Useful ACC Web Links and Phone Numbers

ACC maintains a comprehensive website that outlines programs, services, curriculum information, news, events, phone numbers, and e-mail links.

General Information

- ACC Internet
  austincc.edu

- ACC Intranet
  http://www.austincc.edu/facstaff/

- Organizational Reference and Referral Guide for Academic, Student, and Campus Affairs -- Who does What at ACC
  austincc.edu/orgref/

- ACC Catalog
  austincc.edu/catalog/

- ACC Schedule of Classes
  www3.austincc.edu/schedule/

- ACC Calendars
  http://www.austincc.edu/calendar/academic.php

- Registration Quick Reference/How to Register for Classes
  austincc.edu/howtoreg/

- ACC's Policies
  austincc.edu/board/policies/

- ACC's Administrative Rules
  austincc.edu/admrule/

- ACC College-wide Forms
  www3.austincc.edu/it/eforms

- ACC Electronic Time Sheet System (ACCeTime)
  https://www3.austincc.edu/ets/

- ACC Directories
  www3.austincc.edu/IT/phones/

- ACC Campuses
  austincc.edu/locations/

- ACC Fact Book
  austincc.edu/oiepub/pubs/factbook/index.html

- ACC Help Desk
  austincc.edu/helpdesk/

- ACC’s Master Plan
  austincc.edu/mastplan/

- ACC News & Events
  austincc.edu/newsroom/

Employee Associations

- ACC Classified Association
  austincc.edu/acceca/

- ACC Professional Technical Association
  austincc.edu/proftech/

- Adjunct Faculty Association
  austincc.edu/afa/

- Full-Time Faculty Senate
  austincc.edu/ftfac/

Emergency Phone Numbers

- ACC Campus Police
  223-7999

- ACC Main Switchboard
  223-7000

- Austin Police, Fire, Ambulance
  9-911

- Emergency Dispatch
  222

- Help Desk
  (Phones/Computers/Technology)
  223-HELP (4357)
Welcome to ACC!

The ACCD family would like to extend a personal welcome to you as an employee of Austin Community College. ACC is an exciting, dynamic and growing organization. Our primary mission is simple: we are dedicated to providing the highest quality education to meet the needs of our students, area employers, and the community at large. ACC plays a vital role in offering a variety of educational programs while addressing the training and educational needs required for a highly skilled workforce.

This ACC Employee Handbook is designed to provide employees with comprehensive information about ACC's policies, procedures and benefits in an easy to read format. We encourage you to use it as a reference manual to provide the answers to your questions.

Your employment with ACC is valued. We want you to take advantage of all of the opportunities provided by the College. The staff of the Office of Human Resources is available to assist you in getting oriented to the College's policies and procedures. We are also available to visit with you to provide information, materials and resources. We want to help make your career at the College successful.

As with any printed manual, there may be changes made to this Handbook. Any substantive changes in any policy, regulation or procedure during the year will be posted on the ACC website. Recommended additions, deletions or changes may be submitted to the Office of Human Resources, c/o Vice President’s Office.

We hope you will enjoy your career at ACC. We are happy that you have chosen to participate in this adventure with us. We look forward to your personal investment in our students and in our community.

Geraldine J. Tucker, JD
Vice President
Office of Human Resources
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Overview

The Austin Community College District is an open-door institution of higher education that has served Central Texas since 1973. Its mission includes general education (university transfer), workforce programs, customized training for businesses, continuing education, developmental education, and adult basic education.

The College has campuses located throughout the Greater Austin Area. In addition, ACC holds classes in at least 40 other locations within the College’s designated service area, which includes independent school districts in Travis, Williamson, Hays, Bastrop, Caldwell, Blanco, Gillespie, and Guadalupe counties.

ACC houses most administrative offices and operational services in the Highland Business Center and the Service Center.

ACC receives funds from the State of Texas, student tuition, and residents of the ACC taxing district, which includes the Austin, Leander, Manor, Del Valley, Round Rock, Elgin, and Hays School District.

ACC’s Values, Vision, and Mission

Values

These are the core values that guide Austin Community College District’s internal and external interactions with each other and our community:

- **C** - Communication: Open, responsible exchange of ideas
- **A** - Access: An open door to educational potential
- **R** - Responsiveness: Targeted actions to address Service Area and internal needs within available resources
- **E** - Excellence: A commitment to integrity and exemplary standards
- **S** - Stewardship: Personal and professional ownership that generates accountability

Vision

The Austin Community College District will be recognized as the preferred gateway to higher education and training and as the catalyst for social equity, economic development, and personal enrichment.
Mission of the College

The Austin Community College District values and respects each individual student. We promote student success and improve communities by providing affordable access, through traditional and distance learning modes, to higher education and workforce training in the eight-county service area.

To fulfill its mission, the College will provide, within its available resources, the mission elements prescribed by the State of Texas:

a) Vocational and technical programs of varying lengths leading to certificates or degrees.

b) Freshman- and sophomore-level academic courses leading to an associate degree or serving as the base of a baccalaureate degree program at a four-year institution.

c) Continuing adult education for academic, occupational, professional, and cultural enhancement.

d) Special instructional programs and tutorial service to assist underprepared students and others who wish special assistance to achieve their educational goals.

e) A continuing program of counseling and advising designed to assist students in achieving their individual educational and occupational goals.

f) A program of technology, library, media, and testing services to support instruction.

g) Contracted instruction programs and services for area employers that promote economic development.

Intended Outcomes

Austin Community College is committed to enhanced learning success for all students. The primary goals of the College’s efforts to promote student success shall be to:

1. Increase persistence (term to term/year to year)

2. Complete developmental and adult education course progression to credit courses

3. Enhance student learning/completion of attempted course with a "C" or better

4. Increase degree/certificate graduates and transfer to universities

5. Increase success equity across all racial/ethnic/gender/income groups

The Austin Community College District will establish institutional effectiveness measures designed to assess the College’s success in providing:

1. Balanced instructional offerings among the College’s mission elements;

2. A teaching and learning environment that encourages students to be active, life-long learners;

3. Accessible and affordable post-secondary and higher education programs and services for all who qualify and have the ability to benefit;

4. Enrollments reflecting diverse and traditionally underserved populations in numbers that represent the local populations of our Service Area;

5. Job placement from career workforce programs into family-wage careers;

6. Efficiently administered programs and services that create an institution that is a good place to work, learn, and otherwise experience the higher education process.

Institutional Effectiveness measures will be established and annually reviewed through the College’s shared governance process as part of continuous quality improvement efforts. Institutional Effectiveness measures and assessment results will be reviewed annually by the Board of Trustees.
*ACC’s Comprehensive Master Plan

[link: austincc.edu/mastplan/]

The ACC Master Plan is a multi-year, cohesive framework that reflects the priorities of the college and the strategies for accomplishing stated objectives. The Master Plan process is a shared governance function that elicits input from all areas of the institution.

The President presents a Master Plan to The Board of Trustees each year. The Master Plan is designed to support student success for all student groups and encompasses the needs of the entire situation with specific attention to instructional programs, support services, capital equipment/technology, facilities, staffing and financial planning that leads the College toward achievement of its mission/vision.

The Master Plan is guided by the College’s priorities and based upon determinations of current and future community needs and upon responsible utilization of fiscal, physical and human resources.

The office of Institutional Effectiveness and Accountability coordinates plans for the ACC Master Plan. The Master Plan, as well as the Master Plan for previous years are at [link: http://irt.austincc.edu/masterplan/mp.htm].

Information related to Cluster Group is at: [link: http://irt.austincc.edu/masterplan/clustergroups.htm].

ACC Policies and Directives

The ACC Board of Trustees adopts policies that apply to College operations and Board actions. The Board conducts a general policy review bi-annually. The Board acts only by majority vote in public meetings and (except in urgent cases) only after discussion at one or more previous meetings.

Board policies and resolutions are located at [link: http://www.austincc.edu/board/policies.php].

ACC Administrative Rules and Procedures are approved by the College President/CEO, and are developed through shared governance. The Administrative Rules implement the strategic policies adopted by the Board. Administrative Rules govern the day-to-day operations of the College.

Administrative Rules are located at [link: http://www.austincc.edu/admrule/inventory.htm].

Shared Governance

(Board Policy C-5 Shared Governance and Open Communication, Administration Rule 3.05.005, Shared Governance Process)

Shared governance is a collaborative decision-making process by which the ACC Board of Trustees, administrators, faculty, staff, and students work as a community of colleagues to advance the mission, goals, and values of the College. Shared governance requires open communication among stakeholders in an environment of mutual respect, collegiality, and accountability. The shared governance structure includes the following:

- **Board of Trustees**
  The nine-member Board of Trustees has the responsibility of formulating public policy for the operation of the ACC District. It functions as the legislative and policy-making body charged with the governance and control of activities within the College District. The Board exercises its leadership primarily through the formulation and adoption of written policy. The Board delegates to the College president the function of specifying required actions and designing the detailed arrangements under which the College operates.
• **President**

The ACC president functions as the College’s chief executive officer and chief operating officer, providing administrative and academic leadership to faculty, staff, administrators, and students. The president advises the Board of Trustees on policy, assists the Board in formulating a vision for ACC, and oversees financial resources to lead to the successful execution of that vision.

• **Councils**

Serving as the primary vehicle for fostering shared governance, councils develop policy and administrative rules for review and final approval by the president. Councils develop and implement district-wide procedures; respond to recommendations and reports from appropriate committees and task forces; implement and monitor strategic plan and program review for respective areas; and articulate budget requests.

Four primary councils address district-wide issues:

- Academic and Campus Affairs Council ([austincc.edu/orgref/councils/acac.php](http://austincc.edu/orgref/councils/acac.php))
- Student Services Council ([austincc.edu/orgref/councils/ssc.php](http://austincc.edu/orgref/councils/ssc.php))
- Administrative Services Council ([austincc.edu/orgref/councils/asc.php](http://austincc.edu/orgref/councils/asc.php))
- Shared Governance Council ([austincc.edu/sharegov/](http://austincc.edu/sharegov/)).

Councils will have representatives from recognized employee and student organizations, chosen by the organizations.

• **Committees and Task Forces**

Committees are representative groups that focus on a specific area of College operations. These groups are intended to be standing, ongoing groups. Task forces are groups appointed for a limited period to review issues or concerns and to make specific recommendations to a committee or council.

**Accreditation**

[austincc.edu/sacs](http://austincc.edu/sacs)

Austin Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the associate’s degree. The College is recognized and sanctioned by the Texas Higher Education Coordinating Board. It is a member of the American Association of Community Colleges and the Texas Association of Community Colleges. Several of the nursing and allied health programs are subject to national accreditation agency requirements.

**EEO/AA in Employment**

Austin Community College is an Equal Opportunity Employer and, as such, pledges to provide equal employment opportunity for all applicants and employees with regard to recruitment, hiring, transfer, promotion, compensation, training, fringe benefits and all other aspects of employment. All personnel actions will be administered without regard to race, color, creed, national origin, religion, age, gender, sexual orientation, political affiliation, or physical disability.
The College’s Equal Employment Opportunity/Affirmative Action policy shall be supported throughout the College. It is the responsibility of all departments and all employees to ensure the College’s compliance with the College’s policy. For information or assistance, contact the Vice President, Office of Human Resources, 223-7572.

President’s Organizational Chart

To better help employees understand the structure of Austin Community College there is an Organizational Chart on the President’s website for your convenience. The Organizational Chart is located at austincc.edu/orgref/pdfs/president.pdf.

ACC’s Servant-Leadership Initiative

The Servant-Leadership model fits well in a teaching/learning environment, and in the shared governance structure of the college. To further expand and enhance the many good things which characterize ACC, the Servant-Leadership initiative was launched in 2005 as a means to more consistently express our values in serving our students, our community, and our colleagues.

The initial phase of the initiative began with Servant-Leadership training for all supervisors in 2005 and early 2006. The concept was further developed and explained at the ACC Spring Development Day in Spring 2006, through a focus on the implications of Servant-Leadership for faculty and staff. ACC’s Professional Development program will include an ongoing emphasis of Servant-Leadership principles.

What is Servant-Leadership?

The meaning of 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:

“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?

The Servant Leadership Model includes:
1. Shared Leadership
2. Value People
3. Provide Leadership
4. Display Authenticity
5. Develop People
6. Build Community
10 Principles of Servant-Leadership

The Greenleaf Center has identified a set of 10 characteristics that are viewed as being critical to the development of Servant-Leaders. These 10 are by no means exhaustive. However, they serve to communicate the power and promise that this concept offers:

1. Listening
   Traditionally, leaders have been valued for their communication and decision making skills. Servant-Leaders must reinforce these important skills by making a deep commitment to listening intently to others. Servant-Leaders seek to identify and clarify the will of a group. They seek to listen receptively to what is being and said (and not said). Listening also encompasses getting in touch with one's inner voice, and seeking to understand what one's body, spirit, and mind are communicating.

2. Empathy
   Servant-Leaders strive to understand and empathize with others. People need to be accepted and recognized for their special and unique spirit. One must assume the good intentions of coworkers and not reject them as people, even when forced to reject their behavior or performance.

3. Healing
   Learning to heal is a powerful force for transformation and integration. One of the great strengths of servant-leadership is the potential for healing one's self and others.

4. Awareness
   General awareness, and especially self-awareness, strengthens the servant-leader. Making a commitment to foster awareness can be scary—one never knows that one may discover!

5. Persuasion
   Servant-Leaders rely on persuasion, rather than positional authority in making decisions. Servant-Leaders seek to convince others, rather than coerce compliance. This particular element offers one of the clearest distinctions between the traditional authoritarian model and that of Servant-Leadership. The Servant-Leader is effective at building consensus within groups.

6. Conceptualization
   Servant-Leaders seek to nurture their abilities to dream great dreams. The ability to look at a problem (or an organization) from a conceptualizing perspective means that one must think beyond day-to-day realities. Servant-Leaders must seek a delicate balance between conceptualization and day-to-day focus.

7. Foresight
   Foresight is a characteristic that enables Servant-Leaders to understand lessons from the past, the realities of the present, and the likely consequence of a decision in the future. It is deeply rooted in the intuitive mind.
8. Stewardship
Robert Greenleaf’s view of all institutions was one in which CEO’s, staff, directors, and trustees all play significance roles in holding their institutions in trust for the great good of society.

9. Commitment to the Growth of People
Servant-Leaders believe that people have an intrinsic value beyond their tangible contributions as workers. As such, Servant-Leaders are deeply committed to a personal, professional, and spiritual growth of each and every individual within the organization.

10. Building Community
Servant-Leaders are aware that the shift from local communities to large institutions as the primary shaper of human lives has changed our perceptions and caused a send of loss. Servant-Leaders seek to identify a means for building community among those who work within a given institution.

Taken from: http://www.butler.edu/volunteer/resources/principles-of-servant-leadership/

ACC Locations
austincc.edu/locations/

ACC has eight campuses including Rio Grande (1975), Riverside (1984), Northridge (1989), Pinnacle (1990), Cypress Creek (1991), Eastview (1999), South Austin (2006) and Round Rock (2010) as well as the Highland Business Center (1988) and Service Center (2001). Classes are also offered at over 40 locations within the ACC service area, including eleven centers mostly in high school sites.

Cypress Creek Campus (CYP)   Rio Grande Campus (RGC)
1555 Cypress Creek Road       1212 Rio Grande
Cedar Park, Texas 78613-4490   Austin, Texas 78701-1785
(512) 223-2000                 (512) 223-3000

Eastview Campus (EVC)         Riverside Campus (RVS)
3401 Webberville Road         1020 Grove Boulevard.
Austin, Texas 78702           Austin, Texas 78741-3800
(512) 223-5102                 (512) 223-6000

Highland Business Center (HBC) Round Rock Campus (RRC)
5930 Middle Fiskville Road    4400 College Park Drive
Austin, Texas 78752           Round Rock, Texas 78665
(512) 223-7000                 (512) 223-0000

Northridge Campus (NRG)       Service Center (SVC)
11928 Stonehollow Drive       9101 Tuscany Way
Austin, Texas 78758           Austin, Texas 78754
(512) 223-4700                 (512) 223-1081
<table>
<thead>
<tr>
<th>Campus Type</th>
<th>Location</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinnacle Campus (PIN)</td>
<td>South Austin Campus (SAC)</td>
<td>7748 Highway 290 West</td>
<td>(512) 223-8102</td>
</tr>
<tr>
<td>Austin, Texas 78736-3290</td>
<td>1820 West Stassney Lane</td>
<td>Austin, Texas 78745</td>
<td>(512) 223-9100</td>
</tr>
</tbody>
</table>

**ACC Centers**

<table>
<thead>
<tr>
<th>Campus Type</th>
<th>Location</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bastrop High School (BSP)</td>
<td>Leander Center (LEA)</td>
<td>1614 Chambers</td>
<td>(512) 435-8006</td>
</tr>
<tr>
<td>Bastrop, Texas 78602</td>
<td>Leander, Texas 78641</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(512) 321-1151</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Clinical Education Center (CEC)</th>
<th>Lockhart Center (LKH)</th>
<th>1400 North IH-35</th>
<th>#1 Lion Country Drive</th>
<th>Austin, Texas 78701</th>
<th>Lockhart, Texas 78644</th>
<th>(512) 398-0379</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elgin Campus (ECR)</td>
<td>Manor</td>
<td>Elgin, TX 78621</td>
<td>Manor, TX 78653</td>
<td>(512) 278-4437</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opening 2013</td>
<td>Manors</td>
<td>(512) 285-3934</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Fredericksburg (FBG)         | Pflugerville Center at Hendrickson High School (PFC) | 102 E San Antonio, Suite D | Pflugerville, Texas 78660 | (512) 594-1125 |
| Fredericksburg, Texas 78624 | 2905 FM 685            | 102 E San Antonio, Suite D | Pflugerville, Texas 78660 | (512) 594-1125 |
| (830) 997-6363               |                        | (830) 997-6363          | (512) 594-1125         |                      |

| Georgetown High School (GTC) | San Marcos Goodnight Center (SMG) | 2211 N. Austin Ave | San Marcos, Texas 78666 | (512) 353-2019 |
| Georgetown, Texas 78626     | San Marcos, Texas 78666        |                  | (512) 353-2019         |                      |
| (512) 930-0989              | (512) 353-2019               | (512) 930-0989    | (512) 353-2019         |                      |

| Jack C. Hays High School (HAY) | San Marcos High School (SMC) | FM 2770 | San Marcos High School (SMC) | (512) 268-0910 |
| Buda, Texas 78610            | San Marcos, Texas 78666      |     2601 E. McCarty Lane | San Marcos, Texas 78666 | (512) 353-7224 |
| (512) 268-0910               | (512) 353-7224              | (512) 268-0910   | (512) 353-7224         |                      |
Campus Police/Campus Emergency

The ACC Campus Police Department has offices at each campus. The office at the Service Center operates 24 hours a day, year round. Should an individual need to report a crime or report any suspicious person or activity, contact the Campus Police Office on campus or call 223-7999 (Dispatcher) and an officer will respond. Officers are available for escorts to vehicles upon request.

For campus emergencies, call 222.

In addition, most campus police offices have the necessary equipment to assist an individual who has locked his or her keys in a vehicle or left lights on and has a dead battery. Each Campus Police Office also maintains a lost and found facility. Additional information can be found at austincc.edu/ehs/emergencyprocedures.php.

