shall be used by the end of each contract and shall not be accumulated without written permission of the Director. No financial reimbursement will be given for unused leave days at termination of employment.

Sick, Personal, Bereavement Leave

Employees will report leave in one of three categories: personal business, illness, or bereavement. Leaves taken during work days are covered by this policy only if they are for bereavement, family illness, or personal business.

Prior approval by the employee’s immediate supervisor is required for all personal or bereavement leave requests. The approved Request for Leave form will be turned in to the Director’s secretary prior to the leave. Employees who need to use sick leave are asked to notify their immediate supervisor and the Directors’ secretary that they will be absent from work. A message may be left on voice mail. Professional staff are required to give notification as soon as possible so arrangements may be made to provide a substitute to teach their class.

Leave will be accumulated without limit at the end of each contract/agreement. Accumulated leave may not be used for personal leave. Emergencies requiring personal leave beyond the current year’s allotment may be appealed to the Director. No financial reimbursement will be given for unused leave days at termination of employment.

Sick Leave

Sick leave is for the purpose of providing protection of income to eligible employees and is not to be viewed as compensation enhancement. Sick leave may be used for staff member’s illness or that of
his/her immediate family. Immediate family includes father, mother, sister, brother, husband, wife, or child. Extension of sick leave beyond 10 consecutive working days requires a physician’s statement.

**Bereavement Leave**

Bereavement leave may be used in the event of the death of a wife, husband, child, parent, grandparent, grandchild, brother, sister, nephew, niece, aunt, uncle, brother-in-law, sister-in-law, son-in-law of the employee, the employee’s spouse, or a member of the immediate household. Extension of bereavement leave beyond 5 consecutive working days requires approval of the Director. Days used under this policy may be charged against either personal or sick leave.

**Parental Leaves**

There are three types of Parental Leaves that are granted to all regular full-time and part-time employees. They are paternity leave, child care leave, and maternity leave.

**Paternity Leave**

Paternity leave includes leave for the employee’s spouse’s pregnancy or related situation such as miscarriage, abortion, childbirth, etc., and the recovery period. Days missed under this policy may be charged against either personal or sick leave.

**Child Care Leave**

Child care leave includes such situations as serious illness and surgery of the child of the employee. Days missed under this policy may be charged against either personal or sick leave.

**Maternity Leave**

Maternity leave includes an employee’s pregnancy, childbirth, false pregnancy, termination of pregnancy, and/or recovery from the above. It also includes any resulting temporary disability. Maternity leaves are subject to the following special conditions:

- Under normal circumstances, the employee shall submit a written request to the Director of DMTC at least 30 days prior to the expected beginning of the leave, accompanied by a physician’s statement giving the expected delivery date. The written request should include the expected date of return to work.
- Employees may use a combination of non-paid (non-contract) days, vacation leave, and sick or personal leave for their maternity leave.
- Employees may also elect to take a leave of absence.
- The employee shall submit a written request to DMTC if their maternity leave will be extended beyond the days specified in the leave request.

**Special Leaves with Pay**

**Jury Leave**

The Board recognized the importance of the jury system in a democracy and the obligation of all citizens to serve as jurors under appropriate circumstances. The same policy shall apply to staff members subpoenaed for witness services.

Employees of the school district shall be excused for jury duty with no jeopardy to their employment or compensation. Prior approval by the employee’s immediate supervisor is required for all jury leave requests. The approved Request for Leave form will be turned in to the Director’s secretary prior to the leave. The Director shall have the authority to request that an employee be excused from service or his/her service delayed if the special nature of the employee’s qualifications would make it difficult to secure an adequate substitute or if the timing of the proposed jury service affords a threat to the welfare of the school or the students concerned.
When necessary, substitutes shall be obtained in the usual manner and paid by the college.

Any compensation for jury service received by the employee shall be paid by the employee to the school district since the employee will not be penalized for his/her absence. However, the employee may deduct any travel and other out-of-pocket expenses for jury duty before reimbursing the district.

Military Leave

Pursuant to C.R.S. 28-3-601, any employee who is a member of the armed forces, National Guard, or reserve shall be granted leave with pay for up to a maximum of fifteen days in any calendar year for the annual training period for active service ordered or authorized by proper authority pursuant to law.

