Express Reference for Supervisors

This reference tool is provided to help you quickly locate information that you, as a new ACC supervisor, may need immediately.

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The most recent version of this reference, including direct URLs, may always be found online at www.austincc.edu/hr/support/ero.php.
Communications and Confidentiality

Email Account Set-up

• An ACC email account, automatically created when a new employee attends new employee orientation, is usually available 3 days after orientation.
• Supervisors receive the new employee’s email address in an email message from Information Technology’s Help Desk.
• Upon receipt of this email notification that the account is ready, the supervisor should direct the new employee to contact the Help Desk to obtain a password and set up the account.
• Problems with email should be directed to the ACC Help Desk. Call 512.223.4357.

Information about the following topics may be found on the Help Desk’s website at www.austincc.edu/helpdesk/email/index.html using the navigation bar.

Departmental Email Accounts
Email Configuration Documentation
Individual Email Accounts
Out of Office Message
SPAM Information
SPAM Reporting Documentation
SPAM Reporting Form
Virus Information
Webmail
Webmail Documentation

Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education and to all employees of the institution.

• Refer to www.ed.gov/policy/gen/guid/fpco/ferpa/index.html for detailed information about how the information in student education records should be managed.

Contact: ACC Director of Admissions and Records. Call 512.223.7666.

Health Information Portability and Accountability Act (HIPAA)
The Health Insurance Portability and Accountability Act is a federal law enacted in 1996 to protect the privacy and security of protected health/benefits information, improve portability and continuity of health insurance coverage and establish national standards for the electronic transfer of health information.
All health and benefits information must be kept confidential (including statements submitted for the Sick Leave Pool and employee emergency funds); any hard copy documents must be kept in a private file that is not accessible to others.

- All supervisors and employees who have access to personal health/benefits information while on the job are required to complete a HIPAA training module.
- The training module is available online at www.austincc.edu/hipaa/training/.
- Quiz results are automatically sent to the Professional Development Office where completion is recorded in the Workshop and Event Registration database at https://www3.austincc.edu/it/workshops.
- Upon completion of the module, the individual should download, print and sign the “ACC Combined Confidentiality Form” found at the end of the training module and submit it to his or her direct supervisor.
- Contact: HIPAA Privacy Officer Eileen Klein. Call 512.223.5766.

**Information Systems within the College**

To learn about acceptable uses, prohibited uses and professional use expectations regarding information systems within the college, visit www.austincc.edu/admrule/3.05.002.htm. Guidelines stem from Administrative Rule 3.05.003 based on Board Policy C-5, Open Communication and Information. Topics include:

- accessing and sharing information
- password usage
- software installation and modification
- copyright and licensing information

**Online ACC Staff Directory Updates**

Administrative assistants of supervisors are responsible for updating the online staff directory which is linked from ACC’s home page at www.austincc.edu. If your Administrative Assistant has not been trained, he/she may complete the online training module Datatel XOFF: Updating Phone Directory Information before adding your information.

- Your assistant may log in at https://www3.austincc.edu/it/workshops and search for “XOFF” within available workshops to enroll and complete the module.
- The assistant will learn about the relationship of the Datatel XOFF screen to the ACC online directory, how to access the XOFF screen in Datatel to modify information and save changes, and how to request access to XOFF.
• Contact the Professional Development Office if workshop registration help is needed. Call 512.223.7997.

Telephone Account Set-up
Information and tutorials about setting up your phone service and phone voicemail system are available at www.austincc.edu/telecom/. The site offers several information options, such as forms, tutorials, products and ordering information. These specific tutorials are available to you:

• Meridian Telephone Quick Reference Guide (M3902, M3903, M3904)
• Getting Adjunct Faculty Voice Mail Instructions
• Setting Up Your Call Pilot Voice Mailbox
• Call Pilot Voice Quick Reference
• Sample Greetings
• Cisco IP Phone 7940G and Cisco IP Phone 7960G
• Changing Unity Greeting Settings
• Video about ACC’s telephone and voicemail system

Contact the Telecommunication Assistant for assistance. Call 512.223.1188.
Accidents and Injuries
If an employee has a work-related accident, the employee should report the accident to the immediate supervisor or a member of management as soon as possible. The immediate supervisor is responsible for completing the Supervisor’s Injury/Illness Analysis and Prevention Report form located in the ACC Forms Inventory and coordinating the investigation process with Environmental Health, Safety and Insurance staff. Go to www3.austincc.edu/it/eforms/ and perform a keyword search using the word "injury" to locate the form. Call 512.223.1015 or 512.223.1033.