Inclement Weather

Generally, all employees are expected to report to work unless bad weather conditions create hazards in traveling to and from work. Quite often, bad weather conditions are localized and by waiting a short time, employees may be able to safely arrive at work. If this is the case, the employee must notify the immediate supervisor of the circumstances and advise the supervisor of the expected time of arrival. When there are bad weather conditions that make it unsafe to travel, Austin Community College may announce that it is closed due to inclement weather. Affected employees will be granted “inclement weather” leave in eTime. Notification is made through local radio and television stations, as well as Time Warner, Channel 19 and Heartland Wireless, Channel 28. If the employee does not receive the notification, the employee may contact the immediate supervisor or call the College police to determine if the College is closed and the anticipated time of reopening.

When the College closes due to inclement weather, regular employees who are regularly scheduled for that time period will receive their normal pay for the time period of the announced closing. Employees, who do not report to work, if the College is reopened following the weather phenomenon, must take vacation or other appropriate leave as approved by the supervisor. If classes are in session when a decision is made to close the College, notification is made to instructors, students and employees by the Provost/Executive Vice President or designated site supervisor or Campus Manager.

Employee Classifications

A **Classified** (non-exempt) position is one which is “not exempt” from earning overtime pay. Classified titles include various Assistants, Technicians, Specialists, and some Coordinators. These employees are eligible for overtime pay.

A **Professional –Technical** (exempt) position is one which is “exempt” from earning overtime pay. Titles include Analysts, some Coordinators, Supervisors, Managers, and some Directors.

An **Administrator** (exempt) position is one which is directly involved in the administration of the college. Titles include Executive Vice President, Vice President, Associate Vice President, Dean, Executive Director, and some Directors.
Full-time Faculty are contract employees that are directly involved with students in the academic programs of the college. Faculty titles include all teaching faculty, Librarians, and Counselors.

Adjunct Faculty teach on a part-time/semester basis and are hired on a semester-by-semester basis.

Hourly employees are hired by ACC on a short-term basis and are hired at-will.

A staffing table position is defined as an annually budgeted position that qualifies for benefits and include Administrators, Full-Time Faculty, Professional-Technical, and Classified employees. Adjunct faculty and hourly positions are not included on the staffing table.

Employee Associations

ACC is committed to the philosophy of collaborative decision-making by supervisors and the elected leaders of employee organizations in the development and revision of College policies and procedures. The College recognizes these employee organizations as representatives of ACC employees and are an integral part of the organization. Employees have automatic membership in the employee association by virtue of their ACC classification and are encourage to participate in activities of the employee associations.

ACC Classified Employees Association (ACCCEA)

The ACCCEA was originally organized in 1984. In 1990, ACCCEA was revitalized and reorganized. The ACCCEA’s purpose is to promote the best working conditions for its members through the collaborative efforts of respect, communication and mutual decision-making among all sections of the College. The ACCCEA has representation on college-wide standing and ad hoc committees. Non-exempt (Classified) employees are automatic members. The structure for the governing body consists of elected officials: President, President Elect, Secretary and Parliamentarian. Campus Representatives are also elected in accordance with the organization’s bylaws. The Association holds open meetings on the second Tuesday of every month. The Campus Representatives share information and materials with their respective constituents via flyers, meetings and e-mail. See the ACCCEA web site at austincc.edu/acccea/.

Association of Professional-Technical Employees (APTE)

The Association of Professional-Technical Employees (APTE) has been organized since 1994. The Association exists for the purpose of providing leadership and support to facilitate the delivery of quality educational services. Leadership and support are demonstrated by representative participation on the college’s shared governance councils and committees and by providing APTE activities to promote the professional growth and mobility of exempt (professional-technical) employees. Membership is open to all persons employed at the College under the category of “Professional-Technical” employees. Meeting information is distributed via e-mail, advertised in college information letters or posted at each campus. Minutes of the meetings are made available on the web or emailed to members. The association serves as a vehicle to enhance communication, facilitate networking, identify and resolve issues, increase activism, and to have fun! Learn more about the Association at the web site at austincc.edu/proftech/.
Adjunct Faculty Association (AFA)

The Adjunct Faculty Association (AFA) officially represents the concerns of all Adjunct faculty at ACC. The Association deals with issues involving compensation, benefits, job security, academic freedom, instruction, teaching and evaluation, and communications. All adjunct faculty are automatically members and are encouraged to participate in working on issues of concern. There are no dues. Each campus has two elected representatives. For more information, visit the AFA web site at austincc.edu/afa/.

Full-time Faculty Senate

The Austin Community College Full-time Faculty Senate was organized to facilitate effective communication among the faculty of ACC and between those faculty members and the administration of the College. The Senate presents the views and recommendations of faculty to the administration. The primary objective of the Senate is to ensure that the educational needs of students receive the highest priority within the district and to foster programs that develop cooperation and fellowship among the faculty and between instructional programs of the institution. The Senate meets once a month. See the Full-Time Faculty Senate web site at austincc.edu/ftfac/.

Affiliate Organizations

There are recognized affiliate organizations that have a special relationship with Austin Community College. They are composed of ACC employees who cut across employee classifications.

The organizations are:
- Texas Association of Black Professionals in Higher Education (TABPHE),
- American Federation of Teachers (ACC/AFT),
- American Association of University Professors (ACC/AAUP),
- Texas Community College Teachers Association (TCCTA) and
- Texas Association of Chicanos in Higher Education (TACHE).

As “affiliates”, the college allows these organizations:
- Use of ACC email
- Use of bulletin board space in any mailroom or break room
- Use of ACC telephones
- Permission to develop an electronic mail list for their organization on the ACC system.

ACC Publications

ACC Catalog details our admissions requirements, course offerings, grading system, student services, and tuition and fees. It also gives general information about the College, lists the faculty and administrators, and contains the College calendars. Copies for faculty and staff are available in the Campus Administration Office. See austincc.edu/catalog/.

ACC Course Schedule lists the schedule of courses offered each semester. It also gives the calendar for pre-application, assessment, orientation, advising and registration dates. It is available through the Admissions and Records Offices. See www3.austincc.edu/schedule/.
Fact Book presents statistical information on such topics as enrollment figures, College curricula, student characteristics, budget and finance, and faculty and staff. It is available in the libraries. See austincc.edu/oiepub/pubs/factbook/index.html.

Faculty-Staff Directory lists telephone numbers and e-mail addresses for staffing table employees, adjunct faculty and grant employees. Directory information is available on the ACC web site at www3.austincc.edu/IT/phones/.

The ACCWEB has a public page to access information on items of interest to the general public and an internal page to access information relevant to ACC employees. See austincc.edu.

The ACCWEB internal page contains information on college policies, procedures, faculty and employee handbook, benefits, services, events, and other information that is of interest to all employees. See austincc.edu/facstaff/.
General Job Related Information

- Absenteeism/Tardiness
- Accidents
- Business Cards
- College Information Systems
- Dual Employment
- E-mail Accounts
- E-Verify
- Employee Dress
- Employee Evaluations
- Employment-at-Will
- Employment of Minors
- Employment Eligibility – I-9 Forms
- Employment Terminations
- Equipment Inventory/Transfer of College Property
- Keys
- Lost and Found
- Mail Services
- Management of Progressive Discipline
- Resolution of an Employee Complaint or Grievance
- Mediation
- Nepotism
- Parking Permit
- Petty Cash/Mileage Reimbursements
- Professional Development
- Recognition and Awards
- Smoke-Free Policy
- Travel-How You’re Paid
Useful ACC Job Related Websites

E-mail
austincc.edu/helpdesk/email/index.html

Employment-at-will
austincc.edu/admrule/6.06.002.htm

Keys
austincc.edu/admrule/5.02.005.htm

Resolution of an Employee Complaint or Grievance
austincc.edu/admrule/6.08.005.htm

Management of Progressive Discipline
austincc.edu/admrule/6.08.003.htm

Mediation
austincc.edu/hr/vp/mediation.php

Petty Cash and Mileage Reimbursements
www3.austincc.edu/it/eforms/searchproc.php

Parking
austincc.edu/police/services/permits.htm

Termination
austincc.edu/admrule/6.08.002.htm (non-faculty)
austincc.edu/admrule/6.08.001.htm (faculty)
Absenteeism/Tardiness

All employees are expected to arrive on time for each workday. If an employee is unable to arrive on time or must be absent for a work day, the employee must contact the immediate supervisor prior to the start of the workday to report the absence or tardiness. You must speak with your supervisor directly, unless an emergency prevents you from calling the supervisor. Failure to report to work or report absence/tardiness may result in disciplinary action. Failure to report to work or contact the supervisor for three (3) workdays will subject the non-faculty employee to immediate involuntary termination.

If a staffing table employee expects to be absent five (5) days or more the employee must advise the immediate supervisor and complete a Family Medical Leave (FMLA) application in order to preserve his or her employment position. The application is available from HR Benefits or call (512-223-7800).

Faculty members are expected to contact the Department Chair prior to the expected absence so that a substitute instructor may be assigned to classes. For additional information, see austincc.edu/admrule/6.10.008.htm.

Accidents

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 Investigation of Accident Report form and coordinating the process with Environmental Health and Safety.

Contact Environmental Health and Safety at 223-1015.

Business Cards

ACC business cards are available for staffing table employees. The web page for ordering instructions is online at www.orderprinting.com. Please allow 4-6 weeks for processing. Should you need assistance, please contact the Purchasing Department.

College Information Systems

Employees have access to electronic information in support of the educational and professional goals of ACC’s students, faculty and staff. Access to internally controlled information is a privilege, not a right, and all users are accountable for professional and ethical use of college information systems. The College reserves the right to limit access or to terminate access to internal information systems if deemed in the best interest of the institution. Administrative Rule 3.05.002, Use of College Information Systems, governs use of the internal information systems. For additional information, see austincc.edu/admrule/3.05.002.htm.

Employees who misuse the College Information Systems may be subject to disciplinary action, up to and including termination.
Dual Employment
Employees are expected to fulfill the duties and responsibilities of the primary position for which the employee was hired. It is the policy of the College that employees may not have a dual assignment that overlaps or conflicts with the primary work assignment.

Non-faculty employees may not use break, meal or leave time to work in a dual assignment position.

Non-exempt (Classified, full-time) Employees
A full-time non-exempt (Classified) employee scheduled to work forty (40) hours per week may not work in an hourly position in the College. A non-exempt (Classified) employee may work as an adjunct faculty member or teach in Continuing Education, as long as the time commitment does not conflict with the primary position, the rate of pay of the dual assignment is equivalent or greater than the overtime rate of the primary non-exempt (classified) position, and providing that teaching qualifications are met.

Non-Exempt (Classified, full-time) Employees
A full-time non-exempt (Classified) employee may participate in proctoring standardized tests (such as GED) if the employee is paid directly by the contractor or if the rate of pay for the proctor position is equivalent or greater than the overtime rate of the primary non-exempt (classified) position.

Non-Exempt (Classified part-time) Employees
A regular part-time non-exempt (Classified) employee may hold an hourly position as long as the combined hours of work are forty (40) hours per week or less and does not result in an overtime rate of pay. The part-time non-exempt (classified) position is the primary assignment and the employee may work overtime in that position with the approval of the next level supervisor. The employee may not work overtime in the hourly assignment.

Exempt (Professional-Technical)/Administrator/Full-Time Faculty
An exempt (Professional-Technical) employee, full-time faculty or administrator may work in any other position within the College as long as the position does not overlap or conflict with the regular schedule of the primary position. Exempt employees may not adjust the primary position schedule in order to work in another position for the College.

For further information, see the Administrative Rule 6.06.003, Dual Employment, austincc.edu/admrule/6.06.003.htm.

E-mail Accounts
As an ACC employee, you will have an e-mail account to support your job. Your e-mail account is to be used for ACC-related business. This account cannot be used for unprofessional, illegal or commercial purposes. Employees are expected to check and respond to their e-mails in a timely manner. When the employee will be out of the office for an extended period of time the employee’s e-mail should indicate when the employee is expected to return to the office.
Please view e-mail guidelines at austincc.edu/helpdesk/email/index.html.

You will need to set up your e-mail account as soon as possible upon reporting to your workstation. Never let another person use your password. If you have a problem with setting up your e-mail account or need more information about your account, call the Help Desk at 223-HELP (223-4357) or e-mail the Help Desk at helpdesk@austincc.edu. The Help Desk will contact you with a response to your questions.

College policy, Administrative Rule 3.01.003, Use of Telecommunications Resources, is located at austincc.edu/admrule/3.01.003.htm.

**E-Verify**

The Austin Community College District is an E-Verify employer. E-Verify is an internet-based system operated by the U.S. Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees.

The use of E-Verify is mandatory for all employers with federal contracts or subcontracts that contain the Federal Acquisition Regulation (FAR) E-Verify clause. Austin Community College (ACC) is required to utilize the E-Verify system to verify the employment eligibility of all employees whose positions are federally funded, or those employees who work on grants and programs funded with federal dollars.

For additional information, please contact Employment and Outreach Services at 223-7015.

**Employee Dress**

As an ACC employee you are asked to dress in a professional manner appropriate to your position. Different departments may have different expectations depending on the type of work performed and your interaction with the general public. If you have any questions about appropriate dress in your department or work area, discuss it with your supervisor.

**Employee Evaluations**

Supervisors and all non-faculty, staffing table employees must complete the annual Performance Excellence Program (P.E.P.) each year. The P.E.P. process is composed of an upward evaluation and a performance review. The upward evaluation process enables employees to provide feedback on the performance of their direct supervisors. Completion of an upward evaluation is voluntary and is expected to be confidential. Employees will meet with their supervisor to conduct the annual performance review. An employee who wishes to appeal a performance review must do so to the next level supervisor up through the Executive Vice President.

For more information on the P.E.P. process go to www.austincc.edu/hr/eval/staff.php.

ACC values quality teaching and acknowledges the importance of a learning environment that helps faculty grow by supporting the continuous improvement of their teaching skills. Faculty evaluation procedures at ACC have been designed to support faculty members’ professional growth. The evaluation process at ACC affirms that faculty are valuable to our learning community and that our goal is to support students’ learning and success. The procedures manual contains details about the ACC Faculty evaluation process. For more information, visit our website at www.austincc.edu/hr/eval.
Employment-at-Will

All employees, except full-time faculty with a contract, are employees at will and subject to termination at any time and without reason or notice, and in accordance with ACC’s written policies and procedures. Adjunct Faculty are hired on a semester-by-semester basis based upon the needs of the college. See ACC Board Policy, austincc.edu/board/policies/F8.htm and the pertinent Administrative Rules, including: Administrative Rule 6.06.002, Personnel Appointments, austincc.edu/admrule/6.06.002.htm; Administrative Rule 6.08.002, Termination of Non Contract Employees, austincc.edu/admrule/6.08.002.htm.

Contract employees are subject to termination in accordance with Administrative Rule 6.08.001, Termination of Annual Contract Employees, austincc.edu/admrule/6.08.001.htm.

Employment of Minors

Applicants between the ages of fifteen (15) and seventeen (17) may work as hourly employees for no more than 40 hours per week and only during the months of June, July, and August with approval of the highest-level administrator and Vice President, Human Resources. The hiring supervisor must submit a request to the highest-level administrator and then to Human Resources. Employment of a minor that is related to an employee must be hired in accordance with ACC’s nepotism policy. See “Nepotism” under Administrative Rule 6.11.001, Ethics.

Employment Eligibility – I-9 Form

All employees hired are required to have a completed I-9 form on file in the Office of Human Resources that documents employment eligibility and authorization to work in the United States in accordance with federal requirements. Those employees who are gone from the College for more than one year must also complete an I-9 form. This form must be completed within three (3) days of hire. If the employee does not provide the required documentation, the employee may be suspended without pay or terminated. It is the responsibility of the hiring supervisor to ensure that the appropriate paperwork is on file for each new employee. The procedures are described in Administrative Rule 6.05.007 located at austincc.edu/admrule/6.05.007.htm.

For additional information or assistance, contact HR Records, 223-7571.

Employment Terminations

Terminations of employment with ACC can be voluntary or involuntary. Voluntary terminations are initiated by the employee usually with a letter of resignation and two weeks or more notification to the supervisor. Involuntary terminations are initiated by the supervisor and approved by management as being in the best interest of the College.

Terminated employees may elect to continue their health and dental insurance on themselves and their covered dependents for up to 18 months provided they are not covered under another group health plan or Medicare. The Office of Human Resources, Benefits, will notify eligible employees of their right to elect “COBRA” at the time of termination. COBRA enrollment forms and information will be sent to the employee’s home address by ERS upon termination.
Voluntary Terminations

Voluntary terminations include resignations and retirement. Two weeks notice is expected from employees who voluntarily resign their employment with ACC. Employees should notify their supervisor in writing of their resignation and last day of employment. Employees must work with their supervisor to fill out the appropriate termination papers and return all college property before the last day of employment.

The supervisor is expected to complete the separation form online through the ACCeHire System at www3.austincc.edu/it/ehire/mod1/login.php.

Involuntary Terminations

Involuntary terminations involve the dismissal of an employee due to reorganizations, unsatisfactory job performance or circumstances that may dictate immediate termination, such as theft, intoxication, use of drugs, conviction for a felony offense, acts of violence, misconduct, unprofessional behavior, falsification of information on an employment application or resume or other serious offense.

Employees who are not performing adequately will be notified of performance deficiencies by their supervisor. Terminations based on performance must be conducted in accordance with Administrative Rule 6.08.003, Progressive Discipline, located at austincc.edu/admrule/6.08.003.htm.

Non-faculty Staffing Table employees may have their employment terminated without further compensation either for good cause or immediate termination as interpreted under Texas law.

Terminations may include the following:

- An employee is considered “at will” during their first 180 days of initial employment with the College and may be terminated at any time, without notice.
- An employee may be terminated if he/she fails to attain a satisfactory performance level within 90 days of being placed on probation.
- An employee may be terminated as part of reduction in force or change in type of work skills needed.
- Specified managerial and administrative employees may be terminated after a 120-day notice from the President. No probationary process is required in such cases.
- The employment of other College employees may be terminated at-will and in accordance with ACC policies.


See Administrative Rule 6.008.002, Termination of Non-Contractual Employees, at austincc.edu/admrule/6.08.002.htm and Administrative Rule 6.08.001, Termination of Annual Contract Employees at austincc.edu/admrule/6.08.001.htm.
College Property Upon Termination

Keys, ID cards, computers and other College property issued or checked out to an ACC employee must be returned to the College before the last active day of employment. If an item of property cannot be returned, monetary reimbursement must be made to ACC. The immediate supervisor is responsible for securing ACC property upon termination of an employee and completing the Supervisor's Exit Checklist. The supervisor should also contact Information Technology to terminate the employee's e-mail account. Adjunct Faculty have access to their email account for one year after termination to facilitate communications with students.

Equipment Inventory/Transfer of College Property

All furniture and equipment costing over $500 is processed through the Inventory Receiving Office and tagged with an inventory number. Supervisors periodically receive inventory listings and verify all furniture and equipment assigned to their area.

To move furniture and/or equipment to another department or budget unit, the transfer must be approved by the appropriate administrator and documented on a “Property Movement Request” form. This form is available from Facilities and Operations or available online at www3.austincc.edu/it/eforms/frontpage.php?ID=BUSE.011.

Unless specifically authorized by the Board of Trustees policies, Administrative Rules, or approval of the supervisor, employees shall not:

- Make personal use of any College-owned property, leased vehicles, materials, equipment or services;
- Use College facilities for any purpose other than College business;
- Perform services or work for any other business or person during regular work hours.