When military service extends beyond the maximum time for paid leave, leave without pay shall be granted. Employees who are separated from active military service under honorable conditions and who return to employment at the college in accordance with applicable statutes and state fiscal rules shall be entitled to the same position or a like position as that occupied when the employee entered military service, with reinstatement of pay, seniority, rights, and benefits as provided by statute.

Other Leaves with Pay

The Director may grant leave with pay for other compelling reasons such as required appearances in court or at administrative proceedings, for professional development, for disciplinary or investigative purposes, or closure of work facilities due to weather conditions or other emergency situations. The approval of the Board shall be required for paid leaves in excess of thirty days.

Extended Sick Leave

The Director may grant an extended sick leave for planned medical treatment or serious illness for an employee, child, spouse or parent. When possible, the employee must submit a written request for leave at least 30 days prior to the beginning of the leave.

The College requires medical certification to support a claim for leave for an employee’s serious health condition or to care for a seriously ill child, spouse, or parent. The certification must contain the date the condition began, the duration of the condition, and any appropriate medical information. If the leave is for an employee’s medical condition, the certification must also include a statement that the employee is unable to perform the functions of his/her position. If the leave is for a seriously ill child, spouse or parent, the certification must include an estimate of the amount of time the employee is needed to provide care.

Employees may use a combination of vacation, sick, and personal leave, and non-contract days for their leave. In the event an employee does not have sufficient paid leave days and non-contract days to cover their absence, they may choose additional leave days will be deducted from their pay.

Employees who have taken leave due to personal health conditions will be required to provide certification by their physician that the employee is able to resume work. Any limitations must be included in the certification.

Leave Without Pay

The Director may approve leave without pay when there are good reasons for such leave and the absence of the employee will not cause a hardship to the college. Good reasons may include leave for a parent to care for a newborn child, or for an employee to seek election to public office. Leave without pay for family and medical leave shall be granted in accordance with the provisions specified under the Family and Medical Leave Act of 1993. Leave without pay for military service shall be granted in accordance with the provisions specified under military leave in the leave with pay section of this policy.

Holidays

The college is typically closed for the following holidays.
New Year’s, two days | Labor Day, one day
President’s Day (or one day of Winter Break) | Columbus Day (or one day of Fall Break)
Memorial Day, one day | Thanksgiving, three days
Independence Day, one day | Christmas, three days

Employees do not receive pay for those days, and they do not count against vacation or personal leave.
Custodial personnel hired prior to January 1, 2006 will receive pay for the following holidays:

| Memorial Day, one day | Thanksgiving Day, three days |
| Independence Day, one day | Christmas, three days |
| Labor Day, one day | New Year’s, two days |
Section VI: Career Development

DMTC is committed to providing career development opportunities for professional and classified staff that develop a better understanding of the college's role and mission, promotes individual and organizational effectiveness, develops leadership and management skills, and enhances student learning. Career development is a shared responsibility between the college and the individual. All professional and classified staff shall be encouraged to grow in job skills and take additional training to improve their skills on the job.

The director will support the training of all employees by promoting in-house training as well as opportunities for out-of-house training. Absences to attend meetings, conventions, conferences or workshops of local, state, or national associations which serve to advance the welfare of the school through the upgrading and strengthening of employees may be granted by the director without loss of pay to the employee. Career development may be paid for by the college subject to availability of funds and approval of the supervisor.

Professional Development Plan

Each employee will have a Professional Development Plan on file. The Plan will identify job-related skills to develop, set goals for development, and identify ways of achieving those goals. The Plan will be used to identify needed on-site training, as well as helping the employee recognize other training opportunities.

Career Development Programs

The college will collaborate with Delta County School District 50, the Colorado Community College System, and industry to provide a comprehensive career development program. All employees are required to design a career development plan including training from the following categories:

Orientation Programs

Designed to ensure new employees are introduced to the organizational structure and culture, and to those policies and procedures that will affect them. This is required of all new professional and classified employees.

Basic Skills Training

Designed to ensure that employees are given the necessary job-specific skills needed to be successful in their job. Training may include basic computer skills, specific computer software, email and Internet, and instructional skills. Training will be required as needed for satisfactory job performance.