Emergency Contact Information
- Campus Police emergency number on campus – Call 222
- Campus Police emergency number from all other phones, including cell phones – 512.223.7999
- Non-emergency number – (24-hour dispatch center) 512.223.1231

Evacuation/Emergency Procedures
Emergency information may be found on the Environmental Health, Safety and Insurance website under Emergency Information and should be reviewed as soon as possible. Information covered includes:
- Emergency Evacuation Procedures/Rally Point Maps for each Campus
- Emergency Reporting Procedures
- Hazardous Material Spill Procedure
- Bomb Threat Procedures
Financial Transactions

Budget Transfers
The Budget Office reports to the Vice President of Business Services and is responsible for developing, implementing, and maintaining the college’s annual budget. The online forms needed to complete budget transfers are found at www.austincc.edu/bdgtoff/. Two types of Budget Transfer are listed in the third dropdown box:

- Object-to-Object transfers
- Account-to-Account transfers

Keep in mind that budget transfers may not be made into or out of any salary-related object codes or into travel/registration object codes. In addition, some transfers, including those for Personnel costs and Capital Items, are subject to AVP/VP approval (select Budget Manual at URL listed above).

If you have questions about the process, just click on Contacts at www.austincc.edu/bdgtoff/ and correspond with one of the staff members listed there or call 512.223.1073.

Creating and Approving Purchase Requisitions
In order to purchase items such as supplies for your department, a Purchase Requisition must be generated. Although the process is not complicated, training will be required before you generate and approve requisitions.

- You may enroll in the training session Datatel UI for the Purchasing Module through the Professional Development Workshop & Event Registration Database at https://www3.austincc.edu/it/workshops.
  For requisition help call 512.223.1044.

Stipend Approval
ACC policies provide compensation in the form of “stipends” for a variety of additional duty assignments or for faculty serving in an official capacity for the college. Stipends and release time apply primarily to faculty members. A recommendation for a stipend or release time must be approved by the appropriate Associate Vice President (or next level supervisor if there is no AVP over the unit). The Office of Human Resources must review any recommended stipend for Classified or Professional-Technical employees. Stipends and release time must comply with ACC policies, be consistently applied, and be approved by the appropriate administrator.
Current policies include:
• AR 3.04.001 Internal Employee Associations
• AR 3.05.001 Student Stipends for Participation in Institutional Shared Governance
• AR 4.03.004 Full-Time Faculty Workload
• AR 4.06.004 Adjunct Faculty Service/Task Forces & Shared Governance Councils

If you need to approve a stipend for supplemental pay for an ACC employee, you will do so using the Personnel Assignment System. You should follow these steps:

• Login in at www3.austincc.edu/it/pas/live/index.php with your ACCeID and password.
• Click on PA Options, then click on Search for an Unapproved PA.
• To find the PA you need to approve, there are several options:
  - enter the PA#
  - enter the last four digits of employee’s Social Security number
  - enter employee’s last name, or
  - enter the name of the department paying the stipend
• After you have chosen and entered information for one of these options, the PA you seek will appear on your screen.
• Choose the option Approve this PA.
• Next, the system will prompt you with the question, “Are you sure you want to approve this PA?” If you are sure, choose Yes, Approve this PA.
• Your PA will then be approved and the employee will receive his or her stipend payment in the next pay cycle.

If you need to generate a PA rather than simply approving one, contact HR Records. Call 512.223.7576.
Established hiring guidelines exist for full-time faculty, adjunct faculty, staff and hourly employees. Listed below is a brief overview outlining the steps in the college’s hiring processes and related contact information. Questions regarding hiring practices may be directed to the Employment and Outreach Services Manager in Human Resources. Call 512.223.7015.