See College Administrative Rule 3.03.001, Equipment Inventory, at austincc.edu/admrule/3.03.001.htm.

Keys

All keys to offices, furniture, and some types of equipment are issued through the Campus Police Office at your work location. Requests for keys must be approved by your immediate supervisor on a "Key Request Form," available in the Campus Police Office or at www3.austincc.edu/it/eforms/frontpage.php?ID=CAPO.010.

Keys should not be loaned or exchanged with other personnel and cannot be duplicated. Keys will be turned in at the termination of your employment or when directed by Campus Police. Keys to the building are issued only by permission of a Vice President or Campus Administration Office. Employees must turn in their keys to the immediate supervisor prior to termination.

Lost and Found

The Campus Police Office at your site maintains a lost and found service. Unclaimed items are kept for one semester only, then donated to Goodwill Industries or other designated charity.
Mail Services
Department mailboxes are maintained at each site. Employees, or a designated person within the department, should check their department mailbox in the morning and in the afternoon after the normal mail delivery time. Inter-campus envelopes are available at each location and the proper site abbreviation should be used.

Mail is picked up and delivered twice daily at the Highland Business Center and main campuses. Mail to off-campus sites is delivered twice each week. The schedule for mail delivery is available through the Central Warehouse Mail Room. An employee should check with the supervisor to determine how department mail is distributed.

Management of Progressive Discipline
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.

Whenever an employee violates a policy or procedure, performs unsatisfactorily, or does not meet the expectations established by the supervisor, the supervisor has the responsibility to notify the employee and implement a plan to improve performance.

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. For more information, see austincc.edu/admrule/6.08.003.htm or contact the Vice President, Office of Human Resources, 223-7572 for assistance.

Discipline Process
The typical process for managing performance issues is outlined in Administrative Rule 6.08.003, Progressive Discipline Procedure. Generally the process is as follows:

Verbal Warning
When a performance issue is identified, the supervisor shall meet with the employee to discuss the performance and identify specific corrective actions. The supervisor shall let the employee know that the discussion constitutes a verbal warning.

Written Warning
If performance problems continue, the supervisor shall discuss the concerns with the employee and provide written documentation of the performance problems, indicating a specific time period for remediation and review of performance. A written warning letter should be given to the employee and a copy placed in the supervisor’s department files. If the employee improves performance, the supervisor should document the improvement and include the letter in the employee’s department/division files with a copy to the employee and the next level supervisor. If the employee’s performance does not improve, further disciplinary action may be taken.
A Written Warning should be a formal memo to the employee (not email).

Probation

If satisfactory performance and corrective action are not achieved by giving the employee a verbal or written warning, the supervisor may extend the initial period of employment for new employees or place an employee on probation for a specific period of time. The supervisor shall, in writing, document the probation or extension of the initial period of employment, review of the content of the meeting and provide the employee with a copy of the notice of probation, terms and conditions.

Prior to the end of the probationary period, the supervisor should meet with the employee to discuss the employee’s progress. If the employee is removed from probation, a letter indicating removal shall be given to the employee and a copy placed in the supervisor’s department/division files. If the employee successfully completes probation or voluntarily terminates, the letters/documents in the employee’s file regarding the probation shall be maintained for at least twelve months from the date of removal from probation and then removed from the file.

If the employee does not successfully complete the probation period, the supervisor may extend the probation period or terminate the employee’s employment. Supervisors must secure the approval of the highest level administrator and the Vice President, Human Resources before placing an employee on probation or terminating an employee. The proposed memo for probation and/or termination must be approved by the Vice President of Human Resources.

ACC Employees who are in a probationary status due to unsatisfactory work performance on September 1st of any given year are not eligible for salary increases.

Suspension

If an employee commits a serious offense that mandates that the employee be immediately removed from the workplace, the supervisor may suspend the employee for a specific period of time, with or without pay. The supervisor shall, in writing, document the suspension and provide a copy of the letter to the employee and to the Vice President, Office of Human Resources.

Termination

When it is determined that an employee should be terminated, the supervisor shall secure the approval of the next level supervisor, the appropriate highest level administrator and the Vice President of Human Resources prior to executing the termination. To effect an involuntary termination, the supervisor is expected to meet with the employee to discuss the steps taken in the disciplinary process and to advise the employee of the termination date. The supervisor is expected to complete the separation form online through the ACCeHire System. The URL for ACCeHire is www3.austincc.edu/it/ehire/mod1/login.php. The supervisor is expected to complete the appropriate termination papers prior to the termination. See austincc.edu/hr/records/terminationguidelines.php for the guidelines, www3.austincc.edu/it/eforms/frontpage.php?ID=HURE.015 for the termination checklist.

See Administrative Rule 6.008.002, Termination of Non-Contractual Employees, at austincc.edu/admrule/6.08.002.htm and Administrative Rule, 6.08.001, Termination of Annual Contract Employees at austincc.edu/admrule/6.08.001.htm.
Each step of the discipline process need not be taken in each case. Depending upon the circumstances, the College may take appropriate disciplinary actions starting at any step, including immediate termination.

Human Resources provides to supervisors a manual on "Management of Performance" which has samples of the appropriate forms for discipline.

Resolution of an Employee Complaint or Grievance

Austin Community College supports good employee relations and harmonious working conditions. To attain such goals, the College shall make an earnest effort to resolve complaints and grievances promptly. This policy provides the mechanism for employee complaints or grievances regarding conditions of work, interpretation of policies and procedures, disciplinary actions, or any other personnel matter related to their employment. Supervisors are responsible for the management of employee concerns, problems, and complaints. Supervisors shall ensure that employee complaints are resolved at the lowest possible level in a timely manner. There are two separate processes for managing a complaint or grievance as follows:

Complaint

A complaint is a written request for the resolution of an issue that relates to an employee’s work conditions or relationships, including, but not limited to, relationships with colleagues and/or supervisors, communication, and interpretations of Administrative Rules and policies; job duties, responsibilities, assignments, performance, evaluation, and compensation; and work conditions, safety, and environmental concerns.

An employee with a complaint, problem, or concern shall request an informal meeting with his or her immediate supervisor within ten (10) working days of the time the employee becomes aware of the event. The supervisor shall meet with the employee within ten (10) working days to resolve the matter. If the situation is not resolved, the employee has ten (10) working days to continue the complaint.

The complaint is confidential up through the supervisory chain until it reaches the Executive Vice President or highest-level administrator.

The complaint process can be found at austincc.edu/hr/vp/grievance.php.
**Grievance**

A grievance is a written request for the resolution of an issue related to one’s employment status within the College (such as, probation, suspension, or termination), academic freedom, or an alleged violation of state or federal law.

If the employee wishes to file a formal grievance, the employee must secure the appropriate form and complete and return the Statement of Grievance form to the Office of the Vice President of Human Resources.

Forms are also available in the Campus Manager’s Office or on the ACC HR website at austincc.edu/hr/vp/grievance.php.

No reprisals or retaliation of any kind shall be taken at any level against an employee for filing a complaint or grievance.

The Vice President of Human Resources maintains all records of grievances as confidential. However, the materials are subject to the Texas Open Records Act.

Additional information about the grievance process is located at austincc.edu/hr/vp/grievance.php or contact the Office of the Vice President of Human Resources (223-7572).

In the grievance process an employee may represent themselves or be represented by another person of their choice (except a College supervisor or administrator) at any stage of the complaint or grievance process. The policy, Administrative Rule 6.08.005, Resolution of an Employee Complaint or Grievance, is located at austincc.edu/admrule/6.08.005.htm.

**Mediation**

The College encourages employees to use mediation as a method to resolve issues or concerns regarding employment related matters. Trained mediators facilitate the process to enable the parties to reach a resolution. Mediators maintain impartiality, neutrality and confidentiality at all times. Mediation can occur at any time in the discipline process and does not toll management of the discipline process.

An employee may request mediation at any time; however, all parties must agree to mediate. Upon agreement, the parties select a mediator from the mediation pool. The Office of Human Resources coordinates the mediation process and provides guidelines for Mediation. Information can be found at austincc.edu/hr/vp/mediation.php or contact the office of Vice President of Human Resources, 223-7572.

**Nepotism**

Related employees may not work within the same organizational unit of the College where one has supervisory authority over the other at any level. This policy shall apply to all family members within the first, second, and third degrees of consanguinity (descended from same ancestor) and affinity (relationship by marriage). Employment of relatives of members of the Board of Trustees shall comply with all state and federal laws including Article 5996a of the Texas Education Code.
Parking Permit

A parking permit is required if you wish to park a vehicle on an ACC campus.

- Student parking permits cost $15 per academic year.
- Faculty/Staff parking permits costs per academic year:
  - Administrators $50
  - Full-Time Faculty $40
  - Staff – Prof/Tech $35
  - Staff – Classified $30
  - Adjunct Faculty $20
  - Hourly employee $15

Complete and submit a parking permit form available at any Cashier’s Office. Pay the parking permit fee in person at a Cashier’s Office. Cashier will issue the parking permit to you.

Please visit the Campus Police website at austincc.edu/police/services/permits.htm for more information. Parking is limited at some campuses. Employees are encouraged to use alternative transportation resources. Parking information is located at austincc.edu/locations/parking.php. Capital Metro summarizes the routes to and from ACC Campuses at austincc.edu/locations/capmetro/campus.php and austincc.edu/locations/capmetro/parkandride.php.

Employees at the Rio Grande Campus are encouraged to use the Dillo Express for convenience. Time schedules for the Dillo are available in the LRS or Student Development Office. Parking is provided for employees and students at their own risk. ACC is not responsible for damage, theft, or vandalism to vehicles or their contents. ACC also does not have liability for damages that may occur on its property.

Professional Development

Austin Community College requires its employees to participate in professional development opportunities that will enhance their abilities, provide job-related knowledge, improve their productivity and efficiency, and prepare them for higher-level positions. This commitment to growth is demonstrated by the fact that professional development is incorporated into the Performance Excellence Program (P.E.P.), the performance review system developed and used by ACC for non-faculty positions.

Austin Community College provides training about the Americans with Disabilities Act (ADA) and Sexual Harassment Prevention.

All ACC employees shall receive employment discrimination prevention training that includes information about ACC’s policies and procedures relating to employment discrimination and sexual harassment. New employees shall be required to attend the training program no later than the 30th day after the date of employment and employees shall attend supplemental training every two (2) years.

ACC Academy

Austin Community College offers its faculty and staff the opportunity to participate in the ACC Academy, a Leadership Academy instituted in 2008. The goals of the Academy are

- To develop the leadership skills of ACC full-time staffing table employees who demonstrate future leadership promise
- To foster the presence of effective leadership in higher education

To learn more about necessary qualifications and the application process, please go to http://www.austincc.edu/hr/profdev/academy/index.php.
Recognition and Awards

Service Awards
ACC employees are recognized for 5, 10, 15, 20, 25, 30, and 35 years of service. The Office of Human Resources is responsible for implementing a recognition program each year.

Recognition Program
The ACC Recognition Awards Program provides a mechanism for ACC employees to nominate fellow employees who exhibit one or more of these valued behaviors: exemplary teamwork, inspirational integrity, uncommon quest for quality, noteworthy customer service, magnificent morale building, phenomenal professionalism, remarkable communication and other outstanding service. The Office of Human Resources is responsible for the ACC Recognition program.

ACC Leadership Awards
The ACC Leadership Award Program is intended to recognize individual employees of Austin Community College District who have demonstrated excellence in the performance of their College duties and responsibilities.

ACC Teaching Excellence Awards honor full-time and adjunct faculty who promote special learning opportunities, student interaction, and innovation. Other criteria are depth/breadth of knowledge in subject area and a profound teaching philosophy.

Smoke-Free Policy
The Austin Community College District Board of Trustees voted on October 3, 2011 to implement a smoke-free policy for all campuses and facilities effective January 2, 2012.

The policy prohibits the use of smoke-producing tobacco on college grounds and in ACC-owned vehicles. The board’s actions also prohibits tobacco-related advertising and sponsorships at ACC events and in college publications.

The College provides smoking cessation classes for employees. For information contact Human Resources Benefits at 223-7800.

Under Texas state law effective January 1, 2012, tobacco users enrolled in the state's health plan will pay higher premiums for their health insurance coverage. Employees must certify tobacco use for anyone who is enrolled in medical coverage.

Travel – How You’re Paid

In-District Travel
In-district travel is reported on a monthly basis on a “Monthly Mileage” form. It is the employee’s responsibility to track mileage traveled and submit the form when necessary. Mileage is reimbursed at a set rate per mile.

- The Monthly Mileage Report must be submitted to the budget authority for approval. The Monthly Mileage Report form can be found online at www3.austincc.edu/it/eforms/frontpage.php?ID=BUSE.010.
- Travel to or from home and ACC work locations is not reimbursable.
If the amount of mileage to be reimbursed is above $30, the report should be sent to Accounts Payable. A check will be issued to the employee and mailed to the employee’s address on file. If the reimbursed amount is $30 or less, the employee will be reimbursed in cash by the campus Cashier’s Office.

Mileage reimbursement is calculated using the ACC Mileage Chart shown, however, rates are subject to change.

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- BSP=Bastrop
- PIN=Pinnacle Campus
- CYP=Cypress Creek
- RGC=Rio Grande Campus
- EVC=Eastview
- RRH=Round Rock Campus
- FBG=Fredericksburg
- RVS=Riverside Campus
- HAY=Hays Consolidated
- SAC=South Austin Campus
- HBC=Highland Business Center
- SMC=San Marcos
- NRG=Northridge Campus
- SVC=Service Center

**Out-of-District Travel**

- Lodging expenses will be reimbursed under an accountable plan for the actual and reasonable hotel room cost. Employees should attempt to secure the lowest rate for which they are eligible.
- Meals per diem are $39 per day.
- All travel reimbursed on an "actual expenses" basis must have advanced written approval and original receipts for backup.
- The designated administrator must approve rental car usage in writing in advance.
- The College will reimburse no room service charges or personal long-distance telephone charges.

Complete Travel Guidelines are printed on the back of the "Request for Travel" form. For further information, see Administrative Rule 7.03.001, Travel, located at austincc.edu/admrule/7.03.001.htm.
Travel Reimbursement Procedures

It is the employee’s responsibility to submit a “Request for Travel/Travel Card Form” to the appropriate budget authority. The employee should allow sufficient time for travel checks to be processed.

Employees approved for travel may receive a Travel Card in advance that may be used to pay for expenses. Itemized receipts are required to document all expenses charged to a Travel Card. Employees should follow ACC’s Travel Card guidelines to obtain a complete description of ACC’s travel reimbursement procedures to include allowable and unallowable travel expenses.

Austin Community College will not reimburse for sales tax paid in Texas. Employees are encouraged to travel with a Texas Hotel Occupancy Tax Exemption Certificate and a pre-printed Sales Tax Exemption form for miscellaneous expenses. Travel Guidelines and procedures are online at, http://www.austincc.edu/admrule/7.03.001Guideline-Procedure.htm.

Petty Cash and Mileage Reimbursements

Petty Cash Reimbursement forms and Monthly Mileage Reports for over $30 are submitted to the Accounts Payable Office for payment by check. These forms are submitted primarily by ACC employees; however students, guests, applicants and contract employees, with proper budget authority may also submit requests for reimbursement. If the reimbursed amount if $30 or less, the employee will be reimbursed in cash by the campus Cashier’s Office.

Original receipt(s) must be securely attached to the form. If the receipts are missing the employee may submit a memo describing, in detail, the purchase(s) made and the resulting loss of documentation. The budget authority must also initial this memo to indicate approval.

Austin Community College does not reimburse employees for sales tax. The total receipt amount will be reduced when applicable tax is deducted. Employees may avoid this expense by providing the vendor with a copy of a completed Austin Community College Sales Tax Exemption form. The Purchasing Department at the Service Center has these forms available at SVC.

Forms are available at the ACC home page web site, www3.austincc.edu/it/eforms/, then click on “Business Service” and then select the type of form needed.
Group Insurance Programs, Retirement and Other Benefits

- Medical Insurance
- Dental Insurance
- Life Insurance
- Accidental Death and Dismemberment Insurance
- Long-term Disability Insurance
- Short-term Disability Insurance
- Optional Life Insurance
- Reimbursement Accounts (TEXFLEX)
- ACC Retirement Programs/Benefits
- ACCMPP (Austin Community College Money Purchase Plan)
- ACC Retiree Benefits
- Other Benefits
- Employee Assistance Program
- Environmental Health and Safety and Insurance Office
- Employee Exemption Tuition Vouchers
- Education Recognition Award
- Tax Sheltered Annuities
- 457 Deferred Compensation Plan
- Workers’ Compensation
Useful HR Benefits Websites

Employee Assistance Program
www.deeroaks.com

Employee Retirement System (ERS)
www.ers.state.tx.us

FMLA
austincc.edu/hr/employeehandbook/leavebenefits.php#fmla

Forms
austincc.edu/hr/generalforms.php#benefits

Insurance Benefits
austincc.edu/hr/benefits/insuranceprograms.php

Long-Term Disability Insurance
austincc.edu/hr/benefits/documents/UNUM.pdf

Retirement Benefits
austincc.edu/hr/benefits/retirement.php

Sick Leave Pool
austincc.edu/hr/employeehandbook/leavebenefits.php#sickleave

Teacher Retirement System of Texas (TRS)
www.trs.state.tx.us

Workers’ Compensation
austincc.edu/ehs/Insurance.php
Group Insurance Programs, Retirement and Other Benefits

ACC offers eligible staffing table employees (regular employees who are funded in the ACC Budget and qualify for benefits, i.e., non-exempt (Classified), exempt (Professional-Technical), full-time faculty, and administrators medical, dental, term life, accidental death and dismemberment, and long-term disability insurance benefits.

The insurance plans with the Employees Retirement System (ERS) are offered under a state-mandated plan referred to as the Group Benefits Plan (GBP). Employees may choose to decline all insurance coverages with ERS or the employee may decline only Medical Coverage while Optional Coverage will begin immediately for the employee and at the first of the following month for any dependents. New employees must attend a Human Resources Orientation program where they may select insurance coverages for themselves and eligible dependents effective on the first of the following month (following any state-mandated delays).

Staffing Table (Full Time)
To be eligible for insurance benefits with ERS funded by the State of Texas, an employee must:
- be employed full-time (40 hours per week),
- be hired for a term of four and one-half months or longer (during the academic year), and
- occupy a staffing table position (adjunct and hourly employees are not ACC Staffing Table employees and thus, not eligible for college paid benefits).

Staffing Table (Part Time)
To be eligible for “reduced” insurance premiums funded by the State of Texas, an employee must:
- be employed 20-39 hours per week,
- be hired for a term of four and one-half months or longer (during the academic year), and
- occupy a staffing table position (i.e., adjunct and hourly employees are not Staffing Table employees, not eligible for college paid benefits).

The following is general information about your insurance benefits. Refer to your ERS insurance booklets, contact ERS online at www.ers.state.tx.us or contact the ACC Benefits office at 223-7800 for a more detailed explanation.

