



College of the Mainland®

# EMPLOYEE HANDBOOK

## Guidelines *and* Resources



1200 Amburn Road Texas City, Texas 77591 409-938-1211 1-888-258-8859 [www.com.edu](http://www.com.edu)

Revised Jan. 2015



College of  
*the Mainland*

The Police Department is open 24 hours a day, 365 days per year.

### Emergency Number

From any phone on campus, dial 599.

### Physical Address

1200 Amburn Road  
Texas City, TX 77591

The COM Police Department is located mid-campus near Parking Lot E.

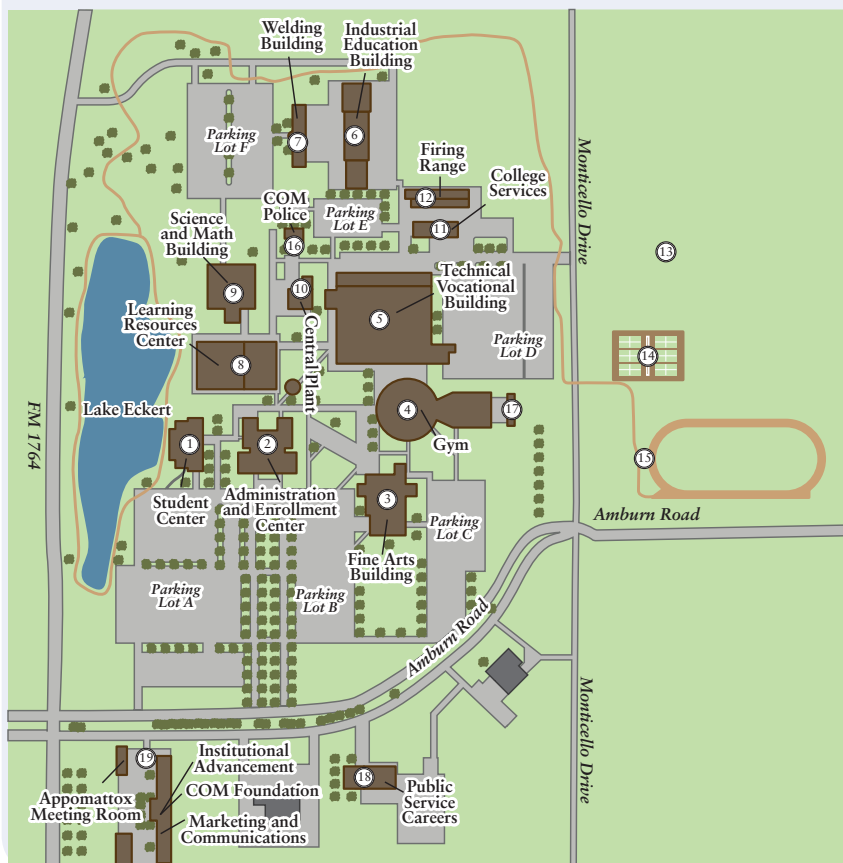
### Nonemergency Number

To contact the COM Police Department for nonemergency matters:

**Phone:** 409-933-8403, or on any campus phone, dial 8403.

**Fax:** 409-933-8018

**Email:** [campuspd@com.edu](mailto:campuspd@com.edu)



# TABLE OF CONTENTS

**INTRODUCTION** .....Page  
 A Message From the President..... 3  
 Foreward..... 4  
 Mission/Vision/Values/  
 COM System Strategic Goals..... 4  
 Brief History of College of the Mainland ..... 5

**EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION**  
 Equal Opportunity Employer ..... 6  
 Statement of Nondiscrimination ..... 6  
 Discrimination..... 6  
 Harassment..... 6  
 Sexual Harassment..... 7  
 Disability Discrimination and Reasonable  
 Accommodation ..... 7

**EMPLOYEE RESPONSIBILITIES**  
 Employee Ethics and Conduct ..... 8  
 Professional Image..... 9  
 Arrests, Indictments, Convictions and  
 Other Adjudications ..... 10  
 Employment of Relatives – Nepotism ..... 10  
 Conflicts of Interest ..... 10  
 Gifts and Gratuities..... 10

**BENEFITS**  
 Insurance Programs ..... 11  
 Health Insurance ..... 11  
 HealthSelect of Texas Vision Care..... 11  
 Dental Insurance ..... 12  
 Optional Life Insurance ..... 12  
 Disability Insurance..... 12  
 Accidental Death and Dismemberment  
 Insurance (AD&D) ..... 12  
 TexFlex Accounts ..... 12  
 Employee Assistance Program (EAP)..... 12

**RETIREMENT PROGRAMS**  
 Teacher Retirement System of Texas (TRS) ..... 13  
 Optional Retirement Program (ORP) ..... 13  
 Tax Deferred Annuity..... 14

**LEAVE INFORMATION**  
 Holidays ..... 14  
 Vacation..... 14  
 Sick Leave ..... 15  
 Personal Business Leave..... 16  
 Bereavement Leave ..... 16  
 Faculty Leave ..... 16  
 Leave Without Pay..... 16  
 College Leave..... 16  
 Medical Leave Pool ..... 16  
 Family Medical Leave ..... 17  
 Leave For Military Duty ..... 17  
 Jury Duty..... 17  
 Reporting Absence or Tardiness..... 17

**ADDITIONAL BENEFITS**  
 College Course Enrollment..... 17  
 Academic Regalia ..... 17  
 Wellness Activity ..... 18  
 Retiree Health Insurance ..... 18  
 Employee Awards..... 18

**COMPENSATION AND PAY**  
 Direct Payroll Deposit..... 18  
 Time Records..... 18  
 Work Hours ..... 19  
 Overtime Pay..... 19

**TALENT MANAGEMENT/EMPLOYEE PERFORMANCE**  
 Probationary Period ..... 20  
 Professional Development/Performance  
 Evaluation Process ..... 20  
 Performance Improvement and Discipline..... 20  
 Dismissal ..... 20  
 Grievances ..... 20  
 Personnel Records..... 20

**SEPARATION OF EMPLOYMENT**  
 Involuntary Terminations..... 21  
 Voluntary Termination ..... 21  
 Exit Checklist and Interview ..... 21  
 Re-Employment..... 21

**FINANCIAL SERVICES/PAYROLL**  
 Contact Information..... 23  
 WebAdvisor Accounts ..... 23  
 Employee Status Notification..... 23

**SECURITY – COM POLICE DEPARTMENT**  
 Security Escorts ..... 24  
 Transportation Assistance ..... 24  
 Motorist Assistance..... 24  
 Lost and Found ..... 24  
 On Campus Parking and Parking Decals..... 24  
 Reporting Suspicious Activity ..... 24  
 Drug and Alcohol Policy ..... 25  
 Tobacco Policy..... 25  
 Weapons Policy ..... 25  
 State Property ..... 26

**TECHNOLOGY RESOURCES**  
 Acceptable Use ..... 26  
 Monitored Use ..... 27  
 Disclaimer of Liability..... 27  
 Record Retention ..... 27

**CAMPUS FACILITIES AND SERVICES**  
 Wellness Center ..... 27  
 Childcare Center ..... 28  
 Continuing Education..... 28  
 Food Services ..... 28  
 Instructional Technology ..... 28  
 Campus Map and Learning Centers ..... 31



## A MESSAGE FROM THE PRESIDENT

Welcome to College of the Mainland!

I am pleased that you have chosen to be a part of this special college family. We have a long history of encouraging outstanding faculty and supporting dedicated staff so that we can help students on their academic journey. Here you will find a welcoming, supportive environment where our top priority is student success, and you play an important role in achieving that goal.

You will also find College of the Mainland to have high standards for its employees. We will expect you to treat each other with kindness and respect. Having a good sense of humor helps too. I want this to be a place you enjoy coming to every

day, knowing that you are being a good role model for both current and future students and a good steward of the public's money.

College of the Mainland is committed to the following values:

- Student Success and Academic Excellence
- Continuous Improvement and Accountability
- Mutual Respect and Civility
- Diversity and Inclusiveness
- Innovation and Adaptability
- Campus and Community Collaboration

We don't just put these on our website – we strive to live them every day, in every action, in every encounter.