Steps in Hiring Benefits-Eligible (Staffing Table) Employees

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Advertising Open Positions

- An Employment Requisition form is required to post/advertise a staff position. This form is generated in HR Records and emailed to the appropriate supervisor when one of the following happens:
  - HR Records receives an Employee Separation Form or
  - HR Records receives a Staff Personnel Authorization (PA) indicating that a change of status has occurred, with a current employee moving from one Staffing Table position to another.
- The department completes the Employment Requisition form and forwards it along with a job description to HR Records by 5:00 p.m. on the Wednesday prior to the desired week of posting.
Hiring Adjunct Faculty and Hourly Employees

• To advertise adjunct faculty and hourly positions, contact Employment at 512.223.7573 or 223.7534.
• Locate the procedure for hiring Hourly Employees at www.austincc.edu/hr/employment/.
• To gain access to the PA system, please contact HR Records at 512.223.7576.
• Rates and titles for ACC hourly employees can be found in the Employment and Compensation Information Manual located at www.austincc.edu/hr/compensation/.
• Administrative assistants may use the Personnel Assignment System located at www3.austincc.edu/it/pas/ to assign positions to current and new hourly employees. Supervisors are responsible for approving the assignments after they’ve been made.
• Hourly employees are at will and may be terminated at any time, without notice, without cause. Generally an hourly employee is one who works fewer than 19 hours per week and may not be hired for more than 900 hours per academic year. If an Hourly employee works 20 hours per week, the employee may not work for more than 4.5 months. Hourly employees are not eligible for benefits. For more information about hourly employees, see the Employee Handbook at www.austincc.edu/hr/.

Resignations

• Supervisors should complete an electronic Employee Separation Form for Staffing Table employees who resign. The electronic form is located at www.austincc.edu/it/ehire and should be submitted prior to the employee’s final work day and electronically verified by the employee. If the employee is unable to confirm the Form, the supervisor should send a copy of the resignation letter to HR Records to be placed in the personnel file.
• Information related to voluntary terminations is included in Guidelines for Termination on the HR website (www.austincc.edu/hr/) under the Records section. Call 512.223.7576.

Involuntary Terminations and Other Employee Separations

Supervisors must secure approval to terminate an employee. The supervisor should prepare a memo describing the situation and the recommendation and meet with the next level supervisor and the Associate Vice President of Human Resources. The AVP of Human Resources must approve the proposed termination.
The supervisor is expected to meet with the employee to discuss the circumstances and provide the letter of termination. In addition, the supervisor must complete and submit the electronic **Employee Separation Form** and the employee should verify it electronically.

Also the **Supervisor’s Exit Checklist** should be completed on the last day of employment and placed in the employee’s department file.

Timesheets and paychecks will continue to be generated until these forms are received in HR. If the employee is unavailable to confirm the electronic Separation Form, the supervisor should indicate the circumstances on the form and submit it to HR Records.

For information about other employee exits, please refer to the **ACC Employee Handbook** online at [www.austincc.edu/hr/employeehandbook](http://www.austincc.edu/hr/employeehandbook), then click on General Job Related Information to find Management of Progressive Discipline and Involuntary Terminations.

Note: Employee profiles remain in the system for one year after the final day of employment.
Personnel Related Issues

ACCeTime System/Timesheet Approval
- ACCEtime is the college’s electronic timekeeping system. All employees except adjunct faculty members and continuing education instructors are required to complete and submit a timesheet online at the end of each pay period.
- Log into this system at [https://www3.austincc.edu/ets/](https://www3.austincc.edu/ets/), using your ACCeID and password, to review employee timesheets, make corrections if necessary, and approve the timesheets before each approval deadline.
- Approval deadlines can be found under the Payroll section of HR at [www.austincc.edu/hr/](http://www.austincc.edu/hr/). Look for Schedule for Payments.
- Documentation and training for ACCEtime is available for both supervisors and employees through the link on the ACCEtime login screen. Call 512.223.7523.

Business Cards
ACC has a business card contract with D&L Printing Company. In an effort to expedite the process and maintain optimum efficiency, all requests are to be submitted online at [www.orderprinting.com](http://www.orderprinting.com). Use the account number 60142237717 and the password ACC when ordering. Be sure to enter your name in the last line. Placing your order will also require your general ledger account number. If you need pricing information or other assistance, please contact Purchasing at 223.1044.

Compensatory Time for Exempt Employees
Beginning Fall 2006, Professional-Technical employees earn compensatory time for hours worked in excess of 40 hours per week. Compensatory time will accrue at the rate of one hour for every hour worked beyond 40 hours per week.

The supervisor must approve compensatory time and track it along with the employee’s tracking. For information see the Administrative Rule located at [www.austincc.edu/admrule/6.10.012.htm](http://www.austincc.edu/admrule/6.10.012.htm).

