

# **SECTION 4**

# **BUSINESS OPERATIONS**

## **Annual Master Calendar and Schedule of Campus Events**

A detailed calendar of Butler meetings, events, holidays, etc. is available on the Butler web page under Events Calendar.

## **Campus Working Hours**

Normal office hours are from 8 a.m. to 5 p.m. Monday through Friday. Some offices will be open beyond the normal hours, either on a periodic or permanent basis, to accommodate student needs. Office supervisors are responsible for maintaining appropriate access to their offices.

Flexible hours for staff are permitted with permission of the office supervisor. Full-time operational staff on flex-time must maintain a 40-hour per week schedule.

A workweek is defined as time beginning 12:01 a.m. on Sunday and ending at midnight Saturday.

## **College Fleet Vehicle Policy**

College fleet vehicles are to be used only by authorized persons. Driver authorization will be determined by the Director of Facilities Management using the following criteria:

- Current driver's license
- Driving record with the Kansas Department of Motor Vehicles. Recorded violations that exceed the following will be justification for denying authorization to a requesting driver. Where it is indicated that proof is necessary to lessen the restriction, acquiring and presenting that proof is the responsibility of the requesting driver. Restrictions are based on the previous 12 month driving period and are in effect until the restriction period has expired

### Speed in excess of the maximum posted

- Two citations-one or both less than 10 mph above the maximum posted - six months
- Two citations more than 10 mph above the posted or three or more citations at any speed - one year.

### Accidents

- Proof of citation showing no one at fault - no restriction (provide copy of police report or proof of payment by the other insurance carrier to show a non-chargeable accident)
- One accident where found at fault - six months
- Two accidents either at fault or not at fault - one year

### Driving Under the Influence

- Proof of completion of post DUI Driving Course - two year restriction
- No post DUI Driving Course - three year restriction

To insure the safety of the drivers and passengers in college vehicles and other travelers, as well as to respond to any alleged reports of reckless driving, a Vehicle Performance Monitoring device is installed on all college vehicles. These monitoring devices will record information for the following:

- Rate of Speed
- Hard Stops
- Overall Vehicle Performance

- Record when the device is installed and when it is disconnected

Persons who have been suspended from the use of college vehicles may use their own vehicle for official college business and they will be reimbursed at the current rate from their departmental funds. It is the responsibility of these persons to have a current driver's license and current vehicle owner's liability insurance.

A review of the Kansas Department of Motor Vehicles driving records for all previously approved drivers will be done every other year from the date of the most recent motor vehicle review.

Credit cards and K-tags are available at Facilities Management for use with College cars only.

Keys for vehicles requested to depart in the evening must be picked up at Facilities Management by 5:00 p.m. the day of use. For vehicles requested on weekends or holidays, pick up keys by 5:00 p.m. on the last working day. Place keys in drop box outside Facilities Management when returning after office hours.

Mileage recording must be done when using college vehicles. Butler employees are to record the departure and arrival odometer readings on the vehicle user mileage card, which is attached to the key pouch.

Private Use: Private use of college vehicles is forbidden. No employee shall operate or drive any college owned vehicle for private use or for private business or pleasure. Violation of this policy will warrant appropriate action which could include termination of driving privileges. (Rev. 01/09)

### **Contractual Agreements**

All contracts or agreements entered into by representatives for the College must be signed by the President and/or his/her designee and ratified by the Board of Trustees. Representatives of departments or divisions that are called upon to enter into signed agreements or contracts to deliver programs or services or to receive funding from federal, state or private grants should contact the President. He/she will determine whether the contract should be approved by the Board of Trustees prior to implementation or ratified as part of the implementation process. The employee entering into the contract or agreement is responsible for sending a signed copy of the contract or agreement to the Vice President of Finance office. (Rev. 7/07)

### **Contractor Check-In/Out Policy**

**Purpose:** Butler Community College is an open-campus and it is imperative that Facilities Management and the Butler Public Safety Department know at all times what contractors are on the campus doing business.

**Background:** Butler Community College seeks to provide a safe and secure campus environment by instituting policies, procedures, and guidelines to further define the College's roles as an 1) educational, residential, cultural, and recreational facility for students; 2) a place of employment; 3) a community resource; and 4) a client and business partner.

**Procedure:** Butler Community College has instituted a policy that all contractors doing business on the El Dorado and Andover Campuses must check in and out with the Facilities Management Office, (1200 Building at El Dorado and 5000 Building at Andover) immediately upon arrival and

when the work is completed for that day. It does not matter what college department the contractor is contracted, they must check in and out.

If work exceeds the normal work hours of Facilities Management (8:00am – 5:00pm), the contractor will be required to contact Butler Public Safety Department within the West Residence Hall, 1100 Building or by calling (316) 322-3222 or 316-321-7657 to check in and out.

Facilities Management will have a check-in/out sheet available for all contractors to fill out and sign.

Facilities Management will send an e-mail to Facilities Managers and Butler Public Safety Department to inform each department that there are contractors on campus and the area the contractor is working.

Contractors will be informed of this procedure before any work begins on campus.

Contractors that are performing extensive work on campus will be allowed to call Facilities Management at (316) 322-3144 and/or Butler Public Safety Department at (316) 322-322 or (316) 321-7657 at the beginning and end of their work that day. (New 07/09)

### **Credit Cards**

The College does not have a college credit card, but does participate in a program sponsored by the State of Kansas whereby employees may obtain a UMB Visa card, in their personal name, with no annual fee and a 45-day grace period for payment. Employees are encouraged to consider this option when appropriate to lessen the need for cash advances.