Whether you are beginning your career at College of the Mainland or well into your professional life, you will find College of the Mainland to be a great place to apply your skills. Thank you for sharing your talents with us. I look forward to working with you.

A handwritten signature in blue ink that reads "Elizabeth H. Lewis". The signature is fluid and cursive.

Dr. Beth Lewis,  
President

## FOREWORD

College of the Mainland (COM) Handbook and related policies do not constitute an employment contract or offer to contract with any employee. College of the Mainland reserves the right to change, amend or abandon any of the policies referred to in this handbook at any time. Nothing contained in this handbook changes the employment at-will status of any employee, or creates any additional rights, remedies at law, or expectations of continued employment.

This handbook applies to all employees, including full-time, part-time, benefits eligible, temporary, exempt and nonexempt employees (collectively referred to throughout this handbook as "employees"). This handbook and its related policies do not apply to consultants, independent contractors, workers on assignment from a contracted employment service, or student workers in positions requiring student status.

This handbook replaces all previously published editions. This handbook does not replace the more detailed and comprehensive personnel manuals, including College of the Mainland Online Policies and Procedures. In the event of a conflict between information in this handbook and information in the COM Online Policies and Procedures, COM Online Policies and Procedures will control.

Links to the College of the Mainland Board Policy Manual can be found at <http://www.com.edu/bot>.

## ABOUT COM

### MISSION

College of the Mainland is a learning-centered, comprehensive community college dedicated to student success and the intellectual and economic enrichment of the diverse communities we serve.

### VISION

College of the Mainland will be a valued and vital community partner by enriching our community and preparing our students to thrive in a diverse, dynamic and global environment.

### VALUES

- Student Success and Academic Excellence
- Continuous Improvement and Accountability
- Mutual Respect and Civility
- Diversity and Inclusiveness
- Innovation and Adaptability
- Campus and Community Collaboration

### COM 2014-2017 STRATEGIC GOALS

- Develop processes and procedures to ensure that students have a successful start to their college experience.
- Eliminate obstacles from the student's pathway as they proceed on their academic journey.
- Enhance student engagement, keeping the students interested in staying on course.
- Provide high-quality instruction and instructional support services.
- Provide services/processes that enhance the integrity/safety/quality of the institution (including physical facilities) and that enhance the quality of the faculty and staff.
- Provide services/processes that connect the College to the community in a mutually growth-enhancing cycle.

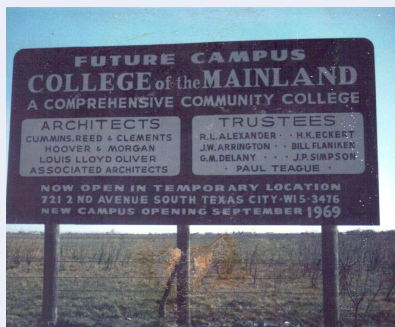
## BRIEF HISTORY OF COLLEGE OF THE MAINLAND

College of the Mainland was a beckoning vision in the minds of community leaders as far back as the early 1960s. The first concrete step was taken in October 1966 when College of the Mainland Junior College District was formed. The area of the College District encompasses 237 square miles and its boundaries are coterminous with the five independent school districts of Dickinson, Hitchcock, La Marque, Santa Fe and Texas City.

The second step toward realization of the “impossible dream” was taken on December 10, 1966, when the voters of the College District approved a bond issue of \$2,850,000 and supporting taxes for debt service and operation. In quick succession, the Board of Trustees selected a president, hired faculty members and staff and located temporary facilities, and College of the Mainland came into existence. The first class of 414 students enrolled for classes in September 1967.

Students attended classes in temporary quarters until the first phase of construction was completed on 120 acres bounded by Palmer Highway and Amburn Road in Texas City. On February 27, 1970, the College moved to its beautiful new campus which consisted of an Administration Building, Learning Resources Center, Math-Science Building, Technical-Vocational Building and a Central Utilities Building.

On May 16, 1970, the citizens of the Junior College District approved a second bond issue of \$4,750,000 and supporting taxes for operation and debt service of the second phase of construction. The second building program included a Fine Arts Building, a Physical Education Complex, a Student Center, an increase of 100 percent in the Technical-Vocational facilities and 60 percent expansion of the Math-Science facilities. The



second construction phase was completed in September of 1972, followed by a print shop building and a firing range.

A 20,000-foot addition to the Technical-Vocational Building was completed in the Fall of 1985. The expansion houses computer labs, classrooms, offices and a Child Development Lab designed as a training ground for students enrolled in the Child Development Program.

In 1991, two Industrial Education Buildings were completed to house the Auto Mechanics Technology and Diesel Mechanics Technology Programs. The well-equipped facilities added 25,335 square feet of building space to the campus, for a grand total of 300,745 square feet.

In 1999, a new 10,800 square foot Public Service Careers Building was opened across the esplanade from the Fine Arts Building. The new facility houses faculty offices, classrooms and labs for three major public service career fields – law enforcement, emergency medical services, pharmacy technician and fire protection.

In 2003, the College opened a 7,500-square foot Learning Center in League City to address the growing education and training needs of COM's North Galveston County service area. The Learning Center offers college credit as well as continuing education classes.

## EQUAL OPPORTUNITY EMPLOYER

College of the Mainland is an affirmative action, equal opportunity institution. The College has pledged to develop and support an environment that fosters equal opportunity and affirmative action. This pledge includes active recruitment of candidates from underrepresented populations for all positions at all levels, and a continued commitment to provide equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation except where such distinction is required by law. This policy applies to all employees regardless of position or source of funds. The College makes it the responsibility of all persons making employment decisions to support these policies.

The College complies with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and sections 503 and 504 of the Rehabilitation Act of 1973. Furthermore, College of the Mainland, in compliance with the Age Discrimination in Employment Act of 1967, Executive Orders 11246 and 11375, and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, does not discriminate against any employees or applicants for employment on the basis of age or because they are disabled veterans or veterans of the Vietnam era. These nondiscrimination laws cover admission, access, and treatment in programs and activities, and application for and treatment in employment. College of the Mainland also complies with the Americans with Disabilities Act (ADA) of 1990 as amended, which prohibits discrimination against qualified individuals with disabilities.

\*Inquiries and/or complaints regarding the College's affirmative action and/or equal opportunity policies may be directed to the Chief Human Resources Officer or Director of

Diversity and Equity who are the designated Title IX Coordinator, ADA Coordinator, Section 504 Coordinator and Title VI Coordinator. (See College Policy DIA).

For additional information call the Human Resources Department at 409-933-8269.

### Statement of Nondiscrimination

The College District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, veteran status or sexual orientation. Retaliation against anyone involved in the complaint process is a violation of College District policy.

### Discrimination

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, veteran status or sexual orientation or any other basis prohibited by law that adversely affects the employee's employment.

### Harassment

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, veteran status, sexual orientation or any other basis prohibited by law, when the conduct is so severe, persistent or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment or employment opportunities.

### Examples of Harassment

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender



identity or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

### **Sexual Harassment**

College of the Mainland is committed to providing a professional working and learning environment free from sexual harassment. Sexual harassment is a form of sex discrimination and is illegal. Sexual harassment on a College campus most often exploits a relationship between individuals of unequal power and authority (as, for example, between an employee and supervisor or between a student and teacher), but may also occur between student peers or employees of equal rank. Sexual harassment also constitutes unwelcome unprofessional conduct of a sexual nature which compromises the College's commitment to the integrity of the learning process.

As such, College of the Mainland will not tolerate any form of sexual harassment. Failure to investigate allegations of sexual harassment or failure to take timely corrective action is considered a violation of the College's sexual harassment policy and may also violate federal and state laws. Furthermore, this institution is committed to providing the training necessary to educate the staff, faculty, and students to understand and respect these policies and procedures. For further information and guidance related to harassment, sexual harassment or discrimination, see College policy DIA (Local), and DIA(Regulation).

### **Disability Discrimination and Reasonable Accommodation**

Reasonable accommodation is a modification or adjustment to a job, the work environment or the way things usually are done that enables an otherwise qualified individual with a disability to enjoy an equal employment opportunity. The Americans with Disabilities Act (ADA) and other federal and state laws require reasonable accommodation in three aspects of employment. They ensure equal opportunity in the application process, enable a qualified individual with a disability to perform the essential functions of a job, and enable an employee with a disability to enjoy benefits and privileges of employment equal to those enjoyed by the employees without disabilities.