Professional Growth/Improvement

Designed to provide opportunities for employees to enhance their professional competencies through advanced study, focused workshops, seminars, and other training/educational opportunities.

Supervisory Training

Designed to ensure that those individuals with supervisory responsibilities are trained in the fundamentals of supervision including selection, evaluation, conflict resolution, and other necessary skills.

Management and Leadership Development

Designed to promote and support programs designed to strengthen management and leadership skills of employees at all levels.
Section VII: Use of Company Equipment and Electronics

Phones

Each employee will have a phone in his/her office. The phone has a designated three digit extension as well as a direct-dial number. The direct dial number is 970-874-6(extension). It is necessary to dial a “4” to get an outside line. Long distance phone calls require the use of a code number assigned to his/her department.

Each employee has a voice mail box. Employees are encouraged to use the outgoing message on their voice mail to provide callers with information about office hours and/or absences from the office. The voice mail box has both an Alternate and a Primary message so the Primary can be set as the “normal” message and the Alternate can be customized to be played to identify special hours or schedules.

Each employee may pick up their phone messages from off campus. Dial your phone number. Allow the message to begin. Press * *. You will be asked to enter your extension plus your password. You will then be taken to the mailbox where you can listen and delete your messages and also access the message recorded.

Email

Each employee will have an email account at DMTC. Email can be accessed at school or from home. An employee’s email address is their first name initial and last name@dmtc.edu. For example, John Doe’s email would be jdoe@dmtc.edu. The process for accessing mail from off campus is:

1. Go to the Internet address https://email.dmtc.edu/owa
2. When you get the message regarding the website’s security certificate click “Continue to this website”.
3. Enter your User name: campus\ (your computer login).
4. Enter your password. This is the password you use to login to your work computer.

Email is intended for professional use. Personal use of email is allowed, but should be limited. See the “Electronic Communication Policy” for details about appropriate use of email.

Electronic Communication Policy

The college supports the use of the Internet and electronic communications by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration, and dissemination of successful educational practices, methods, and materials. The education opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the college. However, the Internet and electronic communications are fluid environments in which users may access materials and information from many sources. Staff members shall take responsibility for their own use of college computers and computer systems to avoid contact with material or information that violates this policy. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and may result in disciplinary action and/or legal action. The college may deny, revoke, or suspend access to district technology or close accounts at any time.

This policy applies to faculty, administrators, instructors, classifies staff, students, and other authorized persons with E-mail or electronic access at Delta-Montrose Technical College and will be referred to as “users” for the purpose of this policy. Electronic Communications includes, but is not limited to, E-mail, internet services, web pages, and college computer use.

Blocking or Filtering Information

To protect students from material and information that is obscene, pornographic, or otherwise harmful as defined by the Board, software that blocks or filters such material and information has been installed on all computers on the Delta County 50J network that have access to Internet or electronic
communications. Blocking or filtering software may be disabled by a supervising teacher or school administrator as necessary for purposes of research or other educational projects being conducted by postsecondary students.

Privacy

College computers and computer systems are owned by the college and are intended for educational purposes and college business. Staff members shall have no expectation of privacy when using the Internet or electronic communications. The college reserves the right to monitor, inspect, copy, review, and store (at any time and without prior notice) all usage of college computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through college computers and computer systems shall remain the property of the college.

Unauthorized and Unacceptable Uses

Users shall use district computers and computer systems in a responsible, efficient, ethical, and legal manner. Because technology and ways of using technology are constantly evolving, it is not possible to specifically describe every unacceptable use of district computer and computer systems. Unacceptable use includes, but is not limited to, the following:

- Sending or storing mail judged to be obscene, known to be false, harassing or otherwise abusive, or transmitting to others, in any location, images, sounds, or messages which might reasonably be considered harassing.
- Initiating or propagating chain letters.
- Attempting to forge electronic mail messages, using someone else’s electronic mail, or transmitting through an anonymous remailer.
- Creating or willfully disseminating computer viruses.
- Copying copyrighted material (including software), except as permitted by law or by contract of the copyright owner.
- Accessing, downloading, printing, or storing obscene, sexually explicit images, text, or services on college owned computers.
  - Exception: If the access is deemed necessary in connection with research or debate on sexual themes or the routine exchange of information among professionals concerning child abuse and sexual assault.
- Screen displays of images, sounds, or messages that could create an atmosphere of discomfort or harassment for others, especially those considered profane, obscene or sexually explicit.
- Accessing personal interest sites, viewing chat rooms, or using recreational games during work hours.
- Using college owned computers for commercial gain, private profit, advertising, or political purposes.
- Accessing, downloading, storing, creating, or transmitting material or information that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.
- Accessing, downloading, storing, creating, or transmitting material or information that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, disability, or handicap.
- Transmitting material that is protected by confidentiality laws.
Section VIII: Miscellaneous

Parking

Staff parking is allowed in the front and back parking lots. Staff parked in the back parking lot must move their vehicle out of the back parking lot prior to 6 p.m. or make arrangements with evening custodians. The gate to the back lot will be closed at 6 p.m. Vehicles may not block emergency exit areas, school bus loading zones, designated fire lanes, or garage doors in the automotive department.

Security

Because of the small size of our school, no campus security personnel are employed. Campus security is considered the responsibility of all DMTC employees.

In the event of a crime or security problem on campus notify the Administration Office. They will contact local law enforcement to investigate or aid in the situation. If there are no staff members available in the Administration Office, contact local law enforcement or dial 911 for assistance.

Students in need of assistance or wishing to report a crime should contact their instructor or any other school employee. The appropriate law enforcement agency will be contacted as necessary. If no school employee is immediately available, the student should contact or call local law enforcement or dial 911 for assistance.

Employees who report a crime or security problem, or who witness any suspicious activity should document the incident on the Incident Report form and submit the form to the Administration Office.

In most cases employees will not be responsible for locking and unlocking buildings or arming and disarming security systems. In the rare instance that an employee is responsible for building security, specific instructions will be given by administrative or custodial staff.

Emergency Response Procedures

Medical Emergency

In a medical emergency follow these steps:

1. Do not leave the ill or injured person alone.
2. Administer FIRST AID as necessary.
3. Seek medical assistance from Emergency Medical Services-Dial 9-1-1 for any of the following problems:
   - Respiratory distress-difficulty or lack of breathing
   - Choking
   - Bleeding-severe
   - Burns-serious, or covering a large part of the body
   - Heart concerns-deterioration of blood circulation
   - Shock-including allergic reaction to insect bites or food
   - Poisonings
   - Head, neck, or back injury-also injury to large bones (arms, legs)
   - Loss of consciousness
   - Seizures-complicated by lack of breathing, or lasting for more than 5 minutes
   - Motor vehicle accidents
   - Drownings
   - Smoke inhalation
   - Any other situation that is life threatening
4. Contact parent or guardian if injured person is a minor. If injured person is an adult, contact significant other.
5. Notify the Administration Office. During regular business hours, notify the Executive Assistant to the Director. After regular business hours use the following call list. Go through the list until you are able to reach someone.

- Jeff Theobald  275-2975
- David Belvill  275-1390
- Tony Bowling  596-2074
- John Jones  216-6740

6. Document all accidents, no matter how minor, on the Accident Report Form and return to the Administration Office

Non-Medical Emergency

1. Take appropriate measures to insure safety of students and instructors.

   - Fire
     - If fire alarm has not sounded, pull nearest alarm.
     - Exit the building using designated escape routes, take class roster with you.
     - Confirm that your students have all exited the building.

   - Violence or threats of violence
     - Isolate students from scene of violence by evacuation or barricade.

2. Seek emergency assistance from Fire or Police Departments-Dial 9-1-1.

3. Notify Administrative staff. During regular business hours, notify the Executive Assistant to the Director. After regular business hours use the following call list. Go through the list until you are able to reach someone.

   - Jeff Theobald  275-2975
   - David Belvill  275-1390
   - Tony Bowling  596-2074
   - John Jones  216-6740

4. Document incident on the Incident Report Form and return to the Administration Office

Public Relations

All advertising is coordinated through the Administrative Office. Any employee who would like to do additional marketing for a class may discuss his/her ideas with the Director. Any promotional material for a class must be approved by administration prior to being issued to the public. This will help create consistency in the information being distributed about the college.