Reimbursements are issued on Friday for all properly approved expense reports received in the Accounts Payable office by Monday. Reimbursements can then be used to pay the UMB Visa bill. Charges are the responsibility of the Butler employee.

### **Display of Information**

#### **Bulletin Boards**

Items for display on bulletin boards or any other surfaces must be cleared through the office of the Vice President for Student Services and bear that office's stamp-of-approval. All displays must contain the name of the individual or group who have developed the display. No signs are to be posted on entrance doors to buildings, except when they are temporary directional signs for specific events. Signs not containing the appropriate approval will be removed from the bulleting boards.

Attaching items to surfaces with scotch tape, regular masking tape, blue-tack or any other adhesive material or with thumb tacks or nails may cause permanent damage to a surface. Therefore, the display of signs, posters, bulletins, schedules, rosters, notes, etc., is not permitted except on display panels such as bulletin boards that are available for this purpose.

If tape is required for a posting, the use of only 3M Long-Mask tape is permitted. Long-Mask tape is available from Facilities Management. (Rev. 07/06)

#### **Electronic Interior Signage Display**

Multimedia Learning Resource Center (MMLRC) will develop and maintain Butler's electronic signage system for all campuses including all necessary wiring, amplifiers, displays, servers,

and other electronics needed, in order to maintain consistent high quality electronic signage and to insure maximum utility of the system. The system's purpose will be to provide timely and relevant information about Butler Community College, its events, programs, and services to the benefit of students, staff, and stakeholders of Butler Community College. The Student Services department, in cooperation with MMLRC and the Marketing department, will oversee the creation and scheduling of messaging, video and display content, and will be responsible for maintaining the software and human resources necessary to accomplish this electronic display of information. (Rev. 7/07)

### **Disposal of College Property**

College property that is deemed unusable shall be disposed of in the following manner: all office furniture and equipment shall be given to Facilities Management for disposal (which may include the Facilities Auction). If the Director of Facilities Management determines the property is of little or no value, then, based upon concurrence from the Vice-president of Finance or the President, he/she may dispose of the property as appropriate. Written documentation of the decision to dispose of selected property shall be kept on file in the Vice-president of Finance office for five (5) years and an annual report shall be provided to the Board of Trustees at the September Board meeting regarding disposal of college property during the preceding fiscal year.

All computers and peripherals shall be given to Information Services. If the Chief Information Officer determines the property is of little or no value, and then based upon concurrence from the Vice-president of Finance or the President, he/she may dispose of the property as appropriate. Written documentation of the decision to dispose of selected property shall be kept on file in the Vice-president of Finance office for five (5) years and an annual report shall be provided to the Board of Trustees at the September Board meeting regarding disposal of college property during the preceding fiscal year.

Inventory sheets shall be completed in all circumstances if these items are reflected on the office inventory list. Under no circumstances shall college property be sold other than at the Facilities Auction, unless prior approval is obtained from Executive Council. (Rev. 7/07)

### **Donated Items to the College**

When items are donated to the college, the following offices must be notified:

- Foundation Office
- Accounting Office

Once notified these offices will assist with the processing of all appropriate paperwork for documentation and appropriate recognition of the donation. (Rev. 07/07)

### **Employer Provided and/or Use of Donated Vehicles**

Any employee who is provided a vehicle by the college or an outside company must notify Human Resources immediately upon receipt of the vehicle. Personal and business miles must be recorded and reported on a monthly basis to Human Resources. The personal use of these vehicles is considered a taxable fringe benefit and must be reported on the employee's W-2. (New 7/09)

## Hiring Procedures

### Consumer Reports (Background Screenings)

Effective March 1, 2007, Butler Community College will obtain consumer reports to supplement the type of background information previously obtained by Butler to assure employment of only qualified personnel and to reduce the risk of hiring dishonest and/or dangerous individuals. All job applicants (except students and adjunct faculty) seeking employment and all past employees seeking to be rehired (as of March 1, 2007) are required to authorize Butler to procure consumer reports for employment purposes. The consumer reports procured by Butler will include a criminal background report and SSN trace/validation and, for certain identified job positions, other reports including, but not limited to, a credit report. To be eligible for such employment with Butler, an applicant must authorize Butler to procure a consumer report(s) for employment purposes. (Rev. 7/07)

### Employment

All new employees must complete an employment packet prior to or on the first day of work. All new employees working in El Dorado (including El Dorado CRC and Allied Health) must complete the employment packet in the Human Resources office. All new employees must complete an I-9 (Employment Eligibility Verification form) **and** provide the appropriate I.D.(s) verifying identity and eligibility to work in the United States. If an employee does not have the appropriate I.D.(s) by the first (1<sup>st</sup>) day of employment, he/she **will not** be permitted to work. The employee will have two (2) weeks to provide the Human Resources Office with the appropriate I.D.(s). If the I.D.(s) are not provided within the two (2) week period, the individual will not be employed by the college and the position will be reopened.