Making facilities readily accessible to and usable by an individual with a disability, restructuring a job by reallocating or redistributing marginal job functions, altering when or how an essential job function is performed, obtaining or modifying equipment or devices, and permitting use of accrued paid leave or unpaid leave for necessary treatment are examples of common types of reasonable accommodation that an employer may be required to provide. These examples cannot cover the range of potential accommodations, because every reasonable accommodation must be determined on an individual basis. People who have any particular disability may have very different abilities and limitations.

[See FA \(Regulation\) Equal Educational Opportunity - Sexual Misconduct](#)

In order for an accommodation to be considered, a College employee or applicant must inform his or her supervisor or interviewer of the disability and request an accommodation. In most cases, a physician's statement including diagnosis, prognosis, work-related restrictions or limitations and recommended accommodations will be required to verify the existence of the disability and to assist with accommodation. Medical records are confidential and will be kept in the Human Resources office.

The College is not required to provide employment accommodations that are unduly burdensome (financially and/or administratively). Otherwise qualified employees must be able to meet the essential functions of a job, either with or without accommodations.

For more information or questions, call the Human Resources Department at 409-933-8269.



## HUMAN RESOURCES



## EMPLOYEE RESPONSIBILITIES

### Employee Ethics and Conduct

College District employees shall affirm the inherent worth and dignity of all persons and the right of all persons to learn. Learning best occurs in an environment devoted to the pursuit of truth, excellence, and liberty, which flourish where both freedom and responsibility are esteemed. In order to more adequately express the affirmation of personal professional responsibilities, College District employees shall hold themselves and each other accountable to the following Code of Professional Conduct and Ethics:

1. We shall treat all persons with respect, dignity and justice, discriminating against no one on any arbitrary basis such as ethnicity, creed, gender, disability, social station or age.
2. We shall strive to help each student realize his or her full potential as a learner, scholar and human being.
3. We shall, by example and action, encourage and defend the unfettered pursuit of truth by both colleagues and students, supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.
4. We, recognizing the necessity of many roles in the educational enterprise, shall work in such a manner so as to enhance cooperation and collegiality among students, faculty, administrators and nonacademic personnel.

5. We shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor that might damage, embarrass or violate the privacy of any other person.
6. We shall maintain competence through continued professional development, demonstrate that competence through consistently adequate preparation and performance, and seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.
7. We shall exercise the highest professional standards and make the most judicious and effective use of the College District's time and resources.
8. We, recognizing the needs and rights of others as embodied in the institution, shall fulfill the employment agreement both in spirit and in fact, give reasonable notice upon resignation, and neither accept tasks for which we are not qualified nor assign tasks to unqualified persons.
9. We shall support the goals and ideals of the institution and act in public and private affairs in such a manner as to bring credit to the institution.
10. We shall not engage in sexual harassment of students or colleagues and shall adhere to the College District's policies that prohibit sexual misconduct.
11. We shall observe the stated policies and procedures of the College District, reserving the right to seek revision in a judicious and appropriate manner.
12. We shall participate in the governance of the College District by accepting a fair share of committee and institutional responsibilities.
13. We shall support the right of all to academic freedom and due process and shall defend and assist any individual accused of wrongdoing, incompetence, or other serious offense so long as the individual's innocence may be reasonably maintained.

14. We shall not support a colleague or an individual who is known to be persistently unethical or professionally incompetent.
15. We shall accept all the rights and responsibilities of citizenship, including participation in the formulation of public policy, always avoiding use of the privileges of one's public position for private or partisan advantage.

### Professional Image

All employees are expected to project a professional image to students, parents, visitors and community members by dressing in a manner appropriate to their working environment, type of work performed and occasion. Dress and grooming standards are intended to enhance the image COM exhibits for the community it serves. COM employees shall wear and appropriately display their name tag when at an event that includes the public, such as an employment fair, student recruitment or registration event or when representing the College off campus.

Supervisors are responsible for monitoring their employees' compliance with this policy and should immediately address any violation of the policy with the employee in an appropriate manner. Supervisors may suggest that the employee dress more appropriately in the future or may request that the employee leave the workplace temporarily to change attire, depending upon the circumstances. Employees who violate this policy may be subject to disciplinary action.

At a minimum, dressing in a professional manner means wearing clothing that is neat, clean, in good repair, fits properly and is appropriate to the employee's work assignment. Sexually suggestive (revealing or tight-fitting) clothing is not acceptable. Clothing or headgear adorned with racial slurs; lewd, obscene or derogatory words, statements or pictures; or clothing with unprofessional symbols, phrases or slogans to include cloth-

ing that advertises tobacco, alcohol products, sexual innuendo or any controlled substance are prohibited. For safety and health reasons, shoes must be worn on campus.

### **Arrests, Indictments, Convictions and Other Adjudications**

An employee shall notify his or her immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or offense involving moral turpitude. The supervisor shall then inform College District chief of police and the College President (See College Policy DH (Local) and DM(Local)).

### **Employment of Relatives – Nepotism**

College policy prohibits the employment of relatives within a supervisory chain. (See College Policy DBE (Local)). Relatives of College employees shall not be employed by the College in positions where the employee has the official authority to hire or recommend or approve the hiring, salary, or promotions of the relative. Relatives shall not be employed in the supervisory-subordinate relationship even if it results from marriage after the employment relationship was formed. The provisions of this policy apply to all College programs regardless of funding source.

For the purposes of this policy, the term relative is defined as anyone related to the employee within the second degree of affinity (blood) or the third degree of consanguinity (marriage) and includes the employee's spouse and the employee's or the spouse's parents, grandparents, great-grandparents, brothers, sisters, half brothers and sisters, children, grandchildren, great-grandchildren, aunts, uncles, nieces, nephews, first cousins, second cousins and persons married to them.

### **Conflict of Interest**

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other

obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the College District.

Employees are prohibited from using their positions to influence the College's business, academic, administrative or other decisions in a way that could lead to personal financial gain or advantage for that employee or that employee's family or business.

Similarly, employees are prohibited from assuming obligations outside the College or elsewhere within the College which interfere with or prevent them from adequately discharging their primary obligations and commitments to the College. Therefore, employees should not engage in activities which create a conflict of interest or commitment.

When such conflicts arise, disclosure and resolution of conflicts of interest and conflicts of commitment must be made in writing through appropriate administrative channels. Specifics of the procedures for doing this may be obtained from one's supervisor, department/unit head, or other appropriate administrative official.

The existence of a conflict of interest, failure of an employee to disclose a conflict of interest, or failure to eliminate a conflict when so directed, may be grounds for disciplinary action, up to and including termination.

For further information regarding the College's conflict of interest policy, see Policy DBD (Local).

### **Gifts and Gratuities**

An employee shall not accept or solicit any gift, favor, service or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities.

## BENEFITS

Human Resources Department is responsible for administering benefits for all administrators, faculty and staff of the College. These benefits programs are determined by the state of Texas and are subject to change.

College of the Mainland offers a variety of benefits programs to eligible employees as part of their employment and compensation package. A regular, benefits-eligible employee is defined as one who is employed to work at least 20 hours per week for a period of 4.5 months or longer, excluding student workers in positions requiring student status.

For further information regarding the College's policies relating to employee benefits, see Policy DEB (Local).

### Benefit Selection

New employees have 30 days to make their benefit selections. All benefits-eligible employees, who fail to make such a selection, are automatically given a basic insurance plan at no cost to the employee. Contact the benefits coordinator in the Human Resources Department at 409-933-8269 for more information.

### Insurance Programs

A variety of insurance programs are available to College employees through the Texas Employee Group Benefits Program (GBP). GBP plans are administered by the Employees Retirement System of Texas (ERS). Texas Employees Group Benefits Program provides coverage for health, life, dental, accidental death and dismemberment (AD&D), voluntary AD&D, long-term care, and long and short-term disability.

Plan design and premiums are established on an annual basis by ERS in accordance with State regulations.