Instructors are encouraged to assist with promotion of his/her individual class. Instructors are asked to notify administration of any promotions he/she plans to do. This includes, but is not limited to, posting classes on web pages, sending out flyers, speaking at meetings, etc.

Sometimes the Director will make arrangements for an instructor or other employee to do a media interview to promote a specific class or activity. In those cases, the Director will notify the employee of the interview.

Employees are asked to refer all media requests for information to the DMTC Administrative Office. Requests for advertising or marketing information will be passed on to the Administrative office. Other requests for information will be passed on to the appropriate person at the District Office.

Travel

The administration recognizes there are circumstances that will require employees to travel on college business. All local and out of town travel must be approved by the Director. The Director will determine whether expenses will be covered by the College, the employee’s department, or the employee.

Employees who are required to travel on college business may take a school vehicle if one is available. An employee may also choose to take his/her own vehicle and be reimbursed at 30 cents a mile. Employees may also request a per diem for meals.
When an employee is required to travel on business that requires an overnight stay, the employee may request lodging to be paid for by DMTC. The employee may take a school vehicle if one is available. If the employee chooses to take his/her own vehicle, he/she will be reimbursed at 30 cents a mile. The employee may also request a per diem for meals.

On rare occasions, an instructor may receive reimbursement for mileage for classes that do not require an overnight stay. If an instructor feels his/her situation warrants receiving payment for mileage, he/she should discuss it with the Community Education Coordinator.

Some classes may include field trips which will require that faculty and students travel to a location off campus. In most cases, the use of the college van is recommended. Any instructor planning to transport students in a school vehicle must complete a class on small vehicle safety offered through the Delta School District. The training schedule for the small vehicle class is available through the Administration Office. Sometimes it may be more appropriate for students to provide their own transportation or to car pool. Any time a student or faculty takes other students in a private vehicle, the driver accepts all responsibility for the passengers in the vehicle. In case of an accident, the driver’s insurance will be responsible for handling any claims. Any faculty who will be using their vehicle to transport students must submit a copy of his/her insurance card to the Administration Office. The copy will be kept on file in the Administrative Office.

To receive reimbursement for expenses, a completed Expense Voucher must be turned in to the Administration Office for approval. Employees will submit the form to the Business Office for payment. A check will be issued and will be sent to the same address used for payroll.

**Materials and Supplies**

DMTC makes every effort to insure employees have the materials and supplies necessary to do their jobs. Office and classroom supplies such as markers, pens, pencils, notepads, folders, envelopes, and printer cartridges are generally kept in stock in the Business Office. When special items are needed check with the Business Office to see if they can be ordered from local vendors.

Instructional resources such as books, videos, etc. may also be ordered. Items directly related to textbooks may be available at no cost from the publisher. The Bookstore can assist faculty with obtaining those items.

All special material and supply purchases are made from the employee’s departmental budget and shall be approved by the head of the department.

**Purchasing**

Purchases under $100 do not require a purchase order, they do, however, require the employee to complete and turn in a Purchase Requisition. Once the Purchase Requisition has been filled out and approved by the employee’s supervisor and/or the Director, the Requisition shall be turned in to the Business Office and the purchase may be made.

All purchases over $100 require a Purchase Order. The completed Purchase Order must be approved by the Director and then turned in to the Business Office. The Business Office will send the Purchase Order to the District Office for approval. Once it has been approved by the DO, the purchase order will be faxed to the vendor unless other arrangements have been made.

The Business Office can provide detailed information about purchasing procedures.
Section IX: Instructional Staff

Credentials

DMTC faculty and instructors teaching in secondary or post-secondary programs at DMTC will be required to hold a Colorado credential in Career and Technical Education in their teaching area. Faculty who teach secondary students are required to hold a secondary credential from the Colorado Department of Education. Faculty who teach postsecondary students are required to hold a part-time or full-time credential issued by the college credentialing officer. Full-time credentials are required for any employee who teaches more than 450 hours between July 1 and June 30.