### Employee Connect

Research shows that a timely and meaningful orientation program is one of the most critical success factors for a new employee. Butler has developed a comprehensive orientation program called Employee Connect. Employee Connect is held every Monday morning from 8am – noon. Realizing that this is one of the most important things we can do to prepare our employees for success in their new jobs as well as explain the culture of Butler and how each employee can contribute to the college, all employees are required to participate in this program within a week of their hire date. (New 7/05)

### Employee Reference Check Policy

All employee files are confidential. No information about an employee will be disclosed to anyone outside the College except in the following cases:

1. In response to an outside party's request for verification of employee information, the College will verify only the following:
  - date of employment
  - employee position or job title, and
  - employee's current or final wages or salary rate.If an outside party makes a written request, the following information could be provided with the employee's signature for release of information:
  - written employee evaluations conducted prior to the employee's termination to which an employee shall be given a copy upon request
  - whether the employee was voluntarily or involuntarily separated and the reasons for separation.

2. The College will furnish employee information whenever legally required to do so, including:
  - to comply with a legally valid administrative summons or judicial order, such as a subpoena or search warrant
  - to respond to a government audit or investigation
  - to comply with federal, state or local laws or regulations
  - to respond to a law enforcement agency's request for an employee's home address and dates of work attendance
3. The College reserves the right to disclose employee information in defense of any personnel-related complaints
4. If necessary, the College will disclose employee information, to respond to an apparent medical emergency.
5. Any disclosures beyond those described above will require the employee's written consent. The College will consider employee- authorized requests for information on an individual basis and reserves sole discretion to grant or refuse these requests.

### **I.D. Cards**

All employees of Butler Community College will be required to wear ID badges during working hours. The photo I.D. card provides free admission to college functions such as sporting events and theater productions. Employees and their immediate family (those living at home) may use this card which is issued in the Registrar's office. (Rev. 7/07)

### **Institutional Development Days**

Participation in required college-wide days is considered a regular part of an employee's duties and these days are regarded as work days. If an employee is not able to attend a college wide activity day, then he/she must submit a leave slip to the appropriate supervisor prior to the event. (New 7/05)

### **Interview and Moving Expenses**

Interview expenses may be covered for those interviewing for positions at the Grade 17 and above level in an amount not to exceed \$750. For Professional Employee candidates, interview expenses may be provided in an amount not to exceed \$750.

Moving expenses may be covered in an amount not to exceed \$750 for positions at Grades 17 and 18, \$1000 for positions at Grade 19 and not to exceed \$2000 for positions at Grade 20 and above.

Exceptions to this policy must receive prior approval from the Executive Council.  
(Rev. 7/06)

### **Inventory Items**

All items purchased with a cost of \$500 or more and a useful life of over one year are inventoried with the following exceptions:

- The following items will be inventoried if purchased outside the standard computer package and the cost is \$300 or more with a useful life of over one year:
  - Printers
  - Scanners

- Peripherals (keyboard, mouse, etc.)
- Software (excluding licenses)
- Software licenses will not be inventoried. For all currently licensed software purchased by an individual department, operating on College computers, the license must be on file within the department. A copy of the license must also be on file within Information Services.
- All computers will be inventoried, regardless of cost.

Each division is responsible for keeping an accurate account of all items listed in their inventory. A printout will be distributed monthly from the finance office listing new items purchased during the prior month. This printout must be completed with brand, serial numbers and location/site where the item is placed. These printouts must be returned to the finance office by the required date. When the need arises to transfer or delete an inventory item, forms are available from the finance division web page. A full inventory report will be distributed each spring semester for verification. (Rev. 7/08)

### **Issue of Keys and Uniforms**

Facilities Management will issue all keys upon receipt of a request with the proper approvals. Each employee is responsible for security of keys in his/her possession. Keys must be returned to Facilities Management upon termination of employment and lost keys need to be reported as soon as possible to the Director of Facilities Management. Upon termination, if keys are not returned, a deduction from the employee's final paycheck will be made for the replacement of key(s) and associated hardware.

Facilities Management employees are also issued uniforms to be worn while working. If an employee fails to return his/her uniforms at the time of termination, a deduction from the employee's final paycheck will be made for the replacement of the uniform(s).

Supervisors are responsible for requesting keys for new employees. Additional keys for specific locations or buildings outside of the original keys issued to employees must be requested through the appropriate vice-president. (Rev. 07/06)

### **Meal Reimbursement & Service Organization Membership Policy**

This policy covers meal expenses that are not incurred while traveling on official college business (see Travel Payment and Reimbursement section) and membership in service organizations.

Meal expenses, including a fifteen percent (15%) (maximum) gratuity, will be reimbursed to employees of the college when the meal is related to college business or if the employee is representing the College at a function that is related to college business. Exceptions to the 15% maximum gratuity will be made when the provider assesses a minimum gratuity that exceeds 15%.

Business meals fall in two categories. The first includes meals during which college business is discussed in an official capacity. The second includes meals during internal meetings that are scheduled in advance by the appropriate supervisor of a department or division or the designated leader of a college activity or project. Examples of such meals include college-wide planning sessions, officially scheduled departmental meetings or planning sessions, and formal functional group gatherings for specific purposes.

When meal expenses are associated with attendance at civic club or organization meetings, and membership with these clubs is expected as part of the written job description for the position, meal reimbursements are to be considered as allowable college expenses.

Reimbursement will not be approved for expenses incurred by the spouse or other relatives of board members or of other college employees, nor for the purchase of any alcoholic beverages.