Medical Insurance
ACC offers all benefits eligible employees comprehensive health and prescription drug benefits which includes a $5,000 basic term life insurance policy after a 90 day (State mandated) waiting period. You may enroll your eligible dependents in available health coverage without restrictions when you enroll as a new employee and pay the premiums. Coverage commences on the first of the following month after 90 days of employment. You may decline health coverage, however, if you wish to enroll in HealthSelect after your period of eligibility, Evidence of Insurability (EOI) is required and acceptance is not guaranteed.
HIPAA: Health Insurance Portability and Accountability Act of 1996

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The Health Insurance Portability and Accountability (HIPAA) Act of 1996 and the Health Information Technology for Economic and Clinical Health (HITECH) ACT of 2009 were designed to:

1. To protect and enhance the rights of consumers by guaranteeing the security and privacy of their protected health information (PHI);
2. To improve the quality of healthcare in the U.S.;
3. To improve the efficiency and effectiveness of healthcare delivery.

HIPAA and its regulations (the "Privacy Rule" and the "Security Rule") govern the way certain health information is collected, maintained, used, and disclosed by Austin Community College (ACC).

The Privacy Rule:

1. Gives individuals certain rights with respect to their health information. These rights include:
   - The right to receive a written description of our privacy practices as they relate to their individually identifiable health information.
   - The right to access their PHI as defined by the Privacy Rule and request corrections.
   - The right to an accounting of disclosures of their PHI outside of Austin Community College Covered Entities unless the disclosure is for treatment, payment, health care operations, or with the authorization by the individual.
2. Establishes security standards for individual health information.
3. Limits how organizations can use PHI.

The Security Rule:

Unlike the Privacy Rule, which applies to protected health information in electronic, oral, and paper media, the final Security Rule applies only to electronic protected health information at rest (stored on the computer or off site) and during transmission or receipt.

1. The Security Rule provides three key definitions that comprise the foundation for security of electronic health information:
   - Integrity: Information has not been altered or destroyed without proper authorization.
   - Confidentiality: Information is only available or disclosed to persons authorized to receive it.
   - Availability: Information is accessible and usable upon demand by authorized persons.
2. These three principles set the stage for the three categories of security standards:
   - Administrative
   - Technical
   - Physical safeguards

To meet the requirements of the Privacy and Security Rules, Austin Community College has adopted policies that govern the storage, use, and disclosure of PHI by its workforce. These policies are part of the College’s Administrative Rule 3.01.005. Failure to comply with these policies may carry College, civil and/or criminal sanctions.

The Health Insurance Portability Accountability Act (HIPAA) requires that all protected health information be kept private and secure by all persons that handle, or have access to, that information. See HIPAA Compliance Manual at http://www.austincc.edu/hipaa

Education and Training

The federal Health Insurance Portability and Accountability Act (HIPAA) is designed to ensure that all protected health information (PHI) be kept private and secure by all persons who handle, or have access to, that information. All ACC students, faculty, and staff who come in contact with PHI as part of their educational or work responsibilities must receive training regarding the privacy and security policies and procedures.
1. Participants: All students, faculty, supervisors or designated staff in departments covered by these policies. See organizational guidelines.

2. Frequency:
   - Covered entities:
     - Faculty and students: Upon admission/hire and annually, on a schedule determined by the departments.
     - Business Associates
       - Faculty and students: Upon admission/hire and annually, on a schedule determined by the departments.
     - Non-business Associates:
       - Upon hire during new employee orientation.
       - All supervisors’ designated employees will receive additional training appropriate to role.

Supervisors for “Non-Business Associates” employees (http://www.austincc.edu/hipaa/orgchart.php) may require more frequent training depending on the amount and purpose of contact with protected health information. For guidance please contact your supervisor.

HIPAA training includes:

   - A basic overview of federal compliance regulations and sanctions
   - ACC-specific related policies and procedures
   - Discussion relating the student, faculty or staff’s role and HIPAA compliance

3. Documentation of a student, faculty or staff’s completion of HIPAA training will be kept on file for a period of six (6) years.
   - Documentation includes:
     - Submission of Post Test to department designee or supervisor.
     - Signature on Combined Confidentiality Statement which is submitted to Department Chair or immediate supervisor.

Optional Insurance Available through ERS by Employee Selection

The following optional coverages are available for employees to purchase through monthly payroll deductions. Some optional coverages for full-time employees are funded by ACC. All optional coverages for part-time employees are self-selected and self funded.

Dental Insurance

ACC provides dental insurance for all eligible full-time employees through ERS. Employees may enroll themselves and eligible dependents in either of the following plans:

- The Humana DHMO requires participants to select and use a Primary Care Dentist (PCD) from a network of providers. Participants pay copays that vary in amount based on the service rendered. There are unlimited annual and lifetime maximum benefits.
- The State of Texas Dental Choice plan allows participants to visit any licensed dentist. Deductibles and coinsurance costs vary by service and the dentist used. The maximum annual benefit is $1,500 per covered individual. The lifetime maximum benefits is unlimited except for children’s orthodontic services, which has a $1,500 lifetime maximum.

Dental insurance is available immediately for the employee at date of hire and effective on the first of the following month for enrolled dependents.

Part-time employees (20-39 hours per week) are required to pay all dental premiums monthly.
Life Insurance (Term Life)

ACC provides term life insurance (Term Life) for full-time employees (40 hours per week) for one times the annual salary. Part-time employees (20-39 hours per week) can purchase life insurance at their own cost. In addition, an employee can voluntarily purchase up to 4X his or her annual salary at the employee’s cost, Evidence of Insurability (EOI) may apply. The life insurance policy includes an accidental death and dismemberment (AD&D) clause that doubles the amount your beneficiary will receive in the event of accidental death or loss of limb. Any future changes may require Evidence of Insurability.

These policies are effective during employment only; upon termination these policies may be converted to a personal policy once the employee terminates.

Accidental Death and Dismemberment Insurance

ACC provides Accidental Death and Dismemberment (AD&D) coverage in the amount of $55,000 for all eligible full-time employees. If an employee sustains an accidental bodily injury that results in death within 180 days of the accident or if an employee suffers the loss of a foot, hand, or eye, insurance benefits will be payable to the employee or the employee’s beneficiary. An employee can increase AD&D coverage to a maximum of $200,000 for yourself and your family at your expense.

Part-time employees (20-39 hours per month) are required to pay all AD&D premiums for the employee and dependents.

Long-term Disability Insurance (LTD)

Full Time Employees (40 per week)

ACC provides Long Term Disability coverage through UNUM. This coverage is a paid benefit provided to all Full-Time Employees.

Full-Time employees may choose to purchase LTD coverage through the benefits package offered through the Employees Retirement System of Texas in lieu of the UNUM coverage. Employees may not opt for both plans.

Part Time Employees (less than 40 hours per week) may purchase Long Term Disability coverage through the Employees Retirement System of Texas. Insurance Premiums for Long Term Disability through the Employees Retirement System of Texas Group Benefits Program is dependent of employee’s monthly salary.

Long Term Disability protects employees due to a “loss of income due to a disability” should an employee become totally disabled at any time while employed by ACC. Benefits will become payable to an employee after the employee has become certified as totally disabled; and complete the waiting period of your sick leave, extended sick leave, and sick leave pool, or 90 consecutive days, whichever is greater. Additional information is located at:
Short-term Disability Insurance (STD)

Employees may choose to purchase short-term disability insurance through ERS. The cost is age and salary dependent and provides protection against the loss of income should the employee become temporarily disabled for less than (5) five months. The maximum monthly benefit payable is 66% of an employee’s salary (up to $10,000). Maximum of $6,600 per month payout for up to five months after a thirty-day (30) elimination period. STD applications are available at the Employees Retirement System of Texas (ERS) website www.ers.state.tx.us and must be submitted directly to the company by the employee.

Dependent Life Insurance

Employees may choose to purchase dependent life insurance through ERS. The cost is minimal and covers spouses and eligible children up to age 26. The benefit payable is $5,000 per covered dependent and the plan includes accidental death and dismemberment benefit.

Optional Life Insurance

Employees may choose to purchase additional life insurance up to a maximum of four times their annual salary through ERS. Evidence of Insurability (EOI) will be required after the initial enrollment period at ACC Orientation. EOI applications are available on the ERS website www.ers.state.tx.us and must be submitted directly to the company by the employee.

Insurance Deductions (Monthly Paycheck)

An employee who chooses any optional insurance coverage will have monthly premiums deducted from his or her next available paycheck. Employees paid bi-weekly will have one-half of the premiums deducted from each bi-weekly check. Employees paid monthly will have the full premium deducted from each check. Adjustments for missed deductions will be made accordingly.

Employees (Less than 12 months)

Employees (particularly full-time faculty on less than 12-month contracts) who do not receive paychecks during the summer have an additional premium deduction taken out of their paycheck each month during their employment period. This “accelerated” deduction pays for coverage over the summer months. Selected insurance coverage continues until August 31.

Employees on Leave Without Pay (LWOP) or Unpaid Status

An employee on a LWOP or unpaid status needs to insure that all ERS insurance premiums are paid to ERS in a timely manner. Failure to keep insurance premiums current will result in a cancellation of all policies for non-sufficient funds.
Reimbursement Accounts (TexFlex)

The TexFlex plan allows an employee to set aside money from his or her salary on a pre-tax basis to pay for eligible dependent day care, vision care and health care expenses.

Employees can set up a Flexible Spending Account (FSA)-Health Care Account or a FSA-Day Care Account during annual enrollment each year. Both accounts allow employees to claim eligible health or day care expenses by requesting reimbursement from the pre-tax money that was contributed to the TexFlex account. Employee’s can sign up for either of these accounts upon hire or each Annual Enrollment period.

Employee’s can see a complete list of eligible and ineligible TexFlex expenses at www.ers.state.tx.us/Employees/Programs/TexFlex.

ACC Retirement Programs (Staffing Table)
Teacher Retirement System of Texas (TRS)

In 1981, The ACC Board of Trustees decided that ACC employees would not participate in Social Security. Thus, ACC participates in the Texas Retirement System.

TRS is a Texas State 401 (a) defined benefit plan. The TRS plan provides retirement and death benefits based upon years of service and salary or a disability retirement (upon approval). Retirement benefits are based on a formula established by the Texas State Legislature that uses the number of years of service and the salary earned. More information and a retirement estimate calculator are available at www.trs.state.tx.us.

ACC Retirement Program / TRS Only
Employee Contribution: 6.4% of gross salary
ACC Contribution: 6.4% of gross salary
Vesting of Benefits: 5 years
Return of Deposits: Employees may apply for a refund of their contributions with interest (Escheat) after they have permanently terminated employment covered by any TRS agency. At separation, terminated employees may choose to 1) have a direct rollover of contributions to any IRS qualified plan (IRA, Keogh, 457 Deferred Comp, etc.) or any other employer plan, or 2) elect to have distribution made directly to them. With either withdrawal option, terminated employees will lose credit years of TRS service and the amount contributed (currently matched - 6.4%) by the State. It is always important to consult a tax attorney or financial planner about any penalties or tax consequences that may be incurred when you withdraw retirement funds prior to age 70 ½. The form to request a refund is called the TRS 6 and is available from TRS at www.trs.state.tx.us or the HR Benefits Office. Upon initial employment, all ACC full-time (40 hours per week) / part-time (20-39 hours per week) Staffing Table employees (as defined by TRS) are automatically enrolled in TRS. Full-time Faculty and administrators are subsequently eligible to enroll in the Optional Retirement Program within the first 90 days of employment.
Retirement Age (TRS)
Normal retirement age is age 65 with at least five years of service or qualification by the “Rule of 80,” where an employee’s age and years of TRS Service add up to 80. For employees starting TRS membership on or after September 1, 2007, they must be at least 60 years old and meet the rule of 80 in order to qualify for an unreduced benefit. Early-age retirement (reduced benefits) can be applied for after at age 55 with at least 5 years of service, or when a member has 30 years of service yet does not meet the “Rule of 80”. Effective September 1, 1997, the “Rule of 80” allows a benefits eligible employee, to be eligible for Employees Retirement System of Texas (ERS) health insurance funded by the State of Texas. There is a minimum 10-year service requirement with the agency of not less than ten (10) years with a GBP participating agency or institution to be eligible for ERS retiree insurance. Please consult ERS web site at www.ers.state.tx.us for ERS retirement qualifications.

You may qualify for early TRS retirement if you meet the following criteria:
- Age 55 with at least 5 years of service OR
- Any age below 50 with 30 years of service.

Please check the TRS web site at www.trs.state.tx.us or call (512)542-6400 for additional retirement information.

Proportional and Transfer Credit (TRS)
Eligible members of TRS or ERS may transfer TRS or ERS service credited under other Texas State agencies (if allowed by the individual State plan) to the respective retirement agency. Conversely, members of other State Retirement plans may transfer TRS service to ERS. Please consult your retirement agency(s) for the proper time to transfer within 36 months of retirement. The transfer of service takes place only at the date a member retires. Members who have already retired under either system (ERS or TRS) are not eligible to transfer service credit. Please consult the ERS web site for the transfer qualifications.

Optional Retirement Program (ORP) for Full-Time Faculty and Administrators Only:
The Optional Retirement Program (ORP) is an individualized Texas State retirement plan in which each participant (100% full-time faculty or institution administrators only) selects retirement investments through various ACC authorized companies offering ORP investment products. The ORP is a defined contribution plan. The retirement benefit is based on the actual amount contributed during employment and any returns on investment (ROI) at the time of retirement. Specific retirement benefits under ORP vary by company and are subject to individual contract provisions and federal tax law. Upon initial employment, a full-time faculty member or administrator is automatically eligible to be enrolled in TRS and failing to make an initial ORP selection will be enrolled in TRS. Eligible ORP employees are given 90 days from the date of TRS qualification to make a lifetime choice to relinquish membership in the TRS and to become a participant in the ORP.
As outlined in the Rules and Regulations of the Administrative Council of the Texas Higher Education Coordinating Board, www.thecb.state.tx.us, the following positions at ACC meet eligibility standards for participation in the ORP: Faculty, Librarians, Deans, Counselors, President, Vice-Presidents, Associate Vice Presidents, Provosts, Assistant to the President, Executive Assistant, and eligible Directors. Employment at an ISD under TRS will revert any ORP member to a TRS status for life.

**Optional Retirement Program (ORP)**

**Employee Contribution:** 6.65% of gross salary  
**Employer Contribution:** 6%-8.1% of gross salary (depending upon ORP enrollment date)  
**Fees:** Dependent upon plan  
**Vesting of Benefits:** 1 year and 1 day into the next academic semester  
**Return of Deposits:** Employees who terminate and are not vested may withdraw only their funds. Employer contributions will be returned to the employer. Employees who are vested and terminate employment and do not anticipate future employment with a public institution of higher education may request a “vesting letter” from the Office of Human Resources. This will allow the employee to withdraw funds under various options; however, it is important to inquire about penalties that may be incurred should withdrawal of ORP funds occur prior to age 59½.

**Retirement (ORP)**

To retire from Optional Retirement Program (ORP), participants are vested after one year and one day of ORP participation. You must retire from ACC or separate from employment in order to start drawing on your ORP accounts, but you decide when and how much to take out.

To be eligible for retiree insurance, you must have ten years of benefits-eligible service with ACC or another Employees Retirement System (ERS) Group Benefits Program employer. In addition, retirees must also meet the “Rule of 80”, or be at least 65 with 10 years or 120 months of ORP participation. ORP participants must keep some money in their ORP account in order to maintain eligibility for retiree insurance. Please consult ERS web site at www.ers.state.tx.us for ERS retirement qualifications.

**ACCMPP (Austin Community College Money Purchase Plan) Distribution**

Since Austin Community College does not participate in Social Security, the College was required by the Omnibus Revenue Reconciliation Act of 1990 (commonly referred to as OBRA) to enroll all employees in a qualified retirement plan effective January 1, 1992. To comply with the law, ACC implemented the ACC Money Purchase Plan (ACCMPP) for ALL adjunct faculty, hourly and non-staffing table employees. This retirement plan will provide the employee (or the employee’s beneficiary) with a fully vested cash settlement or an annuity income when the employee decides to permanently terminate employment with the College.

Employees that are exempt from contributing to the Money Purchase Plan include those employees that are currently contributing to TRS or to an ORP, employees that are receiving retirement benefits from either TRS or ORP and full-time ACC students who work for the College. If an employee terminates employment with ACC and would like to receive the money they contributed to the Money Purchase
Plan, the employee must fill out a Distribution Election form, located on the HR forms website (austincc.edu/hr/generalforms.php#benefits), requesting a refund.

Distribution of the ACCMPP retirement plan funds is the responsibility of the employee. An employee may apply for withdrawal of these funds upon termination from ACC or maintain the funds in their account. More information can be found on the HR Benefits page located at austincc.edu/hr/benefits/accmpp.php or you may contact TPA at www.mnmpensions.com or by calling 1-800-580-2176.

ACC Retiree Benefits

In 1981, The ACC Board of Trustees decided that ACC employees would not participate in Social Security. However, employees may participate in various retirement programs.

An ACC qualified retiree is an employee who retires from ACC following tenure of at least 10 years of service.

A TRS retiree is an employee who retires with qualified TRS time through ACC as a retiring agency. This employee may have worked at ACC for tenure, but is not qualified under ERS Retirement rules for health insurance benefits.

An ERS retiree is an employee who retires with qualified ERS State time through ACC as a retiring agency. This employee may have worked (or retired and is working) at ACC for a period of time, but retires under ERS and does not qualify for TRS.

An “other agency retiree” is a former employee (regardless of tenure) who separates from ACC prior to official retirement (for any reason) and then elects to retire under ERS (if TRS qualified) through ACC for State-paid health insurance benefits.

Normal service retirement age under TRS is 65 or the “Rule of 80.” You may qualify for an unreduced retirement if you meet the following criteria:

- Age 65 with at least 5 years of service OR
- Age plus years of service equals 80

For employees starting TRS membership on or after September 1, 2007, they must be at least 60 years old and meet the Rule of 80 in order to qualify for an unreduced retirement benefit.

Employees retiring under ORP must meet the same criteria as employees retiring under TRS in order to be eligible and must be covered with ERS insurance (as per THECB).

In accordance with Senate Bill 1102 (SB 1102), effective September 1, 1997, an employee will be eligible for ERS retiree insurance provided that the ACC employee has at least 10 years of service credit in a benefits eligible position with an agency or institution that participates in the Group Benefit Program (GBP).

Eligibility for Retiree Insurance

You will be eligible to receive health insurance upon retirement if you have ten (10) years of established service credit and 1) meet the Rule of 80, or 2) attain age 65. In either case, you will not have a waiting period on your health insurance if you retire directly from ACC employment and currently have health insurance through GBP. If you do not retire directly from employment but gain retirement eligibility later, you will be eligible for health insurance after a 90-day waiting period, but no evidence of insurability (proof of good health) will be required. Currently, ACC retirees receive the following insurance benefits:
Retiree Medical Insurance
Retirees may enroll in any of the ERS medical plans available to active ACC employees through ERS. There is an annual enrollment period when changes can be made (July/Aug) through ERS. Retirees are notified by ERS of enrollment periods and any changes in the GBP plans. Enrollment and changes to enrollment is done online at www.ers.state.tx.us. The State of Texas covers the cost of the retiree’s medical insurance premiums only. Please consult the ERS web site for retiree costs.

State agency and high education employees who are part-time when they retire will receive the part-time contribution for health insurance premiums in retirement – 50 percent for the retiree, 25 percent for eligible dependents. In order to be eligible for the full state contribution (100 percent) toward health insurance premiums at retirement, you must be eligible for insurance at retirement and classified as a full-time employee for three (3) consecutive months prior to retirement.