Meals and Breaks
Full-time non-faculty Staffing Table employees are entitled to one hour for lunch and two 15-minute breaks in an eight-hour work day. Break times and the lunch hour will be scheduled by the work supervisor. Employees may not combine break periods to extend or skip breaks or
shorten lunch to leave work early, unless approved by the supervisor in exceptional cases.

**Employee Classifications**

ACC employee classifications are:

1. Administrators – includes Vice Presidents, Associate Vice Presidents, Deans, Executive Directors and some Director titles.
2. Professional-Technical – is the exempt classification and includes Analysts, Coordinators, Managers, Supervisors, etc.
3. Classified – is the non-exempt classification and includes Administrative Assistants, Assistants, etc.
4. Hourly employees
5. Faculty – includes Counselors, Librarians and teaching faculty.
6. Adjunct Faculty – includes part-time instructors who are employed on a semester by semester basis.

The Staffing Table excludes hourly employees and adjunct faculty.

**Employee Discipline Process**

It is the policy of Austin Community College to informally address disciplinary problems and manage them at the lowest supervisory level. Supervisors are expected to let employees know the performance expectations and to keep employees informed of their progress. Any disciplinary action taken is to be just and in proportion to the seriousness of the violation. However, when an infraction necessitates immediate action, the supervisor must respond appropriately.

When an employee is recommended for probation or termination, the immediate supervisor should contact the appropriate Vice President and the Associate Vice President of Human Resources to secure review and approval.

For more information, see [www.austincc.edu/hr/employeehandbook/](http://www.austincc.edu/hr/employeehandbook/) and then click on General Job Related Information.

**Employee Grievances**

Supervisors are responsible for the management of employee concerns, problems, and complaints and shall ensure that employee complaints are resolved in a timely manner. Employees are encouraged to take a grievance first to the immediate supervisor and, if not resolved, then to the next level of the supervisory chain. If the employee
is unable to resolve a personnel action taken by the supervisor, the employee may file a formal grievance. For more information about informal and formal resolution of such workplace issues, visit www.austincc.edu/hr/avp/ and look under Employee Relations.

**Employment Categories/Fair Labor Standards Act (FLSA) Status**

Information about ACC’s employment categories and FLSA status can be found on the Human Resources website under the Compensation section. Generally, non-exempt (Classified) employees are eligible to receive overtime. View: www.austincc.edu/hr/.

For information about the classifications and salary scales, supervisors may request a copy of the Employment and Compensation Information Manual. Call 512.223.7502.

**Faculty and Staff Evaluation**

Austin Community College supports performance review as a continuous process. The Administrative Services Council, in accordance with Board Policy F-7, developed the Performance Excellence Program (PEP), which is designed to evaluate the performance of all Classified, Professional-Technical, and Administrative employees based on established goals and objectives. In addition to requiring a supervisor to evaluate each employee supervised, the PEP process provides the employee with an opportunity to comment on the performance of the employee’s immediate supervisor in the Upward Evaluation component.

Supervisors are expected to set goals with non-faculty employees at the beginning of each academic year and then conduct an evaluation of performance at the end of the academic year. More information about staff evaluation is available at www.austincc.edu/hr/eval/ by choosing the category Staff.

ACC values quality teaching and the importance of a learning environment that helps faculty grow by supporting the continuous improvement of the teaching skills of the faculty. More information about the faculty evaluation process is available at www.austincc.edu/hr/eval/ by selecting the category Faculty. Call 512.223.7745.

**Family Medical Leave Act (FMLA)**

ACC provides family/medical leave to employees in accordance with the Family and Medical Leave Act of 1993. Eligible employees who have worked at least 1250 hours for the previous twelve (12) consecutive month period may take up to twelve (12) weeks of Family and
Medical Leave for any of the following reasons:

- A serious health condition of an employee that renders the employee unable to perform the essential job functions as defined in the employee’s job description
- The care of a spouse, parent, or child with a serious health condition
- The birth, adoption or foster care placement of a child (leave cannot extend beyond twelve months of the birth or the placement date)
- Refer to ACC Employee Handbook at www.austincc.edu/hr/employeehandbook/ and view Leave/Holiday Benefits. Call 512.223.7800.