When membership in a service organization is expected as part of the written job description for the position, the membership fees or dues are to be considered as allowable college expenses. Membership in the selected organization should have prior approval from the appropriate supervisor. (See Travel Payment and Reimbursement section for additional information on meal expense reimbursement.) (Rev. 07/06)

### **Parking**

All students, faculty members and other college employees must register all motor vehicles they park on the El Dorado, Andover and Rose Hill campuses. Registration permits, at no additional charge, can be picked up from the college reception desk in the Walbourn Administration Building (900) in El Dorado, the reception desks at the Andover 6000 and 9100 buildings or the reception desk at Rose Hill. Please pick up and read the Parking, Traffic Rules and Regulations pamphlet available at the reception desk. A Parking Appeal Committee has been established to review appeals. Parking appeal forms may be obtained at the 5000, 6000 and 9100 buildings in Andover; the 900 and 1200 buildings at El Dorado and on the Butler Web site (take me to box – Parking Appeals).  
(Rev. 06-04)

### **Personal Data Change**

If an employee has a change of address, name, telephone number, payroll withholding status, marital status, beneficiary or other pertinent personal information, the employee should notify the Human Resources office as soon as possible. The College is not responsible for any loss of benefits which could result from the employee's failure to report such changes. Name, address and phone number changes should also be reported to the Registrar's office if previously or currently enrolled.

### **Personnel Record Retention**

Record-keeping requirements are imposed on employers under several federal laws. Below are the most common records and the length of retention:

- Employment Applications- One year after submission
- INS Form I-9T -three years after date of hire or one year after date of termination, whichever is later
- Payroll or other records containing name, address, date of birth, occupation, rate of pay, and compensation earned per week – Three years

### **Political Activity Policy**

All college employees enjoy the rights and privileges of any free citizen in matters of a political nature.

However, employees shall not use time, for which college pay is received, nor college property, students, school equipment or materials for the purpose of solicitation, promotion, election, or defeat of any candidate for public office or of passage or defeat of any election issue.

An employee who becomes a candidate for public office may apply to the Board of Trustees for a leave of absence without pay for the purpose of conducting his/her campaign. Leave may be denied if the Board determines that the educational program or administrative functions will not be performed as contracted.

Employees elected to or holding public offices which are determined by the Board to be less than full-time in nature but which require absence from the college during normal working hours and/or absence from duties as assigned must make prior arrangements at least one month in advance. Those arrangements must be made with the appropriate supervisor and must be approved by the president. Arrangements may be disapproved if it is determined that the educational program or administrative functions will not be performed as contracted.

Should employee candidates be elected or appointed to public offices that are determined to require a full-time commitment, leave without pay or termination from the college may be required. (Rev. 6-04)

## **Professional Conduct**

### **Conduct**

Employees must conduct themselves in such a way as to set an example of good citizenship, consistent with laws of the United States and the State of Kansas and in a way which will command the respect of students, other employees, and the community. (New 7/06)

### **Dress and Appearance**

Butler relies on the good judgment of its employees to choose attire suitable for their positions. The personal appearance of the employees not only reflects upon the College's standards but also upon the pride and interest college employees have for their jobs. Good judgment and suitable discretion are expected, since all employees are an example to our students. Ultimately, it is the supervisor's responsibility to ensure that the attire of employees within the department or division is appropriate. For Professional Employees, refer to the Master Agreement. (Rev. 06-04)

## **Standards for Best Ethical Practices**

Butler Community College is entrusted by its stakeholders with great resources and equally great responsibility to fulfill its mission: to develop responsible, involved lifelong learners and to contribute to the vitality of the communities it serves. Butler employees play a key role in assuring that high standards of ethical practice attend to the stewardship and use of these resources. The employees' personal and professional conduct reflects on Butler and higher education at large.

It is expected that Butler employees' actions with regard to the conduct of College business be characterized by the timeless institutional values of quality, integrity, service and caring. Further, employees should expect and encourage such conduct by others. Dishonest or unethical behavior will not be tolerated. Proven violations will result in disciplinary action up to and including termination and, if appropriate, reporting to authorities including law enforcement.

Suspected or alleged violations should be reported by using the Ethics Report Line. The Ethics Report Line can be accessed by 1) calling 1-888-329-6447, 2) filing a report online through the third party EthicsPoint servers by going to [www.ethicspoint.com](http://www.ethicspoint.com) or 3) by selecting "Butler Ethics Report Line" on the Employee quick clicks drop down menu on the employee's pipeline home

page. The reporter can remain anonymous and the report will be handled in a confidential manner, in accordance with the Ethics Review Board's procedures. The composition of the Ethics Review Board is the Internal Auditor, Director of Human Resources, and a representative from the following functional groups (full time Professional Employees, Administrative/Institutional Support and Operational Staff). The EthicsPoint reporting system does not replace existing communication lines for reporting such concerns; employees are encouraged to utilize established channels for working through possible ethics matters and concerns. (07/09)

### **You Are Butler!**

Employees of Butler Community College represent the College both on and off the job site. Since personal conduct influences the general public's opinion of the College, it is understood that the employees shall serve as proud and positive ambassadors for Butler. (Rev. 7/05)

### **Publicity Policy and Guidelines**

Projecting the positive image Butler constantly strives to maintain is the responsibility of the Marketing Communications Department. To ensure the College image is consistently and accurately portrayed, all projects directed to an external audience must be coordinated through the Marketing department or through the use of a Marketing approved template (this includes any information displayed on the web).

To obtain publicity or advertising for an event or an activity a *Marketing Publication/Distribution Form* must be completed and submitted to the Marketing Director. To assure sufficient time for project completion, request all projects, especially advertising, at least three weeks prior to the project deadline.