The Colorado Career and Technical Education Credential is based on work experience rather than formal education. The application process involves documenting a specified number of hours of experience within a specified time. General information, procedures, guidelines and applications for the initial application or renewal of the Colorado Career and Technical Education Credential can be found at http://www.coloradostateplan.com/default_cred.htm.

Employees who have a credential need to submit a copy of the credential to the Administration Office. Instructional staff who do not have a current credential will be required to get a credential. Upon receipt of the credential, a copy of the credential should be submitted to DMTC.

Responsibilities

Curriculum

Faculty and instructors work with the Instructional Coordinator and/or other Administrative staff to develop class curriculum. Curriculum for a class includes any/all of the following: class outline, syllabus, handouts, tests, quizzes, PowerPoint presentations, etc. A copy of the current class curriculum should be on file in the department.

All instructional staff are required to submit a course outline and/or syllabus to the Administrative Office prior to the first class session. The outline/syllabus will be kept on file with the other documentation for that course. Course outlines should contain a breakdown of topics covered in each session.

Curriculum developed by an employee, for a specific course is available for use by any/all other employees who teach that course. For example, if an employee is teaching a Beginning Computer course and develops a handout for that course, the handout will also be made available to other employees who teach that course. This allows us to be sure that our course content is consistent from one course to another. If an employee has handouts, etc. that he/she does not want other employees to use, please discuss that with the Instructional Coordinator.

Handouts/Books

Faculty and instructors are strongly encouraged to have handouts or books for each course. They should take into consideration the course topic, length, and content in determining whether to use a handout or a book for the course.

In most cases employees are responsible for developing the handouts they will use in a course. Handouts may include original material; charts, graphs, etc. from various sources; excerpts from magazines or books. Any material taken from a published source must be done in a manner that does not violate copyright laws.

A master copy of the handout must be turned in to the Instructional Support at least one week prior to the day the handout is needed. Instructional Support staff will make the necessary number of handouts for your class and have them ready for you to pick up the day of the class. It may not be possible to fill requests if they are received less than 24 hours prior to the date the copies are needed.
Faculty and instructors who plan to use a book in a class, must get the book title, ISBN, publisher, and any other pertinent information to the Bookstore at least one month prior to the start of the class. The Bookstore will purchase the books and have them available for students to purchase prior to the course.

Faculty and instructors are encouraged to plan ahead so the course syllabus and handouts can be printed ahead of time and sold through the Bookstore.

**Equipment**

Faculty and instructors have access to a wide range of technology equipment. Available equipment includes computers, projectors, digital cameras, overhead projectors, TVs, VCRs, CD players, etc. Instructors should not assume that technology equipment is available in the classroom.

Submit technology requests to the IT Department via SharePoint. To assure availability, equipment must be scheduled at least one week in advance. Equipment needed for multiple class sessions must be scheduled for each session. It may not be possible to fulfill requests if they are received less than 24 hours prior to the date the equipment is needed.

Instructional staff should be prepared to pick up, set up, operate, pack up, and return their own equipment. Training is available from IT Department staff. Problems with equipment should be reported in writing to the IT Department.

**Classrooms**

Most of our classrooms are assigned for use by specific departments. Many of our classrooms are used by other programs during the evening and on weekends. While every effort is made to have classrooms ready for use the next day, faculty and instructors are encouraged to arrive in time to make any necessary changes to their room before students arrive. It is also recommended that students be informed that other students will be using the classroom so they can make appropriate decisions about leaving personal items in the classroom.

Faculty and instructors are encouraged to familiarize themselves with the location of each classroom on campus. Some rooms, such as the Enterprise Center, Grand Mesa Room, and Community Education Lab may be reserved when necessary to carry out class activities. Reservations should be made in advance with the Executive Secretary to the Director.

Students are allowed to have food and drink in many of the classrooms. Students are generally not allowed to take food or drinks into computer room. Faculty and instructors may take a cup or glass, with a lid, into any classroom. Check with the department assigned use of a classroom for information about specific classroom rules.

Storage space is very limited on our campus. Most faculty and some instructors have offices where some materials and supplies can be stored. Each department also has some storage space in their classrooms to store tools and equipment. If an instructor anticipates the need for additional storage they may talk with custodial staff to determine what space is available.