Employees are required to exhaust all applicable leave to account for the twelve weeks of leave. An employee must complete an application that must be returned to HR Benefits for processing. Medical information is required from the treating physician and must remain confidential. Supervisors must initiate the FMLA process in the employee’s absence. HR Benefits will notify the supervisor when the application is approved.

**Holidays**

The Board of Trustees approves the number of paid holidays each year and the administration issues the approved list of specific days. For a list of holidays scheduled at ACC, view www.austincc.edu/hr/employeehandbook/ and view Leave/Holiday Benefits.

**Hourly Personnel**

ACC is committed to managing its operations with regular, full-time Staffing Table employees. However, there may be times when it is necessary to hire temporary employees for a short period of time to supplement the needs of the workplace. Hourly employees may be hired when the budget permits and for these purposes: short term projects, to substitute for an employee on extended leave, when the workload exceeds the ability of regular staff to handle the work, and as needed to complete short term needs. Hourly employees may not work more than 900 hours per fiscal year and are not eligible for benefits. Hourly personnel are at will and may be terminated at any time, without notice and without cause. See Administrative Rule 6.05.006 at www2.austincc.edu/admrule/6.05.006.htm.

**Initial Period of Employment**

All non-faculty employees hired in Staffing Table positions are considered at will during their first 180 days of initial employment with the College and may be terminated at any time, without cause and without notice.
Employees will be notified by the immediate supervisor as to whether their employment will be continued prior to the end of the initial period of employment. The supervisor may extend the probationary period only once. Supervisors must secure the approval of the next level supervisor, Vice President and Associate Vice President of Human Resources prior to initiating termination of an employee. For more information related to this topic, see the Employment and Compensation Information Manual at www.austincc.edu/hr/compensation/.

Job Descriptions
ACC job descriptions may be found on the HR website under Compensation. Contact the Compensation Manager if you need to request changes to the duties and requirements of a job description. Call 512.223.7502.

Leave Benefits
ACC provides a variety of paid and unpaid leave opportunities to meet employee needs. These include, but are not limited to, sick leave, annual leave (vacation), and personal leave. A completed Employee Leave Request form must be approved by the immediate supervisor before any leave is taken and all leave must be appropriately and accurately reported in ACCeTime.

Up to 5 days of personal leave per fiscal year may be deducted from accumulated sick leave, with approval of the immediate supervisor. Personal leave may be used by the employee to attend to personal business during regular work time. Examples include funerals not covered by bereavement leave, weddings, court appearances, religious holidays, attending the school of a child, appointments for vehicle repairs, etc.

Staffing Table employees accumulate vacation leave each month and, unless they are paid from grant funds, are paid for any unused vacation leave upon termination. (For an explanation of this exception, please see Grant Employee Leave Requirements by choosing Leave/Holiday Benefits at www.austincc.edu/hr/employeehandbook/.

A complete list of ACC’s leave opportunities and accrual information is also available at the location listed above. For additional information, contact HR Benefits. Call 512.223.7617.

Online Employee Information System
Supervisors can view the position profiles of staff members who report to them on the Employee Assignments screen at: www3.austincc.edu/it/ehire/pa/login.php. For assistance, contact HR Records. Call 512.223.7576.
Pay Schedule

ACC employees are paid on either a bi-weekly (non-exempt/Classified) or monthly (exempt/Professional-Technical) basis, depending on the job category. Pay schedules are located at www.austincc.edu/hr/payroll.
ACC’s Servant-Leadership Initiative

ACC President Dr. Stephen B. Kinslow launched the Servant-Leadership initiative in 2005 as a means of expressing the institution’s values in serving our students, our community, and our colleagues. The Servant-Leadership model fits well in the teaching/learning environment and in the shared governance structure of the college. All employees are expected to embrace the philosophy and integrate the principles into the operations of the college. Workshops and seminars are available to facilitate understanding and the implementation of Servant-Leadership into the ACC culture.

What is Servant-Leadership?
Servant-Leadership is best defined in the words of Robert Greenleaf, who described the concept in his essay, “The Servant as Leader.” Greenleaf discussed the motivation of a Servant-Leader this way:

> It begins with the natural feeling that one wants to serve, to serve first. Then conscious choice brings one to aspire to lead. This is different from the person who is the leader first, perhaps because of the need to assuage a power drive or to acquire material possessions. The difference manifests itself in the care taken by the servant—first to make sure that other people’s highest priority needs are being met.