The Marketing Department provides these services for faculty, staff and students: news releases, advertising, development and/or design of graphic materials as needed for promotion (brochure, flyers, etc.), and assistance in developing a marketing plan for individual college programs. (Rev. 07/09)

### **Purchasing**

Purchases will be made where the college can obtain the fullest value for its expenditures, although preference will be given to suppliers within Butler County.

Only purchases made by official purchase orders or limited purchase order (LPO) are authorized to be charged to the college. LPO's may be used for purchases of less than \$2,500.00 with the appropriate division approval (signature). Either a purchase order or an LPO with the appropriate division approval (signature) must be obtained prior to placing an order.

Bids or price comparisons are required for all purchases of \$2,500.00 or more. If other than low bid is recommended, rationale must be provided.

See Purchasing/Accounts Payable/Travel Procedure manual posted under the Employee tab in Pipeline for detailed purchasing procedures.  
(Rev. 7/08)

### **Secure Handling of Social Security Numbers**

#### **1.0 Purpose**

It is Butler Community College's intent to protect the personal information of its students, staff, faculty and other individuals associated with the College from unauthorized access or

disclosure, and possible misuse or abuse. This policy is designed to establish awareness and provide guidance on the proper handling of Social Security Number (SSN) information maintained by or on behalf of Butler Community College.

## 2.0 Policy Statement

Social Security Numbers may not be captured, retained, communicated, transmitted, displayed or printed in whole or in part, except where required or permitted by law, and in accordance with the standards outlined in this policy.

## 3.0 Scope

The policy applies to the SSN whether maintained, used or displayed wholly or in part, and in any data format, including but not limited to oral or written words, screen display, electronic transmission, stored media, printed material, facsimile or other medium as determined.

## 4.0 Audience

- All Faculty, Staff and Students
- All employees, both permanent and temporary
- All contractors, vendors and any others (including 3<sup>rd</sup> parties) entrusted with SSN information.

## 5.0 Policy Owner

Information Services

## 6.0 References

- Gramm-Leach-Bliley Act (GLBA)
- Family Educational Rights and Privacy Act (FERPA)
- Health Insurance Portability and Accountability Act (HIPAA)

## 7.0 Definitions

1. Social Security Number (SSN) may be interpreted to include Taxpayer Identity Number (TIN).
2. Individual Workstations: Includes but is not limited to desktops, laptops, PDAs
3. Removable or Transportable Media: Includes but is not limited to paper forms, reports, cassettes, CDs, USB tokens, flash drives, hard drives, zip drives.

## 8.0 Standards

1. Going forward, the College does not permit the use of a SSN as the primary identifier for any person or entity in any system, except where the SSN is required or permitted by law, and permitted by College policy.
2. Where permitted by law and College policy, the SSN may be stored as a confidential attribute associated with an individual or may be used as an optional key to identify individuals for whom a primary identifier is not known.
3. Individuals shall not be required to provide their Social Security number, verbally or in writing, at any point of service, nor shall they be denied access to those services should they refuse to provide a SSN, except where the SSN is required by law. Individuals may volunteer their Social Security number if they wish, as an alternate means for locating a record.

4. Except where the SSN is required by law, the College ID replaces use of the SSN and will be used in all future electronic and paper data systems and processes to identify, track, and service individuals associated with the College. The College ID will be permanently and uniquely associated with the individual to whom it is originally assigned.
5. All newly developed or acquired application software will not store SSN as a data element until a business requirement is submitted and approved by the Chief Information Officer or other authorities as deemed appropriate.
6. Servers housing databases or records containing SSNs should be of single purpose, with access restricted to system administrators, protected by an approved firewall appliance, and should not be used by individuals to access the Internet or access e-mail.
7. Where possible, all records containing an SSN should be stored on network drives with access limited to those individuals or entities that require access to perform a legitimate College job function. Individual workstations, laptops and other personal computers (PDAs) should not be used to store records containing SSNs.
8. All removable or transportable media (e.g., paper forms, reports, cassettes, CDs, USB drives, etc.) containing SSNs must be secured when not in use. Reasonable security measures depend on the circumstances, but may include locked file rooms, desks and cabinets.
9. Subject to applicable document retention policies or unless required by law, when no longer required, paper documents and electronic media containing SSNs will be destroyed or disposed of using methods designed to prevent subsequent use or recovery of information.
10. SSNs will be released to entities outside the College only where permitted or required by law, or with the express written permission of the individual or entity.
11. The College will limit access to records containing SSN to those individuals requiring access as determined by job function. Individuals permitted access to SSN will be instructed on the appropriate handling and protection of this data by the management of the individual business unit or designated representative.

#### 9.0 Procedures

Individual business units are responsible for the development, documentation and implementation of applicable procedures to effectuate this policy.

#### 10.0 Compliance

All parties as delineated under Audience are required to comply with this Policy. Individuals who discover or strongly suspect the unauthorized release of SSN or related information, or a violation of this policy must promptly notify their management and either of the following:

- Chief Information Officer
- Business Ethics Officer
- Director of Human Resources

Non-compliance: Any violation of this policy may be cause for appropriate disciplinary action, including dismissal.

### 11.0 Approved Uses of SSN

College offices may not collect SSNs for purposes other than those noted in Section 9, Standards.