The College offers the following programs that provide broad coverage at a lower cost than that normally available to employees on an individual basis. Basic and optional group insurance programs include:

### Health Insurance

HealthSelect Medical is a health insurance plan for you and your covered family members. The plan offers three benefit levels – in-area network, in-area non-network, and out-of-area. HealthSelect coverage includes a comprehensive Prescription Drug Program and basic term life insurance.

HealthSelect provides you with comprehensive coverage that includes medical, prescription drug benefits and \$5,000 Basic Group Term Life Insurance.

UnitedHealthcare currently administers HealthSelect of Texas.

### Health Select of Texas Vision Care

#### Eye Exams

Employees receive an annual eye exam at the cost of a specialty physician office visit (one per calendar year, per participant). Use a network optometrist or ophthalmologist.

Annual eye exams are considered routine and is not a preventive benefit paid at 100 percent.

#### Glasses and contacts

Employees may receive discounts on most vision products and services, including frames, lenses and contacts, by visiting the HealthSelect website related to vision discounts at [www.miyuhcvision.com](http://www.miyuhcvision.com).

## Dental Insurance

Employees and their eligible dependents can enroll in one of two dental plans:

- State of Texas Dental Choice PlanSM (PPO)
  - Dental DHMO
- HumanaDental administers benefits for both dental plans.

## Optional Life Insurance

Employees may purchase optional life insurance. It is an age-related plan, and options may be purchased at one, two, three or four times your annual salary. The College pays the premiums for up to two times the annual salary. Dependent life insurance in the amount of \$5,000 term life and \$5,000 AD&D is available for eligible dependents.

## Disability Insurance

Disability insurance provides short-term or long-term protection from loss of income during extended absences due to disability. COM pays premiums for long-term protection.

## Accidental Death and Dismemberment Insurance (AD&D)

AD&D provides additional coverage in the case of death or dismemberment resulting from an accident.

## Texflex

### The Health Care Reimbursement Account

(HCRA) allows employees to deduct money from their checks before taxes and put the money into an account to pay medical bills that are not covered by the group insurance. Any money not used by the end of the fiscal year is forfeited.

### The Dependent Care Reimbursement

Account (DCRA) allows employees to deduct money from their checks before taxes and put the money into an account to pay day care expenses for a child under the age of 13

or an adult family member. Any money not used by the end of the fiscal year is forfeited.

For additional information regarding these insurances, including premium rates, please visit the ERS website at: [www.ers.state.tx.us/home/default.aspx](http://www.ers.state.tx.us/home/default.aspx)

By federal regulation, the Consolidated Omnibus Budget Reconciliation Act (COBRA), group health and dental insurance coverage may be extended for the employee and insured dependents for a period of time after employment with the College ceases. Group health and dental insurance coverage may be extended for insured dependents of an active employee for specified reasons for an extended period of time.

For information regarding COBRA, including premium rates and time limits, please visit the ERS website <http://www.ers.state.tx.us/insurance/cobra/default.aspx>.

## Employee Assistance Program

The Employee Assistance Program is a confidential resource for faculty and staff experiencing distress that may interrupt or cause deterioration in work performance. The program offers consultation, problem assessment/evaluation, referral, follow-up, and education and training. For information, contact the Employee Assistance Program at The University of Texas Employee Assistance Program:

**UT Employee Assistance Program**  
713-500-3327 or toll-free 800-346-3549

[www.uteap.org](http://www.uteap.org)  
User Name: uteap  
Password: uteap

## RETIREMENT PROGRAMS

All regular, benefits-eligible employees are required by state law to participate in one of two retirement programs offered by the College: Teacher Retirement System of Texas (TRS) or Optional Retirement Program (ORP).

Eligibility for participation is discussed below.

### Teacher Retirement System of Texas (TRS)

All regular employees of College of the Mainland are required by state law to participate in the Teacher Retirement System of Texas (TRS), unless they qualify for and elect to participate in the Optional Retirement Program (ORP). Eligibility and other provisions of the ORP are presented later in this handbook.

TRS is a defined benefit plan that provides three basic benefits to employees based on length of service and salary level: retirement, disability, and survivor and death benefits. The vesting period for TRS is five years.

An employee participating in TRS is required to contribute 6.7 percent of his gross salary to the TRS account. All employee contributions are tax deferred. The State of Texas also contributes a percentage equal to 6.8 percent your monthly gross salary.

If an employee leaves his job with College of the Mainland, all money withheld from paychecks for TRS, plus interest earned through the previous fiscal year, will be refunded if a TRS Application for Refund form is completed. Refunds from retirement accounts are subject to early withdrawal penalties from the IRS, unless the money is placed in an IRA account within 60 days of receipt.

### Optional Retirement Program (ORP)

Optional retirement plans are available to certain full-time professional and administrative staff, provided these staff members meet requirements as set forth in the state regulations for ORP. Usually these staff positions report directly to a vice president or higher, require a national search when filling the position, head a department and have budget authority for the department, or have a primary responsibility for directing affairs of faculty. It is the employee's responsibility to select a company in which to invest his retirement contributions. Employees may contact Human Resources for a list of approved companies. Contributions made by the College to the ORP are vested for employees after one year and one day of participation in the program.

Participation in ORP is a one-time election and must be made in writing within 90 days of the date an employee becomes



eligible. Eligible employees will be enrolled in the TRS program until an election for ORP participation is made in writing. If an employee does not submit an application for ORP participation before the expiration of the 90-day election period, ORP eligibility is forfeited and the employee must remain in the Teacher Retirement System of Texas for the remainder of his employment in higher education in Texas.

### **Tax Deferred Annuity**

The Tax Deferred Annuity (TDA) program is a voluntary supplemental retirement program offered to all benefits- eligible employees. It is a qualified plan under Section 403(b) of the Internal Revenue Code. Investments are made through life insurance and mutual fund companies that are licensed to do business in the state of Texas. All contributions are excluded from taxable income until distributed from the account. Contributions to a tax deferred annuity are made by the employee only; there are no matching contributions. The minimum monthly contribution is \$25.00. The maximum monthly contribution allowed is set by the IRS and changes annually.

For additional information on retirement options please contact Human Resources or visit the website at: <http://www.com.edu/human-resources/benefits.php>.

### **LEAVE INFORMATION**

The following includes important information about the College's leave and vacation policies. For further information regarding these policies, see Policies DEC and DED.

#### **Holidays**

Official holidays are located on the College calendar.



#### **Vacation**

A benefits-eligible employee who is less than 100 percent full-time (FTE) and who is unable to benefit from a College District holiday because his or her regular work schedule falls outside of a College District holiday shall be eligible to take another day off in lieu of the missed holiday. Arrangements must be made with the supervisor and/or appropriate administrator in order to schedule the make-up holiday.

Beginning with employees hired after June 30, 2012, a 100 percent FTE employee working in a position requiring 12-months of service annually shall earn vacation time at the rate of seven hours per calendar month. After completing seven years of continuous service with the College District, a 100 percent FTE employee working in a position requiring 12 months of service annually shall earn vacation at the rate of ten hours per calendar month.



Employees already employed by June 30, 2012 shall continue to earn vacation time in accordance with the following:

1. All 100 percent FTE personnel employed on a 12-month basis shall accumulate vacation time at the rate of one and two-thirds day (13.3 hours) per calendar month of service, which shall equal 20 working days of vacation per year.
2. Benefits-eligible employees employed at less than 100 percent full-time shall be eligible for a prorated share of vacation.

All accrued vacation over 240 hours must be taken (or shall be lost) by the employee's employment anniversary date of each year unless the employee is prevented from taking vacation for the convenience of the College District. Exceptions to the loss of leave may be made only by the College President upon recommendation by the appropriate vice president.

In order to provide for continuity in the administration of the College District, all vacation requests must be approved in advance by the employee's appropriate administrator (except in cases where vacation time is substituted for sick leave). An approved request leave form must be signed by supervisor prior to taking leave.

Employees shall not use vacation time that they have not already accrued. Employees who take vacation leave and who do not have such leave accrued will have their next paycheck reduced by the appropriate amount to repay this leave.

Employees on paid leave at the time the College District is closed due to an emergency shall not have their leave accruals deducted for the closure.