> The best test is: do those served grow as persons? Do they, while being served, become healthier, wiser, freer, more autonomous, more likely themselves to become servants? And, what is the effect on the least privileged in society; will they benefit, or at least, not be further deprived?

Servant-Leadership and Teaching
Servant-Leadership is about maximizing the potential of individuals, both those who are served and those who lead. For faculty, there are multiple ways of utilizing Servant-Leadership concepts while working with students and colleagues. Indeed, Greenleaf’s test of the Servant-Leadership principles is embodied in the following questions, which are relevant to the role of faculty: “Do those served grow as persons? Do they, while being served, become healthier, wiser, freer, more autonomous, and more likely themselves to become servants?”

Servant-Leadership and Support Staff
Support staff are often the first point of contact for students and the general public. Their treatment of others is often the defining image of ACC. Everyone at ACC has
a role in creating a welcoming and effective college atmosphere, from maintaining a quality teaching/learning environment, to efficiently procuring instructional equipment and supplies, to maintaining effective communication systems, to delivering support services to our constituents in an efficient and polite manner.

The concepts and philosophies that are a part of Servant-Leadership therefore are an important part of the work life of every employee at ACC. Indeed, both the core concepts and the core characteristics of Servant-Leadership underscore ACC’s goal of contributing to something larger than ourselves.

**Servant-Leadership and Administrators**

Servant-Leadership includes recognition that no single group is solely responsible for ACC’s success in carrying out its core mission. Everyone has a role in advancing the institution and in creating an environment of high quality teaching, strong support services, and high student expectations.

Administrators have a fundamental responsibility to serve others, and that is expected to be a central motivation for being in an authoritative role (as opposed to wanting to tell people what to do). Individuals who serve as administrators should especially understand the critical importance of fostering and practicing good communication skills (sharing information, collaborating with others, listening to others, and explaining the rationale for decisions which are made) and the importance of open communication in developing high performance teams.

**Seven Concepts Underlying Servant-Leadership**

1. Choose to be a servant first, and out of that desire to serve, choose to lead.
2. Lead as first among equals, honoring the ideas, viewpoints and concerns of others.
3. Be fully servant, fully leader—leading as an act of serving and following as an act of leading.
4. While serving, be served by others, humbly accepting help when needed.
5. Maintain the integrity of self, safeguarding your autonomy, integrity, and freedom while serving.
6. Use power appropriately and beneficially, leading by modeling, example, and persuasion.
7. Create a more caring and just society, helping others to fulfill their potential.

For more information about Servant-Leadership at ACC and a list of Servant-Leadership Resources, please visit the Human Resources website at [www.austincc.edu/hr](http://www.austincc.edu/hr) and choose ACC Servant-Leadership. Opportunities to receive training in the Servant-Leadership concept are listed in the Workshop & Event Registration Database at [https://www3.austincc.edu/it/workshops/](https://www3.austincc.edu/it/workshops/).
Telephone Numbers Often Needed

(Area code for all numbers is 512)

Austin Community College,
Highland Business Center ......................... 223.7000

ACC Budget Office ............................................. 223.1073/
 ....................................................................... 223.1078

Emergency number for Campus Police,
from campuses ............................................... 222

Emergency number for Campus Police from
non-campus phones, including cell phones ....... 223.7999

FERPA information ............................................ 223.7666

HIPAA contact ................................................... 223.5766

HR Benefits ....................................................... 223.7617

HR Compensation ............................................. 223.7502

HR Employment Manager ............................... 223.7015

HR Employment, contact for hiring
adjunct faculty ................................................. 223.7229

HR Payroll ......................................................... 223.7527

HR Records ...................................................... 223.7576

Professional Development Office –
workshop information ...................................... 223.7997

Purchasing ........................................................ 223.1044

Telecommunications – for help with
your telephone ............................................... 223.1231