Retiree Dental Insurance
ACC qualified retirees may enroll in any of the dental programs available to active ACC employees. There is an annual enrollment period when changes can be made (July/Aug). Retirees are notified by ERS of any changes in the dental plans and of enrollment times. ACC currently reimburses ACC qualified retirees who worked in a full-time status for the three (3) months immediately preceding retirement for the cost of the retiree’s dental premium quarterly.

Retiree Life Insurance
Retirees receive $2,500 of Basic Term Life coverage. This is included in the retiree health plan and does not include an accidental death and disability clause.

Retiree Life Insurance Options (Self Paid)
Retirees are eligible for three levels of Optional Life Insurance:
- Option 1 (1x the pre-retirement annual salary),
- Option 2 (2x the pre-retirement salary), or
- $10,000 worth of coverage

If an employee has Option II, III, or IV Life Insurance at the time of retirement, he or she is eligible to elect any of the three options available to retirees. If an employee has Option 1 at the time of retirement, he or she can keep Option 1 or drop down to the $10,000 worth of coverage.

Employees who do not have Optional Life Insurance at the time of retirement are limited to only the $10,000 option. For any retiree, Optional Life Insurance can be waived at the time of retirement.

Dependent Life Insurance (Self Paid)
A retiree may retain Dependent Term Insurance coverage in the amount of $2,500 for their spouse and $2,500 for each dependent child.
Other Employee Benefits

COBRA (Benefits upon Loss or Reduction of Job Status)

If an employee loses their eligibility for medical and dental coverage from ACC due to termination of employment or a reduction of work hours, whether voluntary or involuntary (except for gross misconduct), the employee will be automatically offered a continued “self payment” medical and dental coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) through Employee Retirement System (ERS).

The normal continuation period is for 18 months at the group rate. (Please consult with ERS for any dependent or disability questions.) The employee must formally elect COBRA coverage within 60 days of the “Date of Notice” on the Termination COBRA Election form from ERS. The employee is responsible for paying all premiums directly to ERS in a timely manner. ERS will bill the employee directly and the employee is responsible for making payments directly to ERS. If the former employee is covered under another group plan, COBRA may not be available. Please consult with ERS.

Upon notice of intent to terminate from ACC, the employee’s immediate supervisor should direct the employee to contact the Office of Human Resources, Benefits Section for any questions related to COBRA.

- When the employee terminates employment and insurance coverage, ERS will provide employees with a COBRA Election Form and COBRA Notification (PDF).
- Employees and/or dependents must formally elect continuation coverage on the form provided and submit the appropriate premium payment within 105 days of the date coverage terminated or the date of notice, whichever is later. Failure to do so will result in cancellation of the health and/or dental coverage.
- Each covered participant has the right to elect continuation coverage independently. Employees and dependents will not have coverage after the date coverage terminated until the employee formally elects continuation coverage and pay all premiums due. Insurance coverage will be retroactive to the first day of the month following the date coverage terminated.
Employee Assistance Program (EAP)

ACC offers an Employee Assistance Program (EAP) as a short term transition counseling program to help employees, and their family members, cope with a wide range of personal and professional problems that may adversely affect daily work performance at ACC. The EAP provides assessment, combined with short-term counseling, for employees and their families in many areas including, but not limited to, marital and relationship issues, parenting issues, substance abuse, legal and financial counseling. The EAP also provides counseling and coaching regarding workplace issues such as job-related stress, burnout and motivation issues, on-the-job conflicts, harassment or other personal problems that affect work performance. Employees who use the EAP as a resource to resolve work-related or job performance problems are not required to use accrued leave for appointments that occur during regularly scheduled work hours.

Mandated Counseling

Employees who experience work-related performance problems may be required to attend EAP as a condition of continued ACC employment. The employee will be required to provide EAP notification that the supervisor can be given the following information:

1) confirmation that the employee has made an appointment;
2) confirmation that the employee is in attendance; and
3) confirmation that the employee has completed the recommended counseling.

The supervisor must document the required attendance and completion of counseling as a part of the performance management document. If the employee refuses to attend EAP as a mandatory requirement, disciplinary action may be taken, up to and including termination, depending upon the severity of the performance problem.

Any employee contact with the EAP is strictly confidential. The supervisor, co-workers or family will not receive any indication of the employee’s personal use of the EAP program (unless the employee volunteers the information). This benefit has been prepaid each fiscal year by ACC. Employees (or the family member) should contact EAP directly to schedule an appointment.

An employee who attends EAP, either voluntarily or at the direction of the Supervisor, may attend during work hours with the approval of the Supervisor. The employee may use sick leave. If it is impossible to schedule an appointment during the workday, the Supervisor may approve overtime for non-exempt employees. If the employee attends EAP in the evening hours, no leave should need to be used.

EAP is not a substitute for long-term medical or psychological counseling.

For information contact HR benefits at 223-7800. See http://www.deeroaks.com.

Educational Recognition Award

Non-faculty employees who have held a staffing table position for at least 12 consecutive months are eligible to receive the Educational Recognition Award upon earning an Associate’s degree, Bachelor’s degree, Master’s degree, Doctoral degree, or a college credit workforce technical certificate. The
technical certificate must be directly related to the employee’s position. The degree must be from an accredited institution of higher education.

An employee must be in good standing and not on probation to be eligible for the award. See Administrative Rule 6.05.001, Educational Incentive, austincc.edu/admrule/6.09.006.htm. Hourly employees are not eligible for the Educational Recognition Award.

**Employee Exemption Tuition Vouchers**

After completing 180 days of employment, employees are eligible for tuition exemption vouchers. Tuition Exemption Vouchers are available online each year in July. Full-time employees receive three (3) tuition vouchers.

- Part-time staffing table employees receive two (2) tuition vouchers.
- Adjunct Faculty must be employed for six semesters before being eligible for two (2) tuition vouchers.
- Qualified ACC Retirees receive one (1) tuition voucher.

Tuition Exemption Vouchers can be used for college-credit, non-credit, or continuing education courses at ACC only. These courses are to be taken outside normal working hours unless they are job related and the immediate supervisor has approved arrangements during the normal work day. Tuition Exemption Voucher information is located on the HR web site at austincc.edu/hr/records/tuitionvouchers.php.

**Environmental Health and Safety and Insurance Office**

The Environmental Health and Safety and Insurance Office is responsible for the development, implementation, and management of life safety, environmental health and safety, and property/casualty/liability insurance placement at ACC. Property and casualty claims are reported, monitored, and managed through this department. Workplace safety including inspections, training, and federal and state regulation compliance are initiated through this office. The Environmental Health and Safety and Insurance Office also is responsible for any student insurance such as student accident, student travel coverage, and student/faculty professional liability. Additional information is located at the ACC web site: austincc.edu/ehs/.

**Library Card**

All ACC employees have library borrowing privileges. Employees on or off campus may check the library catalog at http://library.austincc.edu. Employees who do not have convenient access to a campus library may request by phone or email that material be sent to them via intercampus mail. In addition, ACC staffing table employees and adjunct faculty may participate in the TexShare borrower card program by obtaining a borrower card at one of the ACC campus libraries. This card, along with picture identification, entitles the employee to borrow books at all participating libraries. Some of the area libraries that participate in the TexShare program are the University of Texas, Texas State University, Austin Public Library, and Round Rock Public Library. Check with ACC Library Services for a complete listing of participating libraries or more information on services available to employees.
Senior Citizen Tuition Exemption

ACC students 65 years of age or older qualify for exemption of tuition for up to six (6) credit hours per semester on a space available basis. This exemption applies only when the student registers during the add/drop period for the course. Students must pay for courses in which they registered prior to the add/drop period or for hours in excess of the six (6) allowed.

For additional information go to: http://www.austincc.edu/cataloghtml/tuition.php

Tax Sheltered Annuities (TSA) –403(b)

All ACC employees may participate in the ACC Tax Sheltered Annuity Program. The tax-sheltered annuity is a deferred-voluntary retirement tax arrangement expressly granted by Congress in IRS Code section 403(b). Under this provision, the amount deposited into the TSA is not taxed as current income. Taxes on earnings and deductions are deferred until a later date, usually retirement. The College maintains a list of authorized TSA companies (contact HR Benefits, 223-7617).

- To start a TSA deduction, employees need to: Access Retirement Manager using the following URL address https://www.myretirementmanager.com/?AUCC.
- If you have previously logged in and have been using Retirement Manager, enter your “user ID” on the first page; click “Next”; enter your password on the second page, and click “Submit” to log in.
- If you are new to the Retirement Manager website, you will need to register by providing Retirement Manager with your employer name and some information about yourself. To register, click the “I’m a New User” link on the main login page and follow the screen prompts for “User Verification” and “Security Profile Setup”.
- To start contributing to your retirement plan, or to change your existing contributions, click on the “Start or Change My Contributions” link from the left menu on the home page.
- If you have selected a new investment provider, it is important to ensure that you have an account set up with that provider.

Contributions to a TSA can be stopped at any time with written notice (signed document). Tax consequences and penalties may arise for early withdrawals prior to age 59½. Contact HR Benefits, (512) 223-7617, for further information.
457 Deferred Compensation Plan (457 Plan)

All ACC employees may participate in the 457 Deferred Compensation Plan. This program is subject to all applicable provisions of Section 457 of the Internal Revenue Code.

A 457 Deferred Compensation Plan is an agreement an employee executes with ACC to defer payment of earnings (and taxes) from the employees’ monthly salary by a stated percentage or exact amount. By selecting the 457 Plan, the employee is allowed to postpone payment of taxes on these monthly deductions and any gain on the investment until a later date.

To start a 457 deduction, employees need to:

- Access Retirement Manager using the following URL address https://www.myretirementmanager.com/?AUCC.
- If you have previously logged in and have been using Retirement Manager, enter your “user ID” on the first page; click “Next”; enter your password on the second page, and click “Submit” to log in.
- If you are new to the Retirement Manager website, you will need to register by providing Retirement Manager with your employer name and some information about yourself. To register, click the “I’m a New User” link on the main login page and follow the screen prompts for “User Verification” and “Security Profile Setup”.
- To start contributing to your retirement plan, or to change your existing contributions, click on the “Start or Change My Contributions” link from the left menu on the home page.
- If you have selected a new investment provider, it is important to ensure that you have an account set up with that provider.

Contributions to a 457 Deferred Compensation Plan can be stopped at any time by accessing Retirement Manager. Withdrawals at or after age 59 ½ of age are not penalized. There is no penalty for withdrawals before age 59 ½ under the following circumstances:

- Termination of employment
- Death
- Total disability
- Early retirement at age 55; or
- The withdrawal of an amount necessary to meet emergency expenses (catastrophic clause), if provided by the company contract.
Workers’ Compensation

All ACC employees are covered under provisions of the Texas Workers’ Compensation Act. Any accident or illness caused while performing services for the College must be filed under Workers’ Compensation.

In the event of an accident or injury that occurs while on the job, do the following:

1. Immediately report any accident or injury to your supervisor whether or not you require medical attention.
2. Contact the Campus Police Dispatch at “222” or 223-7999 (non-Campus phone). The Police Officer will arrange for medical assistance, if needed, and complete an “Incident Report.”
3. Contact the ACC Environmental Health Safety and Insurance Office, 223-1015 and notify them of the time, date and nature of the accident or injury.
4. If the ACC Environmental Health Safety and Insurance Office is closed, contact them within 24 hours or the next business day.

In the event of a serious accident or injury, seek immediate medical attention FIRST and then contact the ACC Environmental Health Safety and Insurance Office within 24 hours.

Workers’ Comp Claims

All filed Workers’ Comp claims are thoroughly reviewed and investigated. Fraudulent claims are grounds for termination. Compensation for lost wages for work-related accidents will be covered under Texas Workers’ Comp program. Claims for all non-work related injuries should be filed on personal health insurance.

Leave/Holiday Benefits

- Administrative Leave
- Bereavement Leave
- Family and Medical Leave Act (FMLA)
- Grant Employee Leave Requirements
- Holidays
- Jury Duty/Court Subpoenas Leave
- Leave of Absence
- Leave Without Pay
- Military Leave
- Nursing During Work Time
- Parental Leave
- Personal Leave
- Professional Leave
- Sabbatical Leave
- Sick Leave
- Unauthorized Absence
- Vacation/Annual Leave
- Volunteer Fire Fighters Emergency Leave
- Voting
Useful HR Benefits Policies

Accrued Leave
austincc.edu/admrule/6.09.009.htm

Holidays
austincc.edu/admrule/6.10.006.htm

Leave
austincc.edu/admrule/6.09.007.htm

Leave/Grant Employees
austincc.edu/admrule/6.09.008.htm

Leave Without Pay
austincc.edu/admrule/6.10.004.htm

Non-accrued Leave
austincc.edu/admrule/6.09.005.htm

Sick Leave Pool
austincc.edu/admrule/6.09.010.htm

Unauthorized Leave
austincc.edu/admrule/6.10.008.htm
Leave Policies

ACC provides a variety of paid and unpaid leave opportunities to meet employee needs. Any leave must be approved by the immediate supervisor prior to taking leave. Any leave must be appropriately and accurately reported in ACC eTime. Listed below are the various leave benefit options. For additional information, contact HR Benefits, 223-7800.

Administrative Leave

Administrative leave is defined as paid leave reported by an employee when the college is closed due to an administrative decision (ex: power outage, flooding, building maintenance or early College closure), or when an employee is asked not to report to their job by the administration or their supervisor.

Bereavement Leave

A staffing table employee may take up to three (3) days of paid Bereavement Leave for a death in their immediate family. **Immediate family means father, mother, brother, sister, son, daughter, husband, wife, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents and grandchildren.** The employee must notify the supervisor of the expected dates of absence, prior to taking leave. If more than three days are needed or if the leave is for the death of someone outside of the immediate family, the employee may use accrued personal or vacation leave with the supervisor’s prior approval. The supervisor must ensure that Bereavement Leave is properly recorded in eTime. Employees who are in an unpaid status are not eligible for paid Bereavement Leave.

Family and Medical Leave Act (FMLA)

ACC provides family and 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 placement date)

FMLA – Dual Spouse Employment

Spouses who are both employed by the College are entitled to a **combined total of twelve (12) weeks** for the birth, adoption or state-approved foster care or to care for a sick parent (not parent-in-law). Absences must be approved by each supervisor.
**Intermittent (Reduced or Interrupted) FMLA Leave**

Intermittent FMLA leave or a reduced schedule may be requested, if medically necessary for specific medical schedules (recovery or otherwise). The employee must indicate the specific dates and duration times of the leave clearly in a letter to their supervisor. Intermittent or reduced schedule leave taken for the birth placement or adoption of a child must be approved by the supervisor for scheduling purposes.

There are some new federal regulations regarding FMLA as it applies to military personnel. In short, the new provisions require covered employers to permit employees already eligible for FMLA leave:

- to use any of their 12 weeks allotment to take leave because of any qualifying exigency (as defined by the Department of Labor at a later date through regulation) arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation;
- to take up to 26 weeks of leave during a single 12-month period to care for a spouse, son, daughter, parent or next of kin with illness or injury incurred in the line of duty while in the Armed Forces or National Guard or Reserves.

While the new law contains some differences with respect to notice and certification requirements, the leave under both provisions may be taken intermittently and almost all of the other restrictions and obligations associated with FMLA leave apply.

**FMLA Application Packet**

An employee (or their representation) can secure the application packet from the HR Benefits Office. This packet contains the necessary materials to be completed and returned to HR Benefits prior to starting the FMLA period. Medical confirmation is required by the employee’s doctor and legal documents are required for adoption.

A copy of the completed “Family and Medical Leave Request” should be sent to the supervisor for information only (approval not required). The original FMLA documents should be sent to HR Benefits for review and approval. Employees must provide HR Benefits with completed documents 30 days in advance, when the FMLA leave is foreseeable. If the medical condition is an emergency, the employee can complete the FMLA certification form within three (3) business days from the start of the emergency. Supervisors, family, or staff may initiate the FMLA process in the employee’s absence. The FMLA leave may be denied and ACC job protection jeopardized if the employee does not provide the required FMLA notification and documentation.
Employees are required to provide certification from their family’s health care provider (doctor, medical provider, hospital, etc.) verifying illness (medical document) or legal documentation for absence due to illness, placement of a child for adoption, or state-approved foster care placement. All medical information shall be maintained in confidence and not released, except to authorized persons and will be destroyed in accordance with applicable laws.

Employees are required to exhaust all applicable accrued leave (vacation and sick leave) as part of their twelve (12) week Family Leave or Medical Leave, prior to the utilization of “unpaid leave.”

Employees on FMLA and in a paid status are eligible to use other types of appropriate leave during this FMLA period, such as Bereavement or Parental Leave, provided that ACC’s criteria for such leave is met. Employees on FMLA and in an unpaid status, are not eligible to use any other type of incidental leave.

Under the provisions of the FMLA, when the employee is approved for FMLA leave, the College is required to hold the position (or an equivalent position), open for twelve (12) weeks. If the employee is unable to return to work after the FMLA leave is exhausted, the College has no further obligation to hold the employee’s position open and the employee may be terminated. All such decisions will be based on departmental and college needs.

If an employee fails to return from FMLA leave, the employee will be required to repay the College for any insurance premiums paid by ACC to maintain coverage during the period of unpaid leave unless there is a recurrence or continuation of the serious health condition that entitled the employee to the leave. The employee is responsible for submitting justification that the failure to return from FMLA leave is based upon a recurrence or continuation of the serious health condition.

Additional information can be found at austincc.edu/hr/employeehandbook/leavebenefits.php#fmla or contact HR Benefits at 223-7800.

**FMLA Definitions**

**Family Leave** is used for the birth, adoption or state-approved placement of a foster child or to take care of a spouse, child, or parent with a serious health condition.

**Medical Leave** is used for a serious health condition that leaves an employee unable to perform the essential functions of the job.

**Parent** is a biological, foster, or adoptive parent, stepparent, or a legal guardian.

**Child** is a biological, adopted, foster child, stepchild, a legal ward, or a child of a person standing in loco parentis.
Grant Employee Leave Requirements

If you are a regular full-time or half-time employee working under a federal, state, or other funded grant, you are eligible for the same level of benefits as other eligible employees (full-time or part-time) provided “that the terms and conditions of the grant provide for such benefits.” However, employees who work under a grant must take accrued vacation leave during the grant year earned and prior to the end of the grant year. Grant employees will not be paid for accrued vacation leave upon separation from the College and must plan accordingly prior to departure or termination of the grant.

Holidays

Paid holidays are annually scheduled and approved by the Board of Trustees each year. During Winter and Spring Break, Austin Community College is officially closed. However, designated critical departments may remain open for all or part of the break period to serve students and the public. Employees may volunteer or may be assigned to work during this time.

To qualify for Winter or Spring Break holiday pay, an employee must be a paid status for at least ten (10) working days prior to the applicable break.

If an employee resigns on December 31, the employee will receive Winter Break pay through December 31 of that year.

To be eligible for Spring Break pay, an employee must be in a paid status five (5) days following Spring Break.

The following are typically approved paid holidays for eligible employees. The Board of Trustees approves holidays each year and they are listed in the College’s official calendar located on the ACC website, http://www.austincc.edu/support/admissions/academiccalendar.php.