The primary uses and reasons for collecting a SSN include the following:

- Enrollment: Those wishing to enroll in academic offerings at Butler Community College - both credit and non-credit - are required to provide a SSN for secondary identification purposes. IRS regulations do require the College to request a SSN as a Taxpayer ID number for use in tax reporting. In addition, any student applying for Financial Aid or Student Loans must provide a SSN to the College.

Historic hardcopy academic records may contain a student's SSN, as SSN was previously used as the student ID.

- Employment: A SSN must be provided on I-9's in accordance with the Immigration Reform and Control Act of 1986 (IRCA), as overseen by Human Resources Department.
- Any person employed by the College must provide a SSN as the taxpayer ID number as directed by the IRS. This includes all employees, including part-time and student employees. Providing the SSN is a condition of employment. Applicants for employment must also provide a SSN, if requested, for mandatory background checks.
- Employee Benefits: If required by a benefits provider, the SSNs of dependents/beneficiaries may be collected to receive service. Butler Community College may also release an employee's SSN to benefit providers.
- Payment for Personal or Professional Services: Any person providing services to the College as an independent contractor, invited speaker (honorarium) or research subject for which payment will be made must provide a SSN as the taxpayer ID number per IRS regulations. These taxpayer ID numbers will be stored in the accounts payable system as part of the vendor record.
- Planned Giving Donors: Donors participating in planned giving programs must provide a SSN as the taxpayer ID per IRS regulations.
- Insurance Providers: The SSNs of faculty, staff and students continue to be the patient identifier for many health care providers.

(New 7/07)

### **Student Activity Driver Policy**

Purpose: To provide student-drivers for college approved activities who are not impaired by the use of drugs or alcohol.

Need: Students are required to drive college and personal vehicles to and from college sanctioned, sponsored, or affiliated activities. Many activities require driving for extensive periods of time and at long distances. Students must be certified to drive college vehicles or to use a personal vehicle for a college activity.

Butler Community College will allow activity students to drive College vehicles to official college activities when deemed essential by the activity sponsor to meet the transportation needs of the activity. The college will exercise reasonable caution in making sure the student is a legally qualified driver and not under the influence of drugs or alcohol.

Definitions: Student Activity Driver: Any student driving a college or personal vehicle to a college sponsored activity at the request of the activity sponsor. This does not include student employees driving for official college business, nor does this policy include students performing individual errands for activity directors, faculty, or staff. Examples of Student Activity Drivers

include Livestock Judging team, Ambassadors, vocal-music groups, and other similar activities.

**Activity:** Any organized college function requiring a student organization or individual(s) to attend outside of the classroom. Such functions must be approved by student organization advisors/directors or the individual(s) advisor-director.

### **Certification**

All students must be approved and complete a step-by-step process to become a student activity driver.

1. All student activity drivers must be in possession of a current, valid driver's license. A copy of the license must be on file with the Facilities Management office.
2. All student activity drivers must have personal automobile insurance. A copy of the student insurance information must be on file with the Facilities Management office.
3. All student activity drivers must complete the Drivers Clearance Request and Personal Vehicle Request & Waiver forms. These forms must have signed approval from Facilities Management, the Division Dean, or Director. A copy of the Drivers Clearance Request and Personal Vehicle Request & Waiver forms must be on file with the Facilities Management office. (The Drivers Clearance Request will not be submitted to the college insurance company until the student has completed the drug-testing.)
4. All student activity drivers must agree to be drug-tested prior to being approved as a student driver. The drug test will be by urinalysis and will be supervised by the activity sponsor, dean, or director directly associated with the activity.
5. All student activity drivers will submit to a breath analysis test to insure that no consumption of alcohol has occurred prior to being issued keys for the college vehicle.
6. Facilities Management, the Division Dean, or Director must approve student activity drivers in writing before the student can be scheduled to drive a college vehicle.

## **METHODOLOGY**

### **Drug Screening**

A qualified laboratory will conduct the screening. The activity sponsor with the appropriate Dean/Director or his/her designate representative, will be responsible for the supervision of the collection of individual urine specimens and the maintenance of a documented "chain of custody" to ensure the identity and integrity of all urine specimens throughout the collection and analysis process. Analysis to confirm positive test results will be conducted by a second laboratory using a different method of analysis. In the event of non-confirmation, the specimen will be considered negative.

The results of the substance abuse screening will be reported to the associated Dean/Director of the activity program. All records of such results will be maintained in a locked file in the office of the appropriate Dean/Director. No individuals, other than individuals specified in this policy, may have access to the results of the screening of any tested student. Any release of substance abuse screening information will be subject to the guidelines of the Family Education Rights and Privacy Act of 1974, Public Law 93-380.

### **Alcohol Screening**

A Digital Intoxication Analyzer will be available at Facilities Management on a 24-hour per day basis. This device will be used to determine if there is any level of alcohol present in the activity student approved to drive the college vehicle.

Prior to being issued college vehicle keys, the activity student will be required to submit to the breath test using the Digital Intoxication Analyzer. Facilities Management personnel or the activity sponsor, director or dean or his/her designee, will supervise this test. Facilities Management personnel will only be available to issue the breath test during normal business hours (8a.m to 5 p.m., Monday-Friday). During alternate hours, the activity advisor or a designee will be required to issue breath tests immediately prior to issuing the college vehicle keys to the student driver.

For purposes of being issued college vehicle keys, the test must show alcohol content of no more than .02% Blood Alcohol Content (BAC).