**Student Registration**

All students attending a class at DMTC must be registered for that class. The registration process involves the completion of an application form, registration, and payment for the class. Instructional staff are responsible for making sure that students attending a class are registered for that class. At the beginning of a class, the teacher will print a roster from Sonis with the names of all students registered for the course. Those students shall be asked to sign the roster indicating they are in attendance at the class. Students who are not on the roster should be sent to the Admissions Office to complete their registration. The signed Roster is to be submitted to the Admissions Office within 24 hours of the beginning of class.
Classroom Management

An important component of the faculty and instructor’s job is classroom management. A well-run classroom creates an environment that allows students to focus on learning and instructors to teach.

Many students at DMTC have not been in school for many years and are nervous about being in the classroom again. To assist them in adjusting to their new role, it is very important that the first session of a class begin with a brief orientation. Topics to be covered in the orientation include:

- Welcome to DMTC
- Campus tour
- Location of restrooms
- Smoking policy and location of smoking areas
- Location of water fountains, vending machines, phone, etc.
- Instructor introduction
- Student introductions, statement of objectives
- Explanation of class objectives, discussion of class outline
- Explanation of department policies

Instructors are strongly encouraged to give students an opportunity to introduce themselves and tell what their objectives are for being in the class.

Stick on name tags and name cards are available in the Business Office if the instructor would like to have them for his/her students to use.

Instructors may give students several breaks each day. We recommend a 15-minute break for a three-hour class. Lunch breaks are generally 45 minutes to one hour in length, depending on the program. Microwaves are available in the Commons for students who need to heat something for lunch.

Most students at DMTC are highly motivated to learn, and work well with instructors and other students. On occasion, however, an instructor will have a student who is disruptive to the class. The instructor may contact administrative staff for suggestions on handling any situation that comes up in the classroom.

Attendance and Grades

Regular attendance is the responsibility of the student and is considered by industry and DMTC to be a key factor in successfully completing a class and competing in industry. The attendance record is used in granting certificates of completion, and determining grades. Poor attendance can reflect on grades and satisfactory completion of a class. In some instances it may be possible to make up work from missed classes. All makeup work should be arranged through the instructor.

Instructors are responsible for regularly entering attendance and grade information in the school database. Attendance should be recorded on a daily basis. Each student should also receive at least two or three grades each week and grades information should be kept up to date. The Admissions Office regularly receives requests for attendance and grade information from high schools and other sponsoring organizations. Those requests can only be filled if information is being kept current.

At the end of the class, instructors will verify the final grade information for each student. Once the information has been verified, the instructor will notify the Admissions Office that the class is ready to be “Ended” in the database.

Grades should be based on a variety of factors including attendance, class participation, daily assignments, and skill assessments or tests. In some cases other factors, such as professionalism, will also be part of the grade. Each department has a pre-defined grading scale that determines the factors used in determining the grade, as well as the score required to earn specific grades.

If student informs an instructor that he/she does not intend to complete a class, the instructor must have the student contact the Admissions Office to withdraw from the class. If the instructor becomes aware of
the withdrawal through other students, or if the student quits attending class but does not discuss it with
the instructor, the instructor will notify the Admissions Office of the withdrawal.

If a student has officially withdrawn from a course within the first 15 percent of the course meetings, the
course will not be reflected on a student’s transcript. Withdrawals prior to completion of 80 percent of the
course will be assigned a grade of “W”. Withdrawals after that time will result in a grade of “F” for the
course.

On rare occasions a student will receive a grade of “I” for Incomplete. A student may only be given an
incomplete if he/she was not able to complete the class due to a documented illness, accident, or other
unavoidable absence. A student receiving an Incomplete is responsible for completing the course
requirements within the first ten school days of the following semester unless prior arrangements are
made with the instructor. Generally, if an Incomplete is not removed in this time, a letter grade of “F” will
automatically be assigned. The student is responsible for requesting an Incomplete grade. The instructor
will work with the student to identify the specific requirements for completing the course and notifying the
Admissions Office when the course is completed.

Certificates

All of our programs at DMTC are certificate programs. This means students who successfully complete
the program will be awarded a certificate of completion. Department coordinators are responsible for
notifying the Admissions Office when students have completed all the requirements for a certificate so the
certificate can be prepared for the student.