Campuses

Cypress Creek Campus ................................. 223.2000

Eastview Campus ........................................... 223.5188

Northridge Campus ....................................... 223.4782

Pinnacle Campus ............................................ 223.8108

Rio Grande Campus ....................................... 223.3137

Riverside Campus .......................................... 223.6201

South Austin Campus .................................... 223.9100
Useful URLs

Academic Calendar:
www.austincc.edu/support/admissions/
academiccalendar.php

ACCeStaffing:
https://www3.austincc.edu/afs/login.asp

ACCeTime:
https://www3.austincc.edu/ets/

Adjunct Faculty, Employment of:
www.austincc.edu/admrule/4.06.002.htm

Administrative Rules Directory:
www.austincc.edu/admrule/

Benefits, Employee:
www.austincc.edu/hr/benefits/

Board of Trustees:
www.austincc.edu/board/

Budget Office:
www3.austincc.edu/bdgtoff/

Business Cards, ordering:
www.austincc.edu/purchase/
choose Vendors and Product Pricing

Business Services:
www.austincc.edu/busdept/

Campus Police:
www.austincc.edu/police/

Catalog:
www.austincc.edu/catalog/

Compensation:
www.austincc.edu/hr/compensation/index.php

Discipline, Employee:
www.austincc.edu/hr/employeehandbook/
generalinformation.php

Directory, Faculty and Staff:
www.austincc.edu/directory/

Emergency Information (Environmental Health Safety &
Insurance):
www.austincc.edu/ehs/emergencyprocedures.php

Employee Assignments:
www3.austincc.edu/it/ehire/pa/login.php

Employee Associations:
Adjunct Faculty Association -
www.austincc.edu/afa/
Classified Employees Association -
www.austincc.edu/accea/
Full-Time Faculty Senate -
www.austincc.edu/ffac/
Professional-Technical Association -
www.austincc.edu/proftech/

Employee Handbook:
www.austincc.edu/hr/employeehandbook/
Employee Online Services:
https://onlineserv.austincc.edu/WebAdvisor/
WebAdvisor?TOKENIDX=6229754951&TYPE=M&PID=CORE-WBMAIN

Evaluation, Faculty and Staff:
www.austincc.edu/hr/eval/

Facilities & Operations:
www.austincc.edu/faoadmin/

Fact Book:
www.austincc.edu/oiepub/pubs/factbook/index.html

Faculty Handbook:
www.austincc.edu/hr/FacultyHandbook/

Family Medical Leave Act (FMLA):
www.austincc.edu/hr/employeehandbook/leavebenefits.php#fmla

FERPA:

Forms Directory:
www3.austincc.edu/it/eforms

Forms, Human Resources:
www.austincc.edu/hr/generalforms.php

Glossary of Terms Related to Higher Education:
www.austincc.edu/orgref/glossary.php

Grievances, Employee:
www.austincc.edu/hr/avp/grievance.php

Help Desk, IT:
www.austincc.edu/helpdesk/

HIPAA Training:
www.austincc.edu/hipaa/training/

Holidays:
www.austincc.edu/hr/employeehandbook/leavebenefits.php

Hourly Employees, Guidelines:
www.austincc.edu/hr/employment/hourlyemployees.php

Human Resources:
www.austincc.edu/hr/

Information Technology:
www.austincc.edu/infotech/

Initial Period of Employment:
www.austincc.edu/hr/compensation/FY08Manual/General_Provisions08.php

Institutional Effectiveness & Accountability:
www.austincc.edu/oiepub/

Job Descriptions:
www3.austincc.edu/it/ehire/jobdesc/public/edit_job_desc.php

Library Services:
http://library.austincc.edu/

Media Services:
http://irt.austincc.edu/ict/media/
Organizational Reference:
www.austincc.edu/orgref/

Payroll:
www.austincc.edu/hr/payroll/

Personnel Assignment System:
www3.austincc.edu/it/pas/

President:
www.austincc.edu/pres/

Professional Development:
www.austincc.edu/hr/profdev/

Purchasing:
www.austincc.edu/purchase/

Records, Human Resources:
www.austincc.edu/hr/records/

Student Success and Support Systems:
www.austincc.edu/support/

Telecommunications Services:
www.austincc.edu/telecom/

Terminations, Involuntary:
www.austincc.edu/hr/employeehandbook/
generalinformation.php#terminations

Vouchers, Tuition:
https://www3.austincc.edu/it/evs/index.php

Workshop & Event Registration:
https://www3.austincc.edu/it/workshops/
Feedback Welcome

Please help us improve this publication by offering your comments regarding its usefulness.

Specific areas I found helpful:

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Specific things I would change:

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After completing this form, please send it to Professional Development and Evaluation Programs at HBC 604 via intercampus mail.

Thank you for contributing to the improvement of this reference guide.