### **Distance Rules for Student Activity Drivers**

A student driver may, with prior written approval by the Division Dean or director, make local trips, within a 50-mile radius from El Dorado, without a faculty or staff member being in the vehicle or making the same trip at the same time in another vehicle.

A student driver may make a trip in excess of 50 miles from El Dorado, but a faculty/staff sponsor must be present in the vehicle or in an accompanying vehicle making the same trip at the same time.

Student activity drivers who use their own vehicles to attend a college-approved activity must have prior approval from the activity sponsor, dean/director or designee. A waiver form releasing the college from any and all liability must be signed prior to departure.  
(Rev. 04-01)

### **Telephone/Facsimile Policy**

The College telephone and fax system is for official business. No personal long distance calls are to be made by employees using college phones, except in the case of an emergency. Calls made to El Dorado, Rose Hill, Andover, Wichita and McConnell are not considered long distance telephone calls. Prepaid calling cards are available in the bookstore. (Rev. 7/07)

### **Termination/Exit Procedures**

All employees are expected to advise their supervisor in writing, no less than two weeks in advance, of any intention to terminate their employment. Employees will be required to return all keys, uniforms, and any other College property in their possession and pay any outstanding debt prior to their departure and to complete an exit interview. A Termination Checklist (see appendix) must be completed and signed by the appropriate departments and returned to Human Resources by the employee (excluding adjuncts) at the time of his/her termination of employment.

The College requires administrative/institutional support employees, operational staff employees and full-time faculty, counselors, and academic advisors to participate in an exit interview prior to their last day of work. Terminating employees should contact the Director of Human Resources to schedule an appointment for the exit interview. Adjunct faculty and student workers may request an exit interview.

The purpose of the exit interview is to discuss issues surrounding the employee's leaving and resolve any questions or complaints the employee may have, to elicit from the employee suggestions for improving college operations, to explain the disposition of benefits to the employee, to recover any college property in the employee's possession, and to settle any outstanding debt.

A written record of each exit interview will be made, which the leaving employee and interviewer will review and sign. A copy of the record will be provided to the employee and a copy will go into his or her permanent file to be maintained by the Human Resources department. Information will be shared with the appropriate individuals when applicable as determined by Human Resources.  
(Rev. 7/06)

## **Travel**

### **Air Travel Procedure**

The following options are available for employees to make air travel reservations for business travel and/or student trips:

- The employee may contact a travel agency to purchase airline tickets.
  - If the travel agency accepts purchase orders, the normal purchasing process shall be utilized, i.e., an LPO will be used if the total is less than \$2500.00 or an Air Travel Request will be used to obtain a purchase order number from the Accounts Payable office if the total is \$2500.00 or more.
  - If the travel agency does not accept purchase orders, the employee may purchase airline tickets with a personal credit card. Reimbursement will be issued once the employee has turned in a properly completed and approved expense report and receipt showing proof of payment to the Accounts Payable office.
- The employee may purchase airline tickets through on-line reservation services. Reimbursement will be issued once the employee has turned in a properly completed and approved expense report and receipt showing proof of payment to the Accounts Payable office.

### **Employee Travel Policy**

To enhance Butler's recognized leadership role at the local, state and national level, its commitment to excellence and image as a progressive educational institution, travel for the college staff is valued and encouraged within budget constraints. Travel to conferences, seminars and workshops support professional and organizational growth, provides for networking and information gathering, identifies resources for organizational and programmatic development and promotes quality educational opportunities. Travel must be approved by the appropriate supervisor, dean, vice-president or president. See Purchasing/Accounts Payable Procedure manual posted under the Employee tab in Pipeline for procedures related to travel.

Employees may use a college vehicle for travel under the following conditions:

- Employees must be cleared by the insurance company through Facilities Management
- Employee must submit a completed vehicle request signed by the appropriate dean or supervisor.

### **Site Travel**

College employees who are authorized by their supervisors to travel to a site(s) other than their "home site", i.e. where their office is located or where they spend the majority of their working hours, may request reimbursement to and from the other site(s) at the college's current mileage reimbursement rate. (Refer to Travel Payment and Reimbursement section).

Mileage should be calculated from a college site to the appropriate destination – at no time should mileage be calculated from an employee's home except when an employee is asked to participate in college activities (i.e., search committees) when he/she is not on contract. Mileage will not be paid if the travel does not exceed the normal commute. Mileage for travel between college buildings in the same city will not be reimbursed. (Rev. 7/09)

### **Travel Payment and Reimbursement**

The mode of transportation and costs for lodging and meals should be the most economical and advantageous.

If airline travel is the most advantageous, requests for reservations should be made as early as possible. Only authorized employees' travel accommodations are to be charged to the College. (See Air Travel Procedure in the previous section).

Car rental should only be used when most advantageous and economical or when no other means of transportation is available.

Requests for reimbursement for the following expenses related to official college business will be considered for payment:

#### Lodging

Lodging expenses for overnight trips require original itemized, dated receipts. Reimbursement will be issued once a properly completed and approved expense report with the required receipts is received in the Accounts Payable Office.

- Room sharing between Butler faculty/staff and students is prohibited.
- The College shall not incur any additional costs as a result of a family member traveling with the employee.

Personal vehicle use: If it is necessary for a college employee to use a personal vehicle for professional travel, reimbursement will be made at the rate approved in the budget plus turnpike and toll road fees. Any difference between the college's reimbursement rate and the IRS standard mileage allowance may potentially be a deductible expense on the employee's own income tax return. (Check with your tax advisor). If it is necessary for an employee to leave a vehicle at a transportation terminal for the duration of the trip, parking fees will be reimbursed. Requests for reimbursement of turnpike fees, toll road fees, and/or parking fees must be supported by original dated receipts.