An employee who works or is on paid leave for one or more days during a calendar month shall accrue paid leave for that month.

## Sick Leave

Local sick leave may be used for personal illness or because of the illness of a spouse, child, parent, sibling, or any member of an employee's own household. All employees shall report absences by means of a time sheet or absence report.

All 100 percent full-time employees (FTE) employed on a 12-month basis shall accumulate local sick leave at the rate of one day (eight hours) per calendar month of service, which shall equal 12 working days of sick leave per year.

No 100 percent FTE shall earn less than ten days (80 hours) of local sick leave per year. Benefits-eligible employees employed at less than 100 percent full-time shall earn local sick leave on a prorated basis.

Adjunct instructors shall receive one day of local sick leave per course per semester. Local sick leave shall not be used to supplement either vacation leave or personal business leave.

An employee who works or is on paid leave for one or more days during a calendar month shall accrue paid leave for that month.

An employee shall submit medical certification of the need for leave if the employee is absent more than three consecutive work-days because of personal illness or illness in the employee's immediate family. The medical certification must be submitted to the Human Resources Department on or before the date of return.

Each employee shall be solely responsible for monitoring his or her local sick leave balance each month by examining the balances recorded on the individual's pay check stub or in WebAdvisor.

Effective September 1, 2013, an employee shall not receive pay for unused, accumulated local sick leave, and an employee who re-signs, retires, or is separated from employment with the College District for any other reason shall not be paid for accumulated local sick leave. An employee who separates from service with the College District for any reason shall forfeit all unused and accumulated local sick leave and shall not receive credit for prior service if re-hired.

### **Personal Business Leave**

Personal business leave is paid leave that may be used by any FTE of the College District for personal business. All 100 percent FTEs in positions requiring 12 months of service and all full-time faculty members shall earn three days (24 hours) of personal business leave per fiscal year. All requests for personal business leave shall require prior approval from the employee's immediate supervisor.

Benefits-eligible employees employed at less than 100 percent full-time shall earn paid personal business leave on a prorated basis. An employee shall not receive payment for unused accumulated personal business leave when he or she separates from employment with the College District.

### **Bereavement Leave**

Up to 24 hours paid leave may be granted when a death occurs in the immediate family of a College employee. For the purpose of bereavement leave, immediate family means the employee's spouse, children (including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis), siblings, parents (stepparent, parent-in-law, or other individual who stands in loco parentis to the employee), grandparents, and grandchildren and the employee's spouse's children, siblings (stepsiblings and

sibling-in-law), grandparents, and grandchildren. It also includes any other person residing in the household of the employee at the time of death.

The employee must notify his or her supervisor as soon as possible after learning of the need for bereavement leave. The supervisor may require qualifying documentation before bereavement leave is granted.

### **Faculty Leave**

A faculty member shall be charged leave as used if he or she misses expected duty time, including instructional time mandatory, and office hours that cannot be rescheduled within the same calendar week.

### **Leave Without Pay**

An employee shall not accrue any type of paid leave while on leave without pay.

### **College Leave**

Leave for official travel or professional development shall be paid leave granted to benefits-eligible employees of the College District for the purpose of attending professional meetings, conferences, conventions, or for other reasons determined to be in the interest of the College District. A benefits-eligible employee shall request approval of leave for official travel from his or her immediate supervisor. The supervisor shall have the authority to grant or deny the request for leave. Any expenses for such travel by employees shall be reimbursed in accordance with College District policy and regulations.

### **Medical Leave Pool**

The College District has established a medical leave pool from voluntary donations by eligible College District employees. The purpose of the medical leave pool is to allow an employee who has exhausted all available leave, including vacation leave, to take time off without loss of salary.

An employee may be eligible for leave from the College District's medical leave pool if he or she suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family.

In order to be eligible to participate in the College District medical leave pool, an employee must be in a benefits-eligible position and must contribute one day (eight hours) of sick leave per fiscal year. A benefits-eligible employee employed at less than 100 percent full-time shall have his or her contribution prorated.

### Family Medical Leave

The College District shall administer family and medical leave in accordance with all applicable federal and state laws. Eligible employees have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period calculated as the 12-month period measured forward from the date of the employee's first FMLA leave usage. See [DECA(LEGAL)]

### Leave For Military Duty

The College District shall administer military leave in accordance with all applicable federal and state laws.

### Jury Duty

An employee who is summoned for jury duty (whether impaneled or not) shall be granted leave with pay for the calendar day(s) retained in that official capacity. Leave shall not exceed the number of work hours for which the employee is regularly scheduled.

An employee required by the court to remain "on-call" for jury duty shall work his or her regularly scheduled hours for that day.

Upon request the employee shall supply appropriate documentation regarding jury duty. Time spent on jury duty and/or associated travel in excess of a normal workday shall not result in the accrual of overtime.

### Reporting Absence or Tardiness

Employees of the College are expected to maintain a punctual and regular attendance record. Being repeatedly late for work or absent from work without good reason is grounds for disciplinary action, up to and including termination. Employees must follow department procedures for reporting absences or tardiness.

## OTHER BENEFITS

### College Course Enrollment

The College Program is an educational benefit available to all full-time, benefits-eligible employees to encourage their development through formal education. The College District shall allow each full-time benefits-eligible employee, or the employee's dependent as defined by IRS regulations, to enroll in one credit or noncredit course per semester, for a total of three courses per year, provided the course has sufficient enrollment of tuition-paying students and space is available on the last day of registration. Courses shall not be created only for the enrollment of employees or the employees' dependents.

An employee shall not schedule courses during his or her regular working hours.

### Academic Regalia

The College District shall help defray the cost of either the purchase or rental of academic regalia of up to \$75 per individual. Arrangements shall be made through the College District bookstore.



## Wellness Activity Scheduling

Wellness activities should be scheduled in such a way that the time is split between the employee and employer in accordance with the following:

- Time off for participation in wellness activities shall be limited to one and one-half hours per week.
- Supervisors are responsible for approving time off to participate in wellness activities and for ensuring that the number of participants for a single work area at any given time will not limit work flow.
- Employees may participate in only one scheduled activity per day.
- Any activity sessions that cannot be scheduled to equally divide the time shall be submitted to the College president for approval.

## Retiree Health Insurance

Health and life insurance shall be provided for employees who retire from the College District. Benefits shall be administered in accordance with approved College District regulations.

## Employee Awards

Employees are honored monthly through the Employee of the Month Award. Based on nominations submitted by members of the College community, a selection committee recommends to the president those employees to receive the honor of being selected Employee of the Month. The Employee of

the Month Award recognizes outstanding employees who show exemplary individual achievement, contribution to the College, and job performance. Employees of the Month are nominees for the Employee of the Year Award.

## COMPENSATION AND PAY

College employees are paid monthly on the 25th working day of the month. If the 25th of the month is a holiday, payday will be the last workday immediately preceding the holiday. Special provisions may apply during the extended break between the Fall and Spring semester.

The following includes important information about the College's compensation policies. For further information regarding these policies, see Policy DEA.

### Direct Payroll Deposit

As a cost-saving measure, College of the Mainland requires employees to have their salaries deposited directly into a checking or savings account or loaded onto their employee Higher One ID card.

### Time Records

All employees are required to complete and submit time records. Employees will be notified by their supervisors regarding time keeping requirements.

All leave time must be entered by the end of the month in which the time is taken. Supervisors are required to review and approve the time record and leave statements to verify that the information submitted by the employee is accurate.

A Leave Request Form must be submitted for all leave requests for employees. The Leave Request Form must be approved by the employee's supervisor.

Employee of the Month



**Scott Turnbough**  
Multimedia Designer  
Marketing and Communications  
10 Years of Service

Falsification of a time record is grounds for disciplinary action, up to and including termination.

### **Work Hours**

Regular full-time employees are required to work 40 hours per week. Supervisors establish work schedules and may schedule flexible working hours within the limits of state law if the requirements of that department will allow a flex time schedule. Employees are expected to report to work on time daily and to remain on the job throughout regular work hours. If an employee has to be absent from work or has an urgent reason for leaving, prior permission of the supervisor is required.