- Winter Break
- Spring Break
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Thanksgiving
- Martin Luther King, Jr.’s Birthday

Jury Duty/Court Subpoenas Leave

If an employee receives a summons to serve on a jury or is subpoenaed to appear in court, the employee may request Jury Duty Leave. Upon receipt of the notice, the employee must submit the summons to their immediate supervisor and complete the leave request process. A copy of the appearance summons must be submitted to the immediate supervisor prior to the appearance date. An employee must accurately report this leave time on their ACC eTime. An employee may keep any jury duty pay. A Court Clerk slip that documents actual time of service for jury duty should be submitted to the supervisor. An employee who is in an unpaid status is not eligible for paid Jury Duty Leave.
Leave of Absence

ACC provides a Leave of Absence to accommodate employee needs. A request for a Leave of Absence must be submitted to the immediate supervisor who is responsible for approval and monitoring employee absence(s) and return(s). The leave of absence must also be approved by the next level supervisor and each supervisor of the employee and the Executive Vice President (or highest-level administrator). A leave of absence is granted for a specific period of time and in accordance with the applicable laws designed to protect employees. An employee is expected to return to work on the date specified in order to maintain employment at ACC. All authorized leave must be appropriately recorded in ACC eTime. Employees on a leave of absence do not accrue leave (vacation or sick). The employee will be responsible for payment of premiums through ERS for insurance coverages until such time as the employee is able to resume work duties.

Leave Without Pay (LWOP)

An employee may, with the approval of the Executive Vice President (or highest level administrator), be granted Leave Without Pay (LWOP) over six months, due to special circumstances such as a serious illness of a member of the immediate family or other approved reason. Such leave shall not exceed two (2) years. The employee will not accrue leave and may not use leave while in a leave without pay status. The employee will be responsible for payment of premiums for all insurance coverages through ERS until such time as the employee returns to an active status with ACC or ERS insurance coverage will be terminated for non-payment.

A written notification of intent to return must be made to the Vice President of Human Resources at least 30 days prior to the end of the leave. After approval, it will be forwarded to the supervisor of the employee and the Vice-President.

Educational Leave Without Pay

An employee may, with the approval of the Executive Vice President (or highest-level administrator), be granted Educational Leave Without Pay, not to exceed one (1) year. The employee will not accrue leave and may not use leave while in educational leave without pay status. The employee will be responsible for payment of premiums for all COBRA insurance coverages through ERS until such time as the employee returns to active status or ERS insurance coverage will be terminated for non-payment.

To request an Educational Leave Without Pay the employee should send a memo to the immediate supervisor indicating the reason for the leave, expected duration of the leave, and expected date of return. The immediate supervisor must submit the request to the Executive Vice President (or highest-level administrator) for approval.

When an employee is granted an approved leave of absence, the employee must return to employment at the conclusion of the leave or the employee’s employment will be terminated. During the leave of absence the employee may not work for another employer. If the employee desires to return earlier, approval or disapproval is at the discretion of the administrator. For information contact the Vice President, Human Resources.
Family Medical Leave Act Without Pay

An employee who does not have sufficient accrued leave while on FMLA shall be placed in a Leave Without Pay status. The employee shall not accrue leave and may not use leave while in a leave without pay status. ACC will fund the employee only insurance coverage for the duration of the FMLA. The employee is responsible monthly for any dependent insurance deductions payable by the 10th of each month to ERS (Notification will be sent by ERS). A non-sufficient funds (NSF) status will result in coverage cancellation. An employee that exhausts FMLA (12 weeks) and has no other leave may be subject to termination, depending upon the department's operational needs.

Military Leave Without Pay

A regular employee may take a temporary leave of absence to perform active duty with Reserve or National Guard units. Return from such annual military leave will be in accordance with USERRA.

The employee must provide the immediate supervisor with a copy of the Official Military Orders. The immediate supervisor must submit a copy of the Official Military Orders to the Office of Human Resources Office/Benefits Office for processing. Notification of intent to return must be made as soon as possible after service in accordance with USERRA following discharge from military service. Such leave shall not be considered a break in service; however, no leave shall accrue and the employee will be responsible for payment of COBRA group health premiums through ERS, if medical coverage is selected to continue beyond the 15-day annual military leave time period. Retirement Plan deposits (as applicable) can be purchased upon the employee returning to work.

During such leave of absence and while engaged in the performance of such military duty, the employee will be entitled to receive his regular pay for required military training periods up to a maximum of fifteen (15) working days per fiscal year. Upon any subsequent military orders changing military status, all accrued vacation pay will be paid to the employee at last known address and rate of pay. A prior written notification of intent to perform this duty must be submitted to the employee’s supervisor or to the Vice President of Human Resources as soon as possible.

A copy of the official military orders must be attached or submitted to HR Benefits.

Work-related Disability Leave Without Pay (LWOP)

If an employee is disabled due to a certified work-related injury or illness and receiving Workers’ Compensation benefits, the employee will be automatically placed on disability leave without pay status. An employee on disability leave will not accrue leave and may not use leave while in leave without pay (LWOP) status. The employee will be responsible for payment of premiums through ERS for insurance coverages until such time as the employee is able to resume work duties. Under FMLA rules, the employee’s accrued vacation will be paid before an unpaid status or LWOP status begins.

Employees are encouraged to report work-related injuries or illness to the immediate supervisor and Campus Police as soon as possible.
National Emergencies (Active Military Duty)

During periods of national emergencies, the President of the College will have an option to provide supplement pay or benefits for ACC employees called to Active Military Duty.

There are some new federal regulations regarding FMLA as it applies to military personnel. In short, the new provisions require covered employers to permit employees already eligible for FMLA leave:

- to use any of their 12 weeks allotment to take leave because of any qualifying exigency (as defined by the Department of Labor at a later date through regulation) arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation;
- to take up to 26 weeks of leave during a single 12-month period to care for a spouse, son, daughter, parent or next of kin with illness or injury incurred in the line of duty while in the Armed Forces or National Guard or Reserves.

While the new law contains some differences with respect to notice and certification requirements, the leave under both provisions may be taken intermittently and almost all of the other restrictions and obligations associated with FMLA leave apply.

Nursing During Work Time

In accordance with the Fair Labor Standards Act (FLSA), ACC employees that are nursing a child will be given reasonable break times to express breast milk for a child for up to one year after birth. ACC provides a private space that is shielded from view and from intrusion from coworkers or the public.

An employee must secure the appropriate forms from the Campus Manager’s office and notify the immediate supervisor of the need to express breast milk, either verbally or in writing. The employee will be granted reasonable break time as long as providing such break time does not unduly disrupt operations. If the break time is excessive and impacts the employee’s ability to perform normal duties, the employee may be required to use sick or personal leave time. Employees will not be retaliated against for exercising their rights. For more information contact the Campus Manager’s Office.

Parental Leave

Staffing Table Employees who have been employed at ACC at least half-time (0.5 FTE) for a minimum of twelve (12) months at the time of the birth or adoption of a child may take up to ten (10) paid days of Parental Leave during the birth or adoption of a child.

The employee must notify the immediate supervisor as soon as possible about the expected dates of leave, the anticipated date of return, and submit a written doctor’s statement, or legal document, if applicable. Parental Leave must be coordinated with Family Medical Leave (FMLA) time; thus the employee must complete the FMLA application. (See Family Medical Leave section).

Adjunct Faculty and Hourly employees (less than 20 hours per week) are not eligible for Parental Leave. Staffing Table Employees who are in an unpaid status are also not eligible for Parental Leave.

For additional information, contact HR Benefits.
Personal Leave

Up to five (5) days of Personal Leave per fiscal year may be deducted from accumulated sick leave, with the prior approval of the immediate supervisor. Personal Leave is for the employee to attend to necessary personal business during regularly scheduled working hours and is commonly used for a specific event, funerals not covered by Bereavement Leave, weddings, court appearances, religious holidays not on the official College calendar, etc. Personal Leave cannot be used for vacation or leisure time off and does not accrue each year.

Your supervisor must approve Personal Leave in advance and report it in ACC eTime. An Employee Leave Request form must be submitted to your immediate supervisor prior to the scheduled leave.

While Personal Leave is deducted from Sick Leave, an employee should use Sick Leave for illnesses, medical, dental or visual appointments, etc.

Professional Absences – Professional Development

Staffing Table employees may be granted approved absences from the College for professional leave or official, short-term professional development. This leave may be used to attend or participate in professional meetings, conferences, workshops, or seminars or panels, internal or external to the College, or to serve as an officer or delegate of a professional organization. Professional Leave is defined as leave reported when an employee is away from his or her job because of training seminars, workshops, representing the College at official events or professional development as approved by their supervisor.

Travel expenses associated with Professional Leave may or may not be paid by the College, depending on the nature of the proposed activity, the availability of funds and approved by the budget authority.

Sabbatical Leave

Sabbatical Leave may be granted to Staffing Table employees who have worked full time for ACC for at least six (6) consecutive years. Employees on Sabbatical Leave may be granted sabbaticals of up to one (1) year. Faculty who take a one-year sabbatical will receive pay based on their contract. For all employees, pay will be prorated for sabbaticals of less than one (1) year.

Leave may be granted for the purpose of personal and/or professional improvement which will clearly benefit the College (through activities such as formal or informal study and acquisition of new skills or keeping abreast of new technologies, research, and community service).

Employees must apply for sabbatical leave through appropriate supervisory channels. Applications must be made by the published date of the year preceding the fiscal year for which leave is requested.

Selection will be made by the President upon recommendation of the Sabbatical Review Committee, with the approval of the Board of Trustees. The relative potential benefit of the proposed leave to the College will be considered in the selection process.

In the event that an employee does not return from the leave, the employee shall be required to repay the College all money received from ACC while on Sabbatical. The employee must meet all agreed upon contractual terms and serve for a period of time equal to the length of the leave. An employee on Sabbatical Leave should notify their Dean or VP of any interruption in the Sabbatical program. All attempts should be made to complete the program in the allotted time for scheduling purposes.
For more specific information on Sabbatical leave and for application deadlines, go to austincc.edu/hr/profdev/sabbaticals.php or contact HR Professional Development.

**Sick Leave**

When an employee needs to use sick leave, the employee must request sick leave by contacting the immediate supervisor as soon as possible or within one hour after the employee’s scheduled start time. An Employee Leave Request form must be completed for all leave (i.e. exams, therapy, tests, etc). Sick time must be accurately reported on your ACC eTime record. For faculty, sick time must be recorded in ACC etime and the department chair is responsible for arranging a substitute for classes. Faculty absences for Sick Leave are recorded as an absence at 8 hours per day. Immediate family is defined as spouse, child(ren), parents or siblings.

When to use sick leave:

- for your own medical condition
- an absence required for medical, dental or visual exams or treatment
- physical therapy
- laboratory work or tests ordered by a licensed practitioner
- When you must provide care to the following people because of sickness, injury or confinement:
  - your spouse
  - your child
  - your parent
  - another immediate family member who lives in your household and is related by kinship, adoption or marriage
  - a foster child who is certified by the Texas Department of Child Protective and Regulatory Services

If an illness extends more than three (3) consecutive working days, the employee must provide a note from the treating physician in order to return to work. If the employee is out more than three consecutive days and qualifies for Family Medical Leave, additional paperwork is required. If an employee uses sick leave excessively or develops a pattern, the supervisor may take disciplinary actions if the employee’s performance is affected. If the absence is due to illness, the employees is required to provide the Office of Human Resources, Benefits, with a physician’s statement to verify the need to take extensive sick leave.

**Exception:**

During an employee's approved FMLA period, the employee does not need to submit an Employee Leave Request form since there is already documentation in HR benefits explaining the reason for the absence. The employee does need to communicate to his or her immediate supervisor regarding any absences during a regular scheduled or intermittent scheduled workweek.
Sick Leave Accrual

- For Full-time, regular employees the maximum accrual is 150 days (1,200 hours).
- Part-time, regular employees (20-39 hours per week) accrue sick leave proportionate to 50%, 75%, of hours of employment.
- Full-time faculty accrue eight (8) hours of sick leave per month while employed. Full-time faculty absences are reported on eTime as eight (8) hours per day.
- Hourly employees (less than 1,000 hours per year) do not accrue sick/personal leave.

Non-exempt (Classified) Staffing Table employees paid bi-weekly:
- Accrue 3.70 hours of sick leave per paycheck
- Bi-weekly employees receive 26 paychecks per year
- Bi-weekly employees must have at least six workdays in a pay period to be eligible for an accrual.

Non-exempt (Classified) Staffing Table employees paid monthly:
- Accrue 8 hours of sick leave per paycheck
- Monthly employees receive 12 paychecks per year
- Monthly must be in a paid status by the 16th of the month to be eligible for the accrual.

Exempt (Professional/Technical), Administrative, and Faculty Staffing Table employees paid monthly:
- Accrue 8 hours of sick leave per paycheck
- Monthly employees receive 12 paychecks per year
- Employees paid monthly must be in a paid status by the 16th of the month to be eligible for the accrual.

Sick Leave Pool

After 180 days (6 months) of employment if an employee has a catastrophic illness, staffing table employees may apply for the ACC Sick Leave Pool. The Sick Leave Pool was established by State law to alleviate hardship for employees who have used all of their paid leave (sick, vacation, holiday, etc.) as a result of a catastrophic illness or injury (their own or within their immediate family).

An employee may apply for leave from the pool by completing a Request for Sick Leave from the Sick Leave Pool form through the ACC HR Benefits office. The employee should submit the form to HR Benefits prior to the time that additional sick leave is needed to allow for processing and review.

A copy of the completed form “Request for Sick Leave Hours” should be sent to the Supervisor for information only (approval not required). The original Sick Leave Pool documents should be sent as soon as possible to HR Benefits for review by the Sick Leave Pool Committee. The Sick Leave Pool Committee will review all requests and will recommend approval or denial of the request within ten (10) working days. The Vice President of Human Resources makes the final determination. All requests for sick leave pool time must be accompanied by a completed physician’s statement. The amount of leave granted for each catastrophic injury or illness of the employee or members of the immediate family cannot exceed one-
third (33%) of the number of hours in the pool or 480 hours maximum. Full-time employees are allowed to apply for up to 480 hours. Part-time employees are entitled to Sick Leave Pool hours proportionate to their employment status. Employees are eligible for hours from the SLP once per event year. Prior contribution to the sick leave pool is not a prerequisite for drawing from the pool, and employees are not required to pay it back. Employees granted Sick Leave Pool time cannot work at ACC or any other place of employment while drawing Sick Leave Pool hours. To prevent abuse of the Sick Leave Pool, failure to comply will result in retraction of unused Sick Leave Pool time after Committee notification.

**Sick Leave Pool Donations**

Employees may donate from eight (8) to twenty-four (24) hours of sick leave to the Sick Leave Pool for each fiscal year. Donations may be made during at any time during the fiscal year and upon separation from the college. Once donated, time cannot be returned to the employee nor may employees designate a particular employee to receive donated time. To donate to the Sick Leave Pool complete the online form located at [www3.austincc.edu/it/eforms/forms_int/HURE.052.pdf](http://www3.austincc.edu/it/eforms/forms_int/HURE.052.pdf)

**Unused Sick Leave**

If you have accrued more than 960 hours of unused sick leave when you terminate employment or retire from ACC, you will be paid for 50% of hours above 960. The maximum hours you can be paid for unused accrued sick leave at termination or retirement is 120. Employees who return to Austin Community College within one year of separating, may be able to have their unused, unpaid sick leave reinstated.

**Unauthorized Absence**

Employees are required to report absences to their immediate supervisor prior to taking any leave or as soon as feasibly possible. An employee will be placed on unauthorized absence (unpaid status LWOP) if the employee does not report to work, fails to call in absent for a period of three (3) or more days or takes unapproved sick leave. Employees who do not report as scheduled to work will be subject to disciplinary action, up to and including immediate termination. In case of an unauthorized absence, the employee’s pay will be docked for the amount of time absent from work. The employee will not accrue leave during the time on LWOP status. The employee will be responsible for payment of all group health premiums during this LWOP period. Failure to remain current in payments will result in a cancellation of coverage within 30 days. Upon returning to work, unpaid premiums will be deducted from any future earnings or coverage will be cancelled as required by law.

**Vacation/Annual Leave**

ACC non-faculty staffing table employees are eligible to accrue vacation/annual leave after an initial 90 days of employment.

Employees paid bi-weekly must have at least six (6) paid days in a pay period to be eligible for an accrual. Employees paid monthly must be in a “paid” status by the 16th of the month to be eligible for the accrual. Hourly employees are not eligible to accrue annual leave.

Full-time ACC employees accrue three (3) weeks of paid vacation per year. After five (5) continuous years of employment with the College, you will accrue four (4) weeks of paid vacation per year.
Part-time employees (20-39 hours) accrue vacation leave proportionate to their hours of employment at a 50 or 75% rate.

You can accrue or “bank” a maximum of 240 hours of vacation. Special conditions apply to grant employees (see Grant Employee Leave Requirements). A departmental leave request from must be completed and submitted to their supervisor for vacation leave approval.

**Vacation Leave Accrual**

**Non-exempt (Classified) employees paid bi-weekly:**
- Under 5 years you accrue 4.62 hours of vacation leave per paycheck
- Over 5 years you accrue 6.16 hours of vacation leave per paycheck

**Non-exempt (Classified) employees paid monthly:**
- Under 5 years you accrue 10 hours of vacation leave per paycheck
- Over 5 years you accrue 13.34 hours of vacation leave per paycheck

**Exempt (Professional/Technical) and Administrative employees paid monthly:**
- Under 5 years you accrue 10 hours of vacation leave per paycheck
- Over 5 years you accrue 13.34 hours of vacation leave per paycheck

**Unused Vacation Leave**

When you leave ACC (resign, terminate or retire), you will be paid for all accrued vacation leave, computed at your regular rate of pay on date of separation, except for employees working under a grant (see Grant Employee Leave Requirements). This pay will be issued as soon as all leave documentation is received and verified by payroll department.

**Volunteer Fire Fighters Emergency Leave**

A Staffing Table employee who is a volunteer fire fighter shall be granted a leave of absence with full pay if called upon to respond to an emergency fire situation. The employee must notify his/her supervisor that he/she has been asked to respond to an emergency fire and produce an active membership card that certifies the employee as an active responding member of a volunteer fire department. When approved, the employee must keep the supervisor informed about the status of his/her leave time and dates of return to work. An employee who is on Volunteer Fire Fighters Emergency Leave shall have all insurance remain in effect for the duration of the Leave. The employee is responsible for any insurance payments monthly if in an unpaid status.

**Voting**

Employees are encouraged to participate in any electoral process (local, state, or national). Employees who wish to vote on the Voting Day during their regularly scheduled working hours may use up to two (2) hours of administrative paid leave for this purpose.
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Compensation and Personnel Records

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- Salary Placement
- Temporary Assignment Pay
- Texas Open Records Act
- Time Reports
- Transfers/Reassignments
Useful ACC Compensation and Personnel Records Websites

Change of Employee Information
https://onlineserv.austincc.edu/WebAdvisor/WebAdvisor

Compensatory Time for Exempt (Professional-Technical) Employees
austincc.edu/admrule/6.10.012.htm
austincc.edu/admrule/6.10.012Guideline-Procedure.htm

Employment and Compensation Information Manual
austincc.edu/hr/compensation/compmanual/index.php

eTime
austincc.edu/hr/payroll/etime.php

Hourly Employees
austincc.edu/hr/employment/hourlyemployees.php

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

PEP
austincc.edu/hr/eval/

Position Openings
http://www5.austincc.edu/ehire/posting/

Salary Schedules for All Classifications
austincc.edu/hr/compensation/salaryscales.php

Temporary Assignment Pay
austincc.edu/admrule/6.10.013.htm
austincc.edu/admrule/6.10.013Guideline-Procedure.htm
Compensation and Personnel Records

Breaks and Meals
Full-time non-faculty Staffing Table employees receive a one-hour lunch period and two (2) 15-minute breaks in an eight (8) hour day. One break may be taken in the morning and another in the afternoon. Employees must have an hour off for their lunch break. Break times and the lunch hour will be scheduled with the approval of the supervisor and may be subject to change based upon departmental needs. Employees may not combine break periods to extend lunch or skip breaks or lunch to leave work early.