All College offices that serve the public are normally open from 8 a.m. to 5 p.m., Monday through Friday, and are required to remain open during the noon hour with at least one person on duty to accept calls, receive visitors and transact business. Some offices, due to the nature of their services, may have extended workdays or different work schedules.

Some staff positions require a greater number of actual working hours than others, and the acceptance of such a requirement is a condition of employment for persons employed in these positions. Whenever practical, employees will receive reasonable notice when a department makes significant changes in work schedules or establishes a requirement to work in excess of 40 hours on a regular or recurring basis.

Nonexempt employees whose positions require them to work overtime on a regular basis are expected to be available to work overtime on short notice. Part-time and temporary employees are expected to work those hours designated by the employing department as necessary to fulfill the requirements of their position.

An employee whose position is subject to emergency call duty and who subsequently fails to report when called for such duty may be subject to disciplinary action, up to and including termination.

### **Overtime Pay**

It is College policy to plan, organize and schedule its activities so that overtime work is held to only what is absolutely necessary. In unavoidable circumstances, such as emergencies or peak load periods, nonexempt employees will be compensated for overtime work in accordance with College policy and the Fair Labor Standards Act (FLSA).

#### **Exempt**

Exempt employees are not eligible to receive overtime payments or compensatory time for hours worked in excess of the standard workday.

#### **Nonexempt**

All overtime work is to be authorized in advance by the appropriate supervisor. Nonexempt employees will not be compensated for overtime work without prior written authorization. Working unauthorized overtime may subject the employee to disciplinary action, up to and including termination.

Nonexempt employees who are required to work in excess of 40 hours in the standard workweek must receive either overtime pay at the rate of one and one-half times the regular rate of pay or compensatory time off at a rate of one and one-half the overtime hours worked. Compensatory time may also be accrued in situations where a nonexempt employee has not worked more than 40 hours in a workweek but the total of hours worked and hours of paid leave and/or paid holidays exceeds 40 hours.

## TALENT MANAGEMENT/ EMPLOYEE PERFORMANCE

### Probationary Period

Prior to being issued a term contract, all newly hired professional employees shall complete a 90-day probationary period. A newly hired employee's probationary period shall begin on the first day of employment with the College District and shall end 90 calendar days later.

If an employee is absent during the probationary period, the probationary period shall be extended by the same amount of time. Each newly hired professional employee shall meet with the appropriate supervisor to be informed about the purpose and length of the probationary period as well as the expectations and standards for the employee's specific job.

Each newly hired employee shall be provided two written probationary reviews during his or her probationary period. The probationary reviews must be completed by the 45th and 89th calendar days after the employee begins work. All supervisors shall use the College District's probationary evaluation form available on the College District's human resources Web page. The written probationary reviews shall be kept in the employee's personnel file in the Human Resources Department.

A newly hired professional employee may be recommended for dismissal at any time during the probationary period. If dismissal is recommended, the supervisor shall contact the Human Resources Department prior to any discussion with the employee. A professional employee dismissed during the probationary period shall not have access to the discipline and dismissal policies of the College District but shall have the right as a citizen to appear before the Board regarding his or her dismissal.

An employee dismissed during the probationary period shall not be eligible for rehiring. (See College Policy DCA (Local)).

### Professional Development Plan/ Performance Evaluation Process

Each staff member is an integral component in the success of achieving the stated goals of College of the Mainland. Employees deliver success through their competencies: professional expertise, innovation, communication and cultural awareness. Continued success requires effective and interactive performance dialogues between staff and supervisors that identify goals, initiatives, professional development, results, accountability and mutual respect.

College of the Mainland's performance evaluation process is a strategic approach to performance management and requires the staff member and supervisor to have regular dialogues linking performance expectations, feedback and coaching in alignment with the organization's strategic principles and imperatives. Major objectives of the performance evaluation process include:

- Improved communications between supervisors and employees;
- Enhanced understanding of the College and departmental goals;
- Development of clear, mutually established performance objectives and fair criteria for measuring attainment of these objectives;
- Ongoing feedback throughout the year concerning job performance;
- Employee career and skill development; and
- Development of a fair and objective tool to evaluate performance.

The College District requires that each benefits-eligible employee complete an annual professional development plan in connection with the individual performance evaluation process. Professional development activities

and the use of those activities to improve performance shall be documented in the individual performance evaluation process.

### **Performance Improvement and Discipline**

The College values its employees and is committed to fair, efficient and equitable solutions to problems arising out of the employment relationship. Progressive discipline will be followed when a non-probationary, regular employee fails to comply with College rules, policies and/or work directives. An employee may receive informal coaching/counseling, formal disciplinary action, administrative leave with pay, or suspension without pay prior to being terminated for continued or policy violations. A supervisor may skip one or more of those steps depending on the seriousness of the infraction or if there are grounds for immediate termination. (See Employee Performance and Discipline Manual).

### **Dismissal**

At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the College District. At-will employees who are dismissed shall receive pay through the end of the last day worked.

At-will employees who are dismissed may request review of that decision through DGBA (LOCAL).

### **Grievances**

The College provides grievance procedures for employees who have attempted to solve complaints through their supervisors but who still cannot reach a satisfactory solution. This procedure is available to all regular employees who have completed their initial probationary period of employment.

There are time limits for filing a grievance. For further information and guidance concerning the College's grievance processes, see DGBA (Local), DGBA (Regulation), DIA (Local), and DIA (Regulation).

### **Personnel Records**

Each employee's official personnel file is maintained in the Human Resources Department and contains copies of official personnel documents. These documents include, but are not limited to, original documentation of job and salary history, performance appraisals, disciplinary history and other personnel matters. An employee has the right to examine documents in his/her personnel file at any time during normal working hours by making an appointment with the Human Resource Department.

As a state institution, the College is subject to the Public Information Act (formerly Texas Open Records Act). It defines a public record as being the portion of any document, letter, memorandum or other written, printed, typed, copied or developed material that contains public information. The result of the act is that most information held in a public agency is available to the public upon request. There are numerous exceptions to the Public Information Act. Such exceptions will be determined on a case-by-case basis.

Employees have the right to deny public access to their home address, home telephone number, emergency contact information, Social Security number or family members' information. Each employee must submit his or her preference in writing not later than the 14th date after the date on which the employee begins employment with the College or ends service with the College. If an employee fails to state his or her preference as stated above, the information will be subject to disclosure under the Texas Public Information Act. Tex. Gov't Code §552.024.

If an employee asks the College to deny public access to this information, it will not be used in published directories or on lists of employees secured from College files under the Public Information Act by private firms or individuals. The information will be used by the College, however, for any official business purpose, including mailing correspondence and informational materials to an employee's home address. Public Access Authorization must be access through the President's Office.

## SEPARATION OF EMPLOYMENT

### Involuntary Terminations

An involuntary termination may involve the dismissal of an employee due to unsatisfactory job performance or misconduct. Certain policy violations may also justify immediate termination. For additional information regarding termination of employment see DM (Local).

### Voluntary Terminations

Voluntary terminations include resignations and retirement. Ten business days' notification is expected from employees who voluntarily separate employment with the College. Failure to provide appropriate written notice could affect future employment consideration at the College. The College president or designee shall be authorized to accept the resignation of an at-will or contract employee at any time. Once submitted and accepted, the resignation of an employee may not be withdrawn without the consent of the College president or designee.

### Exit Checklist and Interview

College property may be issued to a College employee in cases where the property is required for fulfilling job responsibilities. It is the employee's responsibility to maintain all College property in his or her charge such as keys, tools, equipment, uniforms, books and periodicals, identification cards, parking access cards, credit cards and vehicles. Upon separation of employment, such property must be returned on or before the last physical working day.

All employees separating from employment with the College must complete an exit checklist form prior to the last physical day on campus. Failure to return College property or the removal of College property may be construed as theft and appropriate legal action may be taken. In addition, all financial matters and/or indebtedness to the College should be settled.

Employees voluntarily separating from employment with the College may be asked to participate in an exit interview with the Human Resources Department. The exit interview allows the College to receive feedback on areas of success and/or needed improvement.

### Re-Employment

Employees who separate in good standing may be re-employed in the same type of work or in another job for which they are qualified, unless otherwise stated in this handbook, College policies or College procedures.