Change of Employee Personal Information
Any personal status changes affecting record keeping or your employee benefits must be reported to the Office of Human Resources, Records Section in a timely manner. These changes include change of address, telephone, and/or marital status. An employee may change his or her information through Employee Online Services. The employee may also designate whether he or she wants personal information to be public or private through this website. For assistance, contact HR Records, 223-7571.

It is also recommended that employees update any personal information changes with Employee Retirement System (ERS) at www.ers.state.tx.us and with the Teacher’s Retirement System (TRS) at www.trs.state.tx.us, as appropriate.

The College is not liable for the dissemination of relevant employment information if the employee does not report changes in a timely manner.

Change of Employee Status
Employees selected for other non-faculty positions within ACC will be placed at the appropriate level/step for the new position based upon the position requirements. A two-week notice is generally required if an employee is selected for a position and is moving to another ACC department. The departments may mutually agree upon a transfer date. Accumulated leave and other ACC benefits are not affected when an employee moves from one position to another position that is within the same classification, unless the position states the differences (such as grant positions or moving from staffing table to faculty, etc.).

Compensatory Time for Exempt Employees (Professional-Technical Employees)
Compensatory time (also known as “Comp time”) for exempt (Professional-Technical) employees will be given after a 40-hour workweek at the rate one hour comp time for each hour worked over 40 hour. Compensatory time must have prior supervisory approval. The supervisor is responsible for tracking compensatory time for his or her employees.

The Administrative Rule, 6.10.012, Compensatory Time (Professional-Technical Employees), is located at austincc.edu/admrule/6.10.012.htm and the guidelines are located at austincc.edu/admrule/6.10.012Guideline-Procedure.htm.
Emergency Fund

The College does not make salary advances or have a fund to assist an employee that encounters a personal or family emergency. The Full-Time Faculty Senate, the Classified Employee Association (ACCEA) and the Professional Technical Employee Association (APTE) have Emergency Funds. For information contact your Association President, or view the website at http://www.austincc.edu/hr/vp/emergencyfunds.php.

Employee Classifications

ACC has a job classification system designed to provide a basis for administering a uniform job classification and compensation program. All Staffing Table positions have been evaluated in accordance with the provisions of the classification program and are assigned an appropriate pay grade. Each pay grade is dependent on factors such as skill level required, experience and education required, degree of job complexity, scope of responsibility, and supervisory functions. Placement within any given pay grade relate to experience. Staffing table employees include administrators, non-exempt (classified), exempt (prof-tech), and full-time faculty.

The categories of employees are:

- **Executive** – President

- **Administrators** – includes, Executive Vice Presidents, Vice Presidents, Associate Vice Presidents, Provost, Deans, Executive Directors and some Directors

- **Exempt Staff (Professional/Technical)** – includes Analysts, some Coordinators, Managers, some Specialists, Staff Interpreters, Supervisors, and some Directors

- **Non-Exempt Staff (Classified)** – includes Administrative Assistants, Building Attendants, Clerks, Library Assistants, Technical Staff Assistants, Technicians, and some coordinators, etc.

- **Faculty** – includes Counselors, Librarians, and teaching faculty

- **Adjunct Faculty** – includes part-time instructors who are employed on a term basis. Adjunct faculty are not considered Staffing Table employees.

- **Adult Education (AE) Instructors**—includes instructors of ESL, GED, and Adult Learning
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 to supplement the work needs. Hourly employees may be hired as temporary employees to work on a project basis, to substitute for employees on an extended, approved leave of absence or when the workload exceeds the ability of the regular staff to accomplish the work on a timely and quality basis. 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. Hourly employees are not eligible for benefits. See Administrative Rule 6.05.006, Employment of Hourly Personnel, located at austincc.edu/admrule/6.05.006.htm.

Hourly employees are subject to all ACC policies and procedures regarding hourly employees. For employment purposes, hourly employees may apply for internal postings. Since hourly employees are hired to supplement ACC’s operations, if an hourly employee is no longer needed, fails to report to work or does not meet the performance requirements of a position, the employee may be immediately terminated, without prior notice.

For guidelines, see austincc.edu/hr/employment/hourlyemployees.php.

Hours of Work

Generally, regular, non-faculty full-time Staffing Table employees are expected to work eight hours per day and 40 hours per week. Overtime for non-exempt staff (Classified) employees must be approved by the supervisor prior to incurring the overtime. Compensatory time for exempt (professional-technical) employees must also be approved by the supervisor prior to working it. Hourly employees are assigned work hours by the immediate supervisor and should not incur overtime. All employees are required to report their time in the ACC eTime System.

Identification Cards

To increase the level of security and safety on all campuses, Employee Photo Identification Cards are administered to all Adjunct Faculty and Staffing Table Employees. ACC employees may obtain ID cards in the Office of Human Resources located at the Highland Business Center, 6th floor, room 607. ID cards may be obtained Monday – Friday 8:30 a.m. – 5 p.m. Employees may also obtain IDs at any ACC Admissions and Records Office.

To obtain an ACC Photo ID Card, employees must present a government/state distributed picture identification card i.e. a driver’s license. Employees must also provide a Datatel account number, or the last four digits of their social security number.

Initial Period of Employment (Probation)
All non-faculty employees hired in staffing table positions are on probation during their first 180-days (6 months). This is referred to as the "initial period of employment". If a new employee does not successfully complete the initial period of employment, the employee may be subject to an extended period of probation or termination, without a stated reason and without notice. An employee will be notified by the immediate supervisor prior to the end of the initial period of employment whether their employment will be continued. During the initial period of employment, non-faculty Staffing Table employees may not be considered for other positions within ACC. The new employee must successfully complete the initial period of employment before transferring to another position.

**Job Description**

The College maintains a job description for each position. The term "job description" refers to a listing of collection of responsibilities that basically constitute an employee’s work assignments. It describes the basic functions in general terms of your position and tasks performed. Job descriptions also contain minimum or required qualifications needed to perform the job. Because many employees fulfill identical or similar responsibilities they, in essence, will have the same job description. Job Descriptions are available on the Office of Human Resources web site at www3.austincc.edu/it/ehire/jobdesc/public/edit_job_desc.php.

Supervisors are encouraged to work with employees and HR Compensation to develop a "position description" for each individual’s job. The position description lists the specific job duties that are expected of an employee in a position and may include the duties of the job description. The "job description" encompasses the major responsibilities and may not include every, specific tasks of a job. Job and position descriptions may be reviewed and updated periodically. Job descriptions may not be changed once they are posted to be filled.

**Job Openings**

In order to ensure a competitive hiring process and to give all employees the opportunity to be considered for upward career progression, all benefits-eligible positions are posted through the Office of Human Resources. Interested employees are encouraged to apply for any job for which he or she meets the required qualifications. Positions posted internally are open to all current employees, including hourly employees. When a current ACC employee applies for another position within ACC and is offered the position, the employee shall be subject to the 180-day initial period of employment probation in the new position. Employees may get information on current position vacancies by calling Dial-A-Job at 223-5621 or at http://www5.austincc.edu/ehire/posting/.

**New Employees**

New Staffing Table employees may obtain an employee photo ID card on their first day of employment during New Employee Orientation. Round Rock employees must first complete and submit a request for an Employee Access ID card from the Round Rock Campus Police or HR Employment.

An ACC ID card will be necessary to use the Library Services at each campus. Your ACC ID card, along with a photo ID should be used to checkout items.

**Personnel Records**

ACC Employee Handbook
Official personnel records are maintained in the Office of Human Resources, Records Section. Your file is a history of your employment with ACC. It contains copies of official documents related to your employment including the employment application, compensation information, commendations or awards, transcripts, performance evaluations and important benefits documents.

The Vice President of Human Resources is responsible for maintaining separate files regarding employee grievances, EEOC complaints, confidential benefits information and litigation.

HR Benefits is responsible for maintaining confidential employee records regarding benefits, certain types of leave, and any medical reports required by the College. Access to these files is on a “need to know” basis.

Supervisors may maintain a personnel department file on each employee. The file may contain:

- Employment information
- Compensation and performance management documents and information
- Information regarding grievances
- Time/Leave Reports
- Correspondence regarding the employee or to/from the employee

You have the right to examine your personnel file at any time during normal working hours by making an appointment with the HR Records Section. Requests for hard copies of documents must be made in writing. Personnel Records may be accessed by other employees and supervisors only in the course of performing College related duties. Access to medical, benefits, and immigration records will be provided only on a need-to-know basis in accordance with applicable laws.

Individuals who are not employees of ACC may have access to information in the main personnel files through an Open Records Act request. Requests must be submitted to the Executive Director of Public Information and Media Relations.

**Position Classification**

The Compensation Section, Office of Human Resources, is responsible for the classification system, its implementation and processes. Job Descriptions are created for all non-faculty positions based on the scope of job responsibilities. Positions are assigned to job families at appropriate pay grades.

**Position Title**

All positions are designated by titles on all official records, payroll records, and official communications. No position will carry an official title that has not been approved by the Vice President of Human Resources and adopted in the Annual Operating Budget. Supervisors may request approval of the Vice President, Office Human Resources to use “functional” titles for exceptional reasons.

**Rehires**
Employees that terminate employment and return to ACC are subject to the following rules:

**Break-in-Service Greater than 12 Months:** If an employee is rehired after a break in service greater than 12 months, he/she will be treated as a new hire for placement, compensation and benefits purposes.

**Break-in-Service Less than 12 Months:** If an employee is rehired after a break in service of 12 months or less and is rehired in the same title held prior to the break in service:

- the employee will be placed at the salary held prior to the break in service.
- the employee’s vacation accrual rate will be reinstated to the rate held prior to the break in service and the employee’s unused sick leave hours prior to the break will be reinstated.
- the employee’s insurance benefits will be reinstated in accordance with GBP regulations.
- all other benefits will be reinstated to the level they were at prior to the break in service.

If an employee is rehired after a break in service of 12 months or less and is hired in a different classification from that previously held, the employee will have a new placement completed by HR Compensation. All benefits will be reinstated to the level they were at prior to the break-in-service; however, the employee will be treated as a new hire for placement and compensation purposes.

If an employee is hired into the same title after a break in service of 12 months or less, the employee will be placed at the same level/step held prior to the break in service. Rehire into a different title or classification will result in a new placement.

**Salary Placement**

The Office of Human Resources, Compensation Section, is responsible for conducting staffing table placements and extending all offers of employment. Placement on the salary scales within the appropriate pay grade will be based on qualifications and paid work experience. Compensation staff will coordinate the start date with the supervisors, and schedule orientation for the new employee. All benefit-eligible employees are required to attend an orientation conducted by the Office of Human Resources.

Classification of Classified, Professional-Technical and Administrator positions is authorized in Administrative Rule 6.05.005, Classification of Non-Faculty Positions, located at austincc.edu/adrmrule/6.05.005.htm.

**Full-Time Faculty Placement.**

Full-time faculty are placed on the Full-Time Faculty Salary Scale commensurate with teaching and/or work experience and education. Credentials and documentation must be submitted to the Office of Human Resources in accordance with Administrative Rule 6.05.002, Full-Time Faculty Placement and Advancement, located at austincc.edu/adrmrule/6.05.002.htm.

**Temporary Assignment Pay**
Temporary Assignment Pay (TAP) provides compensation for non-exempt (Classified) and exempt (Professional/Technical) employees who assume significant additional responsibilities at equal or higher level classifications on a temporary basis, and to ensure consistency in compensating employees.

When it becomes necessary to assign significant additional duties to an employee that requires skills of a higher job classification, or a set of skills outside the scope of the employee’s permanent position at an equal classification level, on a temporary basis, Temporary Assignment Pay may be recommended by the immediate supervisor following the guidelines of Administrative Rule 6.10.001, Temporary Assignment Pay located at austincc.edu/admrule/6.10.013Guideline-Procedure.htm.

Temporary Assignment Pay may be approved for a period of one to six months within a fiscal year. If a temporary assignment lasts up to six (6) months, the immediate supervisor should conduct an assessment and make a recommendation to the next level supervisor (prior to the end of the six month period) whether to request an extension of the Temporary Assignment Pay, or fill the position on a regular basis.

For assistance contact HR Compensation at 223-7502.

Texas Open Records Act/Access to Employee Personal Information

ACC employees are governed by the rules and regulations of the Texas Open Records Act that calls for public access to the records of the College. Texas Government Code, Chapter 552, gives individuals the right to access government (college) records. All College information is presumed to be available to the public. The College must promptly release requested information that is not confidential by law either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

Section 3A of the Act states that an employee may choose whether or not to allow public access to their home address and home telephone number. The Act states, “If the ...employee’s choice is to NOT allow public access to their home address and phone number, the information will not be given out. If an employee...does not indicate a choice...the information is subject to public access.”

College policy is Administrative Rule 3.03.013, Requests for Information, located at austincc.edu/admrule/3.03.013.htm.

To restrict distribution of an employee’s personal information, the employee must complete the Change of Information form that can be completed online at https://onlineserv.austincc.edu/WebAdvisor/WebAdvisor.

Time Reports
All Staffing Table employees are expected to report their work time in the online Electronic Time Report ("ACC eTime").

The objective of ACC eTime is to:

- Provide a tool for effective time input for all levels of employees;
- Minimize the time spent reporting an employee's work time;
- Increase the accuracy of time reporting;
- Implement a system for automatic deduction of employee leave;
- Reduce manual payroll processes;
- Allow supervisors to review and approve employee time reports; and
- Implement payroll controls to achieve organizational goals.

If you need assistance, contact the Payroll Manager, Ext. 37527 or a Payroll staff member or review the procedures at austincc.edu/hr/payroll/etime.php.

Transfers/Reassignments

Transfers are used to facilitate movement of employees within the same job classification and involve no change in salary. All transfer positions must be posted. The hiring supervisor shall consider first the applications of those employees in the same job classification as the position posted and interview these candidates. If there is a qualified candidate, the supervisor may select the best-qualified candidate and follow the regular hiring procedures. If there is no internal qualified applicant (in the same job classification), the hiring supervisor may consider other internal or external applicants.

Reassignments are used to facilitate lateral movement (same job classification and title) within the same budgetary authority and may not result in a promotion. Reassignments are not posted positions. Reassignments may be made at the discretion of the supervisor and approved by the next level of supervision.

Transfers/reassignments may be either voluntary or involuntary when determined to be in the best interests of the College. Minimum requirements for a voluntary transfer/reassignment are that the employee:

1. has been in current position at least three (3) months; and
2. has a satisfactory performance record with no disciplinary action during the preceding six-month period.

The two departments may mutually agree upon the date of transfer. Accumulated leave and other ACC benefits are not affected by transfers/reassignments. Grant employees are subject to the terms and conditions of the grant, therefore some restrictions may apply.
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Compliance Policies and Procedures

- Americans with Disabilities Act
- Concealed Weapons Law
- Drugs, Alcohol and Tobacco Use
- Drug Free Workplace
- Harassment Prevention
- HIV and the Workplace
- Relationship with Vendors
- Solicitation of Employees
- Standards of Conduct
Useful ACC Compliance Policies and Procedures on Websites

ADA
austincc.edu/admrule/6.01.003.htm
austincc.edu/admrule/6.01.003Guideline.htm

Drugs, Alcohol and Tobacco Use
austincc.edu/admrule/3.01.001.htm
austincc.edu/admrule/3.03.003.htm

Drug-free Workplace
austincc.edu/admrule/3.03.003.htm

Harassment Prevention
austincc.edu/admrule/6.02.001.htm

Vendors
austincc.edu/admrule/6.11.001.pdf
Americans with Disabilities Act

Title I of the Americans with Disabilities Act of 1992 prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in all job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions and privileges of employment. A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question.

ACC seeks to make an accommodation to the known disability of any qualified applicant or employee. If your physician has certified that you have a known disability and the disability impacts your ability to work, you should contact the Human Resources Benefits Office at 223-7800 for assistance.

For further information, the policy and guidelines are located at austincc.edu/admrule/6.01.003.htm and austincc.edu/admrule/6.01.003Guideline.htm.

Concealed Weapons Law

To maintain the safety and security of ACC employees, students and the public, the College prohibits the possession of weapons on its property, including all ACC vehicles, at any time.

It is unlawful to carry a concealed weapon on ACC premises. A person commits an offense if, with a firearm, illegal knife, club or other prohibited weapon (Section 46.05(a) of the Texas Concealed Handgun Laws) he/she intentionally, knowingly, or recklessly enters the physical premises of ACC or other grounds, buildings or vehicles used to conduct ACC business.

Drugs, Alcohol and Tobacco Use

All ACC employees, vendors, contractors, and guests are required to comply with all federal, state and local laws regarding the distribution, possession and use of drugs, alcohol and tobacco on school property or at ACC-sponsored events. It is the policy of ACC to maintain a drug-free and smoke-free workplace. The ACC policy can be found at the following websites: Administrative Rules, 3.01.001, Smoke Free Environment austincc.edu/admrule/3.01.001.htm Administrative Rule, 3.03.003, Drug Free Workplace and Drug Free Schools and Communities Act austincc.edu/admrule/3.03.003.htm.
Drug-Free Workplace

The policy of Austin Community College is to maintain a drug-free workplace. “Workplace” is defined as ACC property, any District-sponsored activity, or any other site where the work of ACC is performed. Engaging in activities prohibited by this policy shall be considered good cause for disciplinary action including, but not limited to, suspension, non-renewal or immediate termination of employment, if the activities occur on District property or at District-sponsored activities or at any other site for the performance of work for the District. Prohibited activities under this policy include unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace, as defined by this policy.

To implement this policy the Administration established a drug-free program to inform employees of the following:

- The dangers of drug abuse in the workplace;
- ACC’s policy of maintaining a drug-free workplace;
- Available drug counseling, rehabilitation, and employee assistance programs; and
- The penalties that may be imposed upon employees for drug abuse violations and violations of this policy.

Any ACC employee, who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined by this policy, must report that conviction to ACC no later than five (5) days after the conviction. If the convicted employee was performing work pursuant to a federal grant or to a federal contract for the procurement of goods or services valued at $25,000 or more, the Administration shall notify the federal contracting or granting agency of the conviction within ten (10) days of receiving actual notice of the conviction from the employee or otherwise. Within 30 days after receiving notice of the conviction described in this policy, ACC shall impose discipline on, or require satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted of a violation of a criminal drug statute if the violation occurred in the workplace.
Harassment Prevention

Austin Community College assumes an affirmative posture to prevent and eliminate harassment in the workplace. It is the policy of Austin Community College that any practice or behavior that constitutes harassment of employees, students or any other persons associated with Austin Community College will not be tolerated. Anyone who is found to have engaged in such conduct shall be subject to disciplinary action, which may include a warning, suspension, probation, or termination. See ACC Administrative Rule 6.02.001, Harassment Prevention at austincc.edu/admrule/6.02.001.htm.