College of the Mainland

For assistance, call the Student Help Center at 409-938-1211 or 1-888-258-8859 ext. 8663 or visit [www.com.edu/helpdesk](http://www.com.edu/helpdesk)

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For general assistance, visit [www.com.edu/help](http://www.com.edu/help) or contact the Student Help Center by phone at 409-938-1211 or 1-888-258-8859 ext. 8663 or e-mail to [welcome@com.edu](mailto:welcome@com.edu).

For questions about registration, contact the Admissions Office by phone at 409-938-1211 or 1-888-258-8859 ext. 8264.

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**Help Desk** →

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**WebAdvisor 3.1**  
POWERED BY ORACLE

**Norton SECURED**  
powered by Symantec

## FINANCIAL SERVICES/PAYROLL

### Contact Information

General payroll matters are handled in the Payroll Financial Services Department at 409-933-8145.

### Payroll Information Location

WebAdvisor ([www.com.edu/WebAdvisor](http://www.com.edu/WebAdvisor))

All employees are assigned an identification number referred to as an employee ID/ user ID when their personal data is entered into the College's human resource database. This user ID is the login ID for the College's employee self-service database called WebAdvisor. The user will be empowered to handle transactions online via WebAdvisor at their convenience in a secure and expeditious manner.

### Employees will be able to view all of the following information within their Employee Profile:

- Position Summary
- Leave Plan Summary
- My Stipends
- View Employment Action History
- Pay Advices
- W-2 Electronic Consent
- W-2 Statements
- Update Employee Information

### Employees may request Work Orders for the following:

- Maintenance/repairs/vehicles and custodian/room scheduling
- Work Order Status Report
- Vehicle Availability Report

### Notification of Change in Name, Address, Number of Dependents or Marital Status

An employee should immediately contact the Human Resources Department to make changes to his or her personal information or status. A personal information change form must be completed with the appropriate documentation.

## SECURITY-COM POLICE DEPARTMENT

### Security Escorts

This service is provided for members of the campus community who desire a police escort from one area of the campus to another during hours of darkness and for employees in security-sensitive areas.

### Transportation Assistance for Individuals with Disabilities

This service is for members of the College community who have a physical disability and require assistance in getting to campus locations. Courtesy transportation can be arranged with the COM Police Department.

### Motorist Assistance

Officers are glad to assist you if you have difficulty starting your vehicle or if you have locked your keys in your vehicle. All patrol vehicles are equipped with jumper cables to jump-start dead batteries and with tools to unlock vehicles with keys locked in them. The COM Police Department will also call a tow truck or a locksmith should the need arise.

### Lost and Found

The lost and found is located in the COM Police Office. Articles turned in to the lost and found will be tagged and held for 30 days. After the 30-day period, items not claimed may be discarded or dispensed through local charitable organizations or clubs and organizations sponsored by the College. All students and/or staff who find articles are requested to turn them in to the COM Police Department. Items classified as contraband will not be returned.

### On-Campus Parking and Parking Decals

Parking is restricted to within the yellow-lined parking spaces. Vehicles may not back into parking spaces. There are clearly marked parking facilities for four- and two-wheeled motor vehicles in all of COM's parking lots.



All employees who drive a vehicle should have displayed on the left-hand bottom of their vehicle's back window a valid COM parking decal. Motorcycles should display their valid COM parking decal on the rear area of the motorcycle that is clearly visible to patrolling COM officers.

Contact the COM Police Department to fill out a vehicle registration card and to receive a permit decal.

To park in the handicapped zones, an employee must display a valid handicapped parking decal in his or her vehicle.

### Reporting Suspected Criminal Activity

All employees of the College, including student employees, have an obligation to report any suspected theft, fraud, embezzlement, destruction of property, or any other irregularity causing a loss of cash, property or any other asset of the College. College employees who, in good faith, report suspected criminal activity are protected against any retaliation by the College for making such a report. Employees who are aware of criminal activity against the College and fail to report it may be subject to disciplinary action. Failure to cooperate fully shall be grounds for disciplinary action, including possible termination of employment.

Employees who suspect criminal activity should report it to one of the following:

- the Campus Police Department;
- the College President; or
- the Director of Internal Auditing.

### Drug and Alcohol Policy

College of the Mainland supports a drug-free campus for students, faculty and staff. While on school premises during any school term or off school premises at a school-sponsored activity, function or event, no student or employee shall possess, use, transmit or attempt to possess, use or transmit or be under the influence of (legal intoxication not required), any controlled substance or dangerous drug as defined by law, alcohol or any alcoholic beverage, any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation, or any other intoxicant or mood-changing, mind-altering or behavior-altering drugs.

The transmittal, sale or attempted sale of what is represented to be any of the above-listed substances is also prohibited. Employees or students who violate this policy shall be subject to appropriate disciplinary action, which may include referral to drug and alcohol counseling or rehabilitation programs or employee/student assistance programs, suspension, expulsion and referral to appropriate law enforcement officials for prosecution. An employee or student who uses a drug authorized by a licensed physician through a prescription specifically for that employee's or student's use shall not be considered to have violated this policy. For further information on the College's drug and alcohol policy, see Policy DHB.

### Tobacco Policy

College of the Mainland is a tobacco-free institution. No use of any tobacco products is permitted. Smoking is allowed inside private vehicles if they are located in an approved designated parking area. Employees or

students are also permitted to smoke if no further than 10 feet from the streets or roads around the campus grounds. Smoking in the back of pickup trucks is permitted but is confined to the bed of the truck and not on the tailgate. Violators will be subject to a citation, disciplinary sanctions or expulsion from campus.

Fines for violating the tobacco policy are:

1. The first violation is \$25.
2. The second offense is \$50.
3. A third offense will result in a referral to the College president, or designee, for disciplinary action up to and including expulsion from the campus.

### Weapons

It is a third-degree felony for any person (including a person licensed to carry a concealed handgun) to carry, possess or exhibit a weapon on the premises of a school, an educational institution or a passenger transportation vehicle of a school or an educational institution. This policy is in compliance with Section 46.03 of the Texas Penal Code and Section 37.125 of the Texas Education Code. Violations of this policy will result in disciplinary action including reporting the violation to authorities.

College of the Mainland prohibits the possession or exhibition of prohibited weapons or ammunition, as defined in Section 46.01 of the Texas Penal Code, on campus or while representing College of the Mainland at off-campus employee/student events. This policy does not apply to peace officers employed by COM or those from other agencies who come to the campus for official law enforcement purposes.

There are certain registered courses and activities (both on and off campus) that involve the use of firearms, ammunition or dangerous chemicals. Possession of such items in connection with these courses

or activities will be permitted, subject to the requirements and/or limitations of the program or course.

NOTE: For these authorized, registered courses the firearms used will be brought unloaded to and from campus property in a carrying case or tote bag.

### State Property

College furnishings, tools and equipment are property of the state of Texas. College equipment may be removed from the campus only when necessary to conduct official College business. Prior to removing equipment, an employee should complete either a Request for Authority to Remove Equipment from Campus or a Portable Equipment Log. Forms are located on the I Drive.

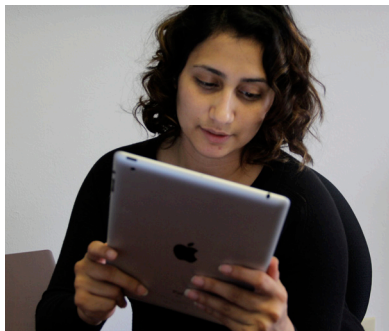
Any employee who has College property at an off-campus location is responsible for that property and should consider providing insurance coverage under his own personal property insurance. Should the property be lost, stolen, damaged or destroyed, the employee must reimburse the College.

## TECHNOLOGY RESOURCES

### Acceptable Use

Technology resources are provided by College of the Mainland. Its use is intended for educational purposes only and any support thereof. All activity is monitored including, but not limited to, network operations, network security and personal misconduct. At any time, COM may inspect and seize data stored on this system. Security measures have been implemented to protect data and its integrity.

For purposes of this policy, "technology resources" refers to electronic communication systems and electronic equipment. Access to the College District's technology resources, including the Internet, shall be



made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

Limited personal use of the College District's technology resources shall be permitted if the use:

1. Imposes no tangible cost on the College District;
2. Does not unduly burden the College District's technology resources; and
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

Access to the College District's technology resources, including the Internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the use:

4. Imposes no tangible cost on the College District; and
5. Does not unduly burden the College District's technology resources.

The College president or designee shall develop and implement administrative regulations, guidelines and user agreements consistent with the purposes and mission of the College District and with law and policy. See CR (Local).

## Monitored Use

Access to the College District's technology resources is a privilege, not a right. All use of COM electronic technology resources including email is bound by federal, state and local laws relating to the use of electronic communication; therefore, users of any College technology resources should not have an expectation of privacy. All electronic correspondence to and from COM email users (except for that which is protected by attorney-client privilege) is subject to the Texas Public Records Act and may be disclosed to third parties upon request.

Email transmissions and other use of the College District's technology resources by students, employees and members of the public shall not be considered private. Designated College District staff shall be authorized to monitor the College District's technology resources at any time to ensure appropriate use.

## Disclaimer of Liability

The College District shall not be liable for users' inappropriate use of the College District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The College District shall not be responsible for ensuring the availability of the College District's technology resources or the accuracy, appropriateness, or usability of any information found on the Internet.

## Record Retention

A College District employee shall retain electronic records, whether created or maintained using the College District's technology resources or using personal technology resources, in accordance with the College District's record management program. [See CIA]



## CAMPUS FACILITIES AND SERVICES

In addition to more traditional benefits, the College offers its employees a variety of free or discount-priced facilities and services.

### Wellness Center

The COM Wellness Center enhances the physical and mental wellbeing of all clients by providing excellent customer service and forming lasting friendships with clients and their families.

The center strives to provide a no-fail environment. It offers a non-intimidating, nurturing and informative atmosphere in which clients can acquire the knowledge they need to reach their health and fitness goals. The center is also involved in a wide range of community-based activities that benefit all involved.

Health is the most treasured gift a person can give. All COM benefit-eligible employees have access to all recreational facilities by showing proper employee ID. A sample of classes that may be offered include:

- Cross Training
- Pilates/Yoga
- Run/Walk Club
- Spinning
- Water Aerobics
- Kickboxing/Boxing
- Aerobic Dance
- Weight Training
- Salsa and Swing Dance



### Child Care Center

The Child Care Center, open throughout the academic year, provides a quality program of child care service to meet the needs of students, faculty and staff parents. Trained personnel organize special programming for children from ages 3 months to 5 years. For further information, contact the Child Care Center.

### Continuing Education

The Continuing Education (CE) division provides access to innovative, flexible and responsive lifelong learning opportunities. CE offers a wide range of courses in a variety of formats, including personal enrichment, fitness and recreation, professional development and workforce training. A current schedule can be located at [www.com.edu/ceschedule](http://www.com.edu/ceschedule). For more information, contact Continuing Education Department.

### Food Services

Mr. C's Deli & Bistro, located in the Student Center at College of the Mainland, is pleased to provide food service to the campus and surrounding community. Mr. C's menu includes sandwiches, salads, soups, breakfast, burgers, pizza and a hot line with different delicious entrées served daily.

You can place orders by calling 409-933-8416. For your convenience, the following cards are accepted: American Express, Discover, Visa and MasterCard. Personal checks are not accepted.

### Instructional Technology

The Instructional Technology Department supports the technology used for instruction in the classroom and around campus by assessing, acquiring, implementing and supporting alternative instructional delivery methods, thus creating dynamic learning environments.

Services include:

- Multimedia design and development assistance – assistance with the creation of instructional videos, Flash animations for online courses, voice recordings for online course materials and podcasting, and other multimedia.
- Instructional media support – assistance locating and preparing instructional media for online and face-to-face instruction.
- Support on all classroom technology including, but not limited to, data projectors, document cameras, student response systems and voice amplification. (Classroom computers, which include monitors, keyboards, mice and speakers, are the responsibility of the Information Technology Services Department.)
- Copyright assistance – assistance with copyright information, Explanation of the Fair Use Act and prevention of infringement.
- Support for live webinars as a host or participant.

The Instructional Technology Office is located at LRC-104 on the ground floor of the Learning Resources Center.

## *Campus News*

Subscribe to COMmunicator,  
COM's Employee Newsletter.

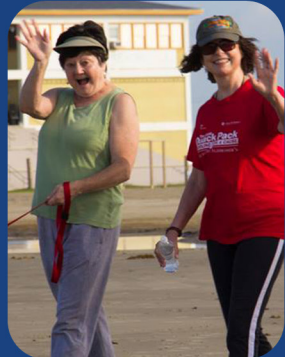
[www.com.edu/marketing-communications/newsletters](http://www.com.edu/marketing-communications/newsletters)

## *New to COM?*

You may be included in one of these councils: Faculty Senate, Professional Council or Classified Council.

Check with your council president to be included in the member emails.





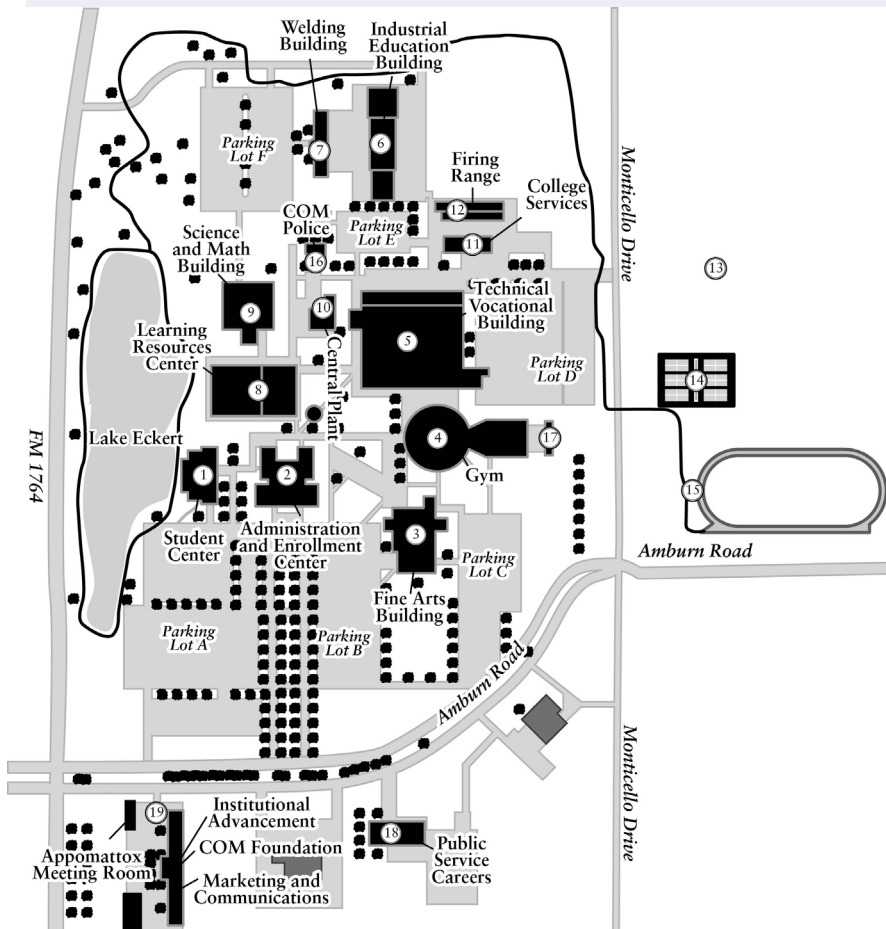




# College of the Mainland®

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[www.com.edu](http://www.com.edu)



## LEARNING CENTERS:

COM Cosmetology Lab/Offices  
 Gulfway Plaza Outlet Mall  
 15009 Delaney Road  
 La Marque, Texas

COM Learning Center – North County  
 200 Parker Court at FM 518  
 League City, Texas

Gulf Coast Safety Institute  
 320 S. Delaney Road  
 La Marque, Texas

COM Learning Center – Delmar  
 1130 Delmar at Laurel  
 La Marque, Texas

COM Learning Center – Allied Health Center  
 200 Parker Court at FM 518  
 League City, Texas