Definitions

1. Sexual harassment is defined by the Equal Employment Opportunity Commission (EEOC) as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.”

   There are two types of sexual harassment:
   - **Quid Pro Quo** is the request for sexual favors, when submission to or rejection of such request becomes a basis for employment or academic related decisions.
   - **Hostile environment** is when an atmosphere is infused with unwelcome sexual conduct that interferes with an individual’s job performance or learning environment or creates an intimidating, hostile or offensive environment.

2. Racial harassment is conduct which includes racially derogatory remarks, racial slurs or any other racially motivated action. Disciplinary action based on the provisions of this rule will be applied without regard to the race of the employee(s) involved.

Complaint Process

Any person who has a formal or informal complaint, or observes potentially harassing conduct in the workplace or at college activities, should bring the complaint to the attention of their immediate supervisor, instructor, or the Vice President of Human Resources. The Office of Human Resources will advise the person of the complaint process and provide the appropriate forms. Reporting forms may be obtained from any Campus Manager's Office or the Office of Human Resources. See Administrative Rule 6.08.005, Resolution of an Employee Complaint or Grievance at austincc.edu/admrule/6.08.005.htm.

Investigation Process

The supervisor is responsible for investigating complaints. The College’s investigation will include interviews with all relevant persons including the complainant, the alleged harasser, and other potential witnesses. If the investigation reveals that the complaint appears to be valid, immediate and appropriate corrective action, up to and including discharge, will be taken to stop the harassment and prevent its reoccurrence. If the validity of the complaint cannot be determined, immediate action will be taken to reacquaint all parties with harassment prevention provisions to avoid harassment in the future. The College will review its finding with the complainant. Retaliation against those filing a complaint or assisting in an investigation is prohibited.

The supervisor will report the findings of its investigation to the Vice President of Human Resources, who is responsible for ensuring compliance with ACC’s policy.
HIV and the Workplace

Individuals who are HIV positive are considered disabled under both Texas and federal laws, and, as such, are members of a protected class under anti-discrimination laws. ACC is committed to equal access to employment for these individuals and will treat the employees with this disability as it would any other employee with a life-threatening disease. ACC will maintain the strictest confidence regarding all medical records and information about any employee with this disability. ACC does not test for the AIDS (Acquired Immunodeficiency Syndrome) virus.

AIDS is the final stage of an infection caused by the human immunodeficiency virus (HIV). HIV cripples the body’s ability to fight infection, allowing cancers and other infections to develop. HIV is NOT spread through the environment; it is transmitted through certain behaviors. Since the behaviors that pass the virus from one person to another rarely occur in the average workplace, infected co-workers or clients DO NOT cause a risk of spreading HIV through:

- Handshakes, hugs or casual touching
- Close working conditions
- Tools, machinery
- Telephones, office equipment, or furniture
- Dishes, utensils or food
- Clean laundry
- Sinks, toilets, showers
- Sneezing or coughing (air)
- Swimming pools or drinking water
- Insects
- Blood Donation

Relationship with Vendors

Employees of the Austin Community College District shall not accept gifts, either in-kind or of money, or excessive entertainment, from a vendor.

Gifts include any items not obviously of an advertising nature. (Gifts of an advertising nature are all those with the name of the firm affixed which have a unit value of less than $25.00).

Excessive entertainment shall include, but not be restricted to, transportation beyond District boundaries, and overnight accommodations. The College will not enter into any contract with an employee to sell to or purchase from the employee. The College will in no way do business with any employee acting as an individual, partner, sole proprietor, officer, or director of any firm. See ACC Administrative Rule 6.11.001, Ethics, at austincc.edu/admrule/6.11.001.pdf.

Solicitation of Employees

Solicitation of employees on College property for membership in and contributions to any organization or association is prohibited unless authorized by the President of the College or the President’s designee. Solicitation by agents or salespersons, or employees acting as agents or salespersons, on College premises is also prohibited. Any exceptions must have the consent of the President or the President’s designee.
Standards of Conduct

Employees should avoid any personal interest that might conflict with the interests of the institution. Employees are expected to adhere to all federal, state, and municipal laws and ordinances and to adhere to all College policies and procedures, as well as other guidelines and rules of all regulating agencies or entities having jurisdiction over College activities.

Employees shall not accept or solicit any gift, favor, service, or benefit that the employee should reasonably know is offered with the intent to influence their decisions or actions. Likewise, the employee may not solicit, accept, or agree to accept any unauthorized gift, favor, service, or other benefit from having exercised the powers and responsibilities of their official College position.

Employees shall not accept other employment or engage in any business or professional activity that would require or induce the employee to disclose confidential information acquired through their official College position.

Employees shall not conduct private business using College equipment, systems, supplies, or facilities; nor should they transport or use College equipment, systems, supplies or facilities for personal purposes. Employees may not conduct private business with the College. Private business on the part of the employee may not conflict with the duties, responsibilities, or time commitment required by the employee’s position with the College.

College employees whose positions allow/require participation in the selection process for textbooks, or any materials from which the employee might personally gain shall completely withdraw from such processes by not participating in any discussion or by not voting on any recommendation related thereto.

Employees shall not participate, directly or indirectly, in activities that relate to or consist of the sale or exchange of complimentary textbooks, software, laboratory manuals, or other educationally related items.
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Pay and Payroll Information

- ACC eTime System
- Credit Union
- Deductions from Pay
- Direct Deposit
- Holiday Pay
- Overtime Pay
- Pay Schedule
- Salary Increases
- Stop Pay/Reissuing Pay Check
- Supplemental Payroll Checks
- Timesheets
Useful ACC Pay and Payroll Websites

ACC eTime
https://www3.austincc.edu/ets

Direct Deposit Form
austincc.edu/hr/generalforms.php#payroll

Pay Schedule
austincc.edu/hr/payroll

Salary Scales for All Classifications
austincc.edu/hr/compensation/salaryscales.php
ACC eTime System

ACC eTime is the online electronic time report system used by all ACC employees except adjunct faculty members. The login screen for the eTime System is located on the web at the following address: https://www3.austincc.edu/ets.

Instructions for the eTimesheet system may be found at the following HR web address: austincc.edu/hr/payroll/etime.php.

Non-exempt (Classified) and Hourly employees must enter both their time worked in hours and time absent (leave time) for each day monthly non-exempt. Exempt (Professional-Technical) employees, Administrators and Full-Time Faculty members must enter only absences.

Non-exempt (Classified) and Hourly Employees
• For most pay periods, the eTimesheet must be completed and “Submitted” by the employee deadline.
• Supervisors must “Approve” eTimesheets for all their employees by Wednesday at midnight, following the end of the biweekly pay period.
• During holiday periods there may be earlier submission and approval dates for the eTimesheets. Please refer to the Pay Day Schedules/Holidays available on the HR Payroll web site at the following address: http://www.austincc.edu/hr/payroll.
• Total hours worked cannot exceed 40 hours per week, unless the employee has received prior approval from his or her supervisor.
• Approved overtime hours are paid at 1.5 times the regular hourly rate of pay, and are calculated only on hours actually worked over 40 hours per week.

Administrators, Exempt (Professional-Technical) and Full-Time Faculty

Employees must report leave time in ACC eTime. The employee must submit his or her timesheet (whether or not he or she has taken leave). The supervisor must approve the leave report in the ACC eTime System by the deadline date. Any leave taken must be recorded indicating the date(s) of the leave, number of hours, and the code for the type of leave.

Adjunct Faculty

Adjunct faculty members are paid based upon the course assignment in Datatel. The Dean is responsible for ensuring the accuracy of the assignments and the employee’s pay. Adjunct faculty do not report time worked or leave taken on a timesheet.
Credit Union Information

Austin Community College is a member of the Austin Area Teachers’ Federal Credit Union. As an employee, you are eligible to join. For information about services and accounts available, please contact the Credit Union.

Austin Area Teacher’s Federal Credit Union [http://www.aplusfcu.org/]

Main Office:
6420 U.S. Highway 290 East
Austin, Texas 78723
Phone: 512-302-6800

Randolph-Brooks Federal Credit Union (RBFCU) – Austin Admins Service Center
[https://www.rbfcu.org/]

Branch:
11911 Burnet Rd.
Austin, TX 78758
Phone: 512-833-3300

Deductions from Pay

All deductions from an employee’s paycheck shall be made in accordance with applicable law, and, when required, the employee’s consent. Deductions will be made from employee’s wages in the following order with amounts owed to the

1. IRS levies
2. Federal and State taxes
3. Authorized garnishments and deductions (child support, garnishment, and assignment of wages as requested by the employee or Court Order)
4. The College

When an employee’s check is to be garnished in accordance with a court Order or state law, the employee will be notified of the fact that the garnishment has been received and the effective start date. To terminate any garnishment, the employee is responsible for ensuring that the appropriate paperwork is submitted to HR Payroll. When a garnishment is received from more than one source, the funds will be paid (to the extent that they are available) to each of the creditors in the order in which notification was received.

Employees must consent to the following deductions: payment of health insurance premiums, contributions to a mandated retirement plan (ORP, ACCMPP, TRS); contributions to another voluntary, approved investment fund (TSA, TDA, 457, etc.); repayment of payroll advances/overpayments or payments to a third party.

If an employee terminates employment owing the College funds, the employee may not be re-hired until the obligation has been cleared. To terminate any garnishment, the employee is responsible for ensuring that the appropriate paperwork is submitted to Payroll.

See Administrative Rule 6.10.014, Payroll Deductions at [austincc.edu/admrule/6.10.014.htm]
Direct Deposit
ACC has mandatory, direct deposit of paychecks for all new employees. Employees may elect to have their paychecks deposited to any bank or credit union of their choice in the continental United States. An Authorization Agreement Form for Direct Deposit must be signed and sent to Payroll upon hire. It will take approximately two pay cycles to start your direct deposit. You may have multiple accounts for direct deposit.

If an employee changes his or her bank or credit union or closes an account, the employee must complete another Authorization Agreement for Direct Deposit form and information and submit it to Payroll. Changes may take up to two pay cycles to be effective. The Direct Deposit form is located on the HR web site at austincc.edu/hr/payroll/directdeposit.php. Direct Deposit remains in force until Payroll receives an Authorization form to change it. It is the responsibility of the employee to notify Payroll regarding any change that affects direct deposit.

Holiday Pay
Holidays are listed on the ACC Academic Calendar. Non-exempt (Classified) employees who are required to work on an official ACC holiday will receive their holiday pay and, in addition, one time the employee’s regular rate of pay for the hours actually worked. The College policy is to pay non-Exempt (Classified) employees overtime; comp (compensatory) time is not an option. An employee who works for the College both as a Staffing Table and hourly employee will be paid the holiday rate of his/her Staffing Table position.

Exempt (Professional/Technical) employees receive compensatory time at the rate of one-hour comp time for each hour of holiday time worked.

An employee who is on leave without pay (not in a paid status) is not eligible for Holiday Pay. To qualify for Spring Break or Winter Break Holiday Pay, an employee must be in a paid status for at least ten (10) working days prior to the break.

See Administrative Rule, 6.10.006, Holidays, at austincc.edu/admrule/6.10.006.htm for additional information.

Overtime Pay
ACC follows provisions of the Fair Labor Standards Act. Employees in executive, administrative and exempt (professional/technical) positions are exempt from the Act and are not eligible to receive overtime pay for hours worked beyond the regular workweek.

Non-exempt (Classified) employees (office, clerical and technical positions) are non-exempt positions under the Act. When employees in these categories are required to work overtime (hours in excess of 40 hours per week), they are entitled to receive overtime pay at the rate of one and one-half times the regular rate of pay. The standard work week is 40 hours within a consecutive seven-day period beginning at 12:01 a.m. Sunday and ending at 12:00 midnight on the following Saturday. Only hours actually worked will count toward the computation of overtime pay. All overtime must have prior approval by your supervisor. Administrative Rule, 6.09.009, Accrued Leave at austincc.edu/admrule/6.09.009.htm.
Pay Schedules
ACC employees are paid either bi-weekly or monthly, depending on the job category. Your supervisor can tell you which pay cycle applies to your position.

The salary schedules for each classification are located on the HR web site at austincc.edu/hr/compensation/salaryscales.php.

The pay schedules are located on the Office of Human Resources web site at austincc.edu/hr/payroll/.

Salary Increases
Austin Community College Board of Trustees reviews annually the compensation pay plan and budget. If salary increases are awarded, they become effective September 1. (Board Policy F-10, Employee Compensation – austincc.edu/board/policies/F10.htm)

Stop Pay/Reissuing Pay Check
As of September 1st, 2007 ACC will charge a $25 fee for placing a stop payment on a check or to reissue a payroll check. The fee is waived for employees who have direct deposit.

Supplemental Payroll Checks
Supplemental payrolls are extra payrolls processed when an employee is not getting paid on the regular payroll run due to administrative error. The supervisor is responsible for ensuring that employees accurately and timely complete their timesheets. When an employee does not get paid on the scheduled payroll, a Supplemental Check Request form must be completed by the department supervisor. This form can be found at www3.austincc.edu/it/eforms/frontpage.php?ID=HURE.006. The Supplemental Pay Schedule is located at austincc.edu/hr/payroll/checkrunprocedures.php.
**ACC eTime System:** Automated on-line system for reporting worked and leave time.

**ACCMPP:** Austin Community College Money Purchase Plan. Retirement plan for Adjunct Faculty, Hourly and 90-day State mandated delay to retirement.

**Base Period/Base Year:** The semesters which comprise the year of contact hours of instruction which the State uses to develop its funding formula for public colleges and universities.

**Base Salary:** An employee’s annual salary that excludes overtime, incidental assignments and any part-time teaching assignments.

**Benefits Eligible Employees:** Employees who are in annually budgeted positions (sometimes referred to as Staffing Table Positions) and who meet TRS eligibility criteria.

**Closing the Gaps:** State initiative to increase college-going rate in Texas.

**Contact Hours:** The actual number of hours of instruction. Example: A 3-credit hour class, with no labs, such as English Composition, U.S. History, Texas Government meets for 45-48 hours per semester.

**ECS:** Early College Start Program designed to allow eligible high school students to earn college credit while still in high school (dual credit, co-enrollment, credit in escrow/tech-prep).

**ERS:** Refers to Employee Retirement System.

**eTimesheet:** Document used to record hours worked and hours off in the ACC eTime System.

**Hourly Employees:** Employees who work less than half time and do not meet TRS eligibility criteria. Hourly employees are hired on a temporary basis and are at-will employees.

**In-House Position:** A position vacancy that is restricted to current staffing table employees, i.e., employees receiving benefits.

**ORP:** Refers to the Texas Optional Retirement Program, a personal retirement program offered to faculty and other eligible employees in lieu of TRS.

**Part-time Employee:** Employees in an annually budgeted (staffing table) position who work less than 100%.

**Pay Cycle:** The schedule for dates when paychecks are issued.

**PEP:** Performance Excellence Program – the performance evaluation program for Non-Exempt (Classified), Exempt (Professional-Technical), and Administrative employees.
Personnel Authorization (PA): Document used to authorize employment. It contains salary information, duration of employment authorization and other pertinent information.

Position Number: A unique number assigned to each annually budgeted (staffing table) position.

SACSCOC: The Southern Association of Colleges and Schools Commission on Colleges is the College’s accreditation body.

Salary Schedule: Pay rates approved by the Board of Trustees for each fiscal year.

Semester Credit Hour: A unit of measure of instruction consisting of 60 minutes of which 50 minutes must be direct instruction.

Staffing Table Position: An annually budgeted position including full-time faculty, Non-Exempt (Classified), and Exempt (Professional-Technical) employees that are eligible for benefits. Hourly and adjunct faculty are not included as staffing table employees.

THECB: Refers to The Higher Education Coordinating Board.

TRS: Refers to the Teacher Retirement System.

Vesting:

TRS: Vesting refers to the period of time required for an employee to have some “ownership” rights in TRS, i.e., receive a monthly annuity after retirement. The time required to vest under TRS is currently five years of TRS service credit. Once vested, a member of TRS has a right to retirement benefits upon reaching the retirement age established by TRS. This right exists even if the vested member terminates employment prior to reaching retirement age. Withdrawal of employee contributions negates all vesting rights under TRS.

ORP: Vesting refers to a participant’s ownership rights to the employer portion of the contributions. The ORP vesting period is one year (12 cumulative months) with vesting status conferred on the first day of the second academic year of participation.

Years of Service: Consecutive years of employment at ACC in an annually budgeted (staffing table) position less any break in service.
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Disclaimer

This handbook is not a contract, either expressed or implied, nor does it guarantee employment for any specific duration. All information contained in this handbook is intended to help employees understand relevant ACC policies and practices. The official ACC Administrative Rules and ACC Policies and Procedures shall be the official governing document and shall take precedence in the event of any conflict. ACC reserves the right to make changes, without notice, at any time.

BOARD OF TRUSTEES
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Employment at the college and access to its programs or activities shall not be limited on the basis of race, color, creed, national origin, religion, age, gender sexual orientation, political affiliation, or disability.

For a listing of the Office of Human Resources staff
visit www.austincc.edu/hr/hrstaff.php

Last Update: November 2012
I have received an Employee Handbook. I understand that handbook does not constitute a contract of employment and that it is my responsibility to read this handbook thoroughly and become familiar with its contents. I understand that I can access an electronic version and updates of this handbook online at austincc.edu/hr.

I understand that I will receive periodic notices through the ACC website of updates to this handbook to keep me informed of changes. However, I also understand that some changes may be implemented without advance notice.

I understand that new employees are required to complete the American Disabilities Act training and the Sexual Harassment Training within the first 30 days of employment.

I understand that if I have a disability I am able to contact my supervisor to request reasonable accommodations at any time during my employment and requests must be made in writing.

I understand that ACC must make a reasonable accommodation to the known physical or mental limitations of a qualified applicant or employee with a disability.

I understand that the policy and guidelines regarding the Americans With Disabilities Act are located online at austincc.edu/admrule/6.01.003.htm and austincc.edu/admrule/6.01.003Guideline.htm.

________________________________________________________
Printed Name of the Employee

________________________________________________________
Department/Campus

________________________________________________________
Employee Signature

________________________________________________________
Date
Employee Handbook
Feedback Form

Your Opinion Counts!!!
We hope that you will find this handbook to be an informative reference manual regarding general ACC policies and procedures. Because your opinion is important to us, we would like you to take this survey and return it with any additional comments you wish to make to the Office of Human Resources.

Date of Employee Orientation: _____________
Your job classification:
____ Classified____ Professional/Technical ____ Administrator____ Faculty

Morning Session
Please mark the appropriate response for each statement:

1. I found the information about ACC’s policies and procedures provided in this handbook to be:
   □ very useful      □ somewhat useful      □ not useful at all

2. The format and style the information is presented in is:
   □ easy to use and understandable      □ somewhat confusing      □ too informal
   □ not specific enough

Afternoon Session-Benefits
Please mark the appropriate response for each statement:

3. I found the information about ACC’s policies and procedures provided in this session to be:
   □ very useful      □ somewhat useful      □ not useful at all

4. The format and style the information is presented in is:
   □ easy to use and understandable      □ somewhat confusing      □ too informal
   □ not specific enough

5. Comments and suggested changes
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

Name (optional): __________________________

We appreciate you taking the time to offer your feedback and once again,

Welcome to ACC!

Complete and return to:
Office of Human Resources
Employment and Outreach
Highland Business Center