When a college vehicle is requested and one is not available, the non-availability will be noted on the Vehicle Request Form and the requester is then authorized to use a personal vehicle and be reimbursed through the appropriate departmental budget.

- This provision for reimbursement applies to full-time and part-time employees but does not apply to adjunct faculty for part-time teaching assignments or for full-time faculty and administrators teaching on an overload or supplemental basis.
- Full-time faculty who teach part of their regular load away from their primary site may use a college vehicle (see employee handbook for college fleet vehicle policy), or be paid mileage for the use of a personal vehicle.

- Mileage will not be paid if the distance traveled is less than the employee's normal commute.
- Mileage will be reimbursed when an employee is asked to participate in college activities (i.e., search committee) when he/she is not on contract even if the travel does not exceed the employee's normal commute.

Taxicab charges: Taxicab charges will be allowed from bus, rail or plane terminals to the destination for college related business only.

Tips: Reasonable tips (maximum of 18 percent) will be reimbursed where applicable. Exceptions to the 18% maximum will be made when the provider assesses a minimum gratuity that exceeds eighteen percent (18%).

Telephone/Internet: Long distance telephone calls, fax messages and charges for internet use will be reimbursed for only college business.

Meals: When on official business, the cost of meals for college employees, board members, and official guests, plus a 18% (maximum) gratuity will be reimbursed. Exceptions to the 18% maximum will be made when the provider assesses a minimum gratuity that exceeds eighteen percent (18%). For meals attended by guests, the receipts must have the guests' name(s) written on them. Original itemized, dated receipts are required for reimbursement of the cost of meals.

Meals will not be reimbursed for employees solely on the basis that they have traveled to an outreach location of the college as a normal function of their position. Nor will reimbursement be approved for expenses incurred by the spouses or other relatives of board members or college employees.

According to IRS regulations, the value of meal reimbursements made to employees must be included as employee income with a few exceptions. Meals that fall under one of the following categories are non-taxable and will be reimbursed through the Accounts Payable office. Meals that do not fall under one of these categories are taxable to the employee and will be reimbursed through the Human Resources Office.

1. Travel:
  - a. The meal expense is incurred while the employee is traveling on business and
  - b. An overnight stay is required.
2. Travel (overnight stay not required):
  - a. Meals are officially scheduled as part of a conference or convention, or
  - b. Meal expenses are directly related to attending business meetings of certain exempt organizations. This exemption generally applies only to chambers of commerce or civic clubs such as Kiwanis or Rotary Club when the meeting is a breakfast, luncheon or dinner meeting.
1. Meals provided for the convenience of the employer:
  - a. Meals are furnished on the business premises and
  - b. The meals are provided due to a substantial business reason such as peak enrollment times, departmental meetings, etc.

2. Business Entertainment:
  - a. The meal expense is incurred during the active conduct of business with someone other than college employees, and
  - b. There must be a clear business purpose for incurring the expense and
  - b. There is an expectation of getting a specific business benefit at some future time.
3. De Minimis Meals:
  - a. De Minimis meals are employer provided meals provided and meal reimbursements with a value so small that accounting for them is administratively impractical (coffee, doughnuts, soft drinks, pizza, snacks, etc.) if meals are provided on an occasional basis only.
  - b. Occasional parties and picnics for employees and their guests are also considered de minimis.
4. Overtime Work:
  - a. Overtime work necessitates an extension of the employee's regular work day, and
  - b. Meals must be consumed during the overtime period, and
  - c. Meals must be provided on an occasional basis only.

Alcoholic Beverages: No purchase of alcoholic beverages will be reimbursed.

Receipts: All requests for reimbursement must be supported by original itemized, dated receipts. The only expenses that will be considered for reimbursement without a receipt are tips for baggage handling, parking meter fees and meals purchased from concession stands. These exceptions do not include fees for parking garages or parking at a transportation terminal where receipts are given. Expenses must be submitted for reimbursement within the same budget year in which the expense was incurred unless a cash advance was obtained prior to a trip. In that case, the receipts, expense report and any unused cash must be returned to Accounts Payable within ten (10) days after the last official day of travel.

All receipts for allowable meals (See "Meals" section), transportation, lodging and other allowable expenses must be attached to the Expense Report. These must be returned to Accounts Payable within ten (10) days after the last official day of travel. Cash advances will not be issued to any employee who has an outstanding cash advance.

Request for reimbursement for travel must be approved per the organizational chart, i.e., faculty through their Dean and the Vice-President and/or President. Expense reports must be completed by the employee requesting reimbursement, and the Dean or department head.  
(Rev. 07/09)

### **Use of College Facilities, Equipment and Services**

The buildings and grounds of Butler may be made available for public use when such use does not interfere with college-sponsored activities and schedules. Educational groups and non-profit organizations will be given priority for use of the facilities and equipment.

The cost incurred to the college in personal use of any business equipment, including, but not limited to, facsimiles, telecopiers, computers and copy machines, must be reimbursed to the college at the current rate charged at the Secretarial Management Center. Payment for these expenses are paid directly to the Secretarial Management Center. A rate schedule is maintained by the Secretarial Management Center.

Room Charges - based on a flat rate - not pro-rated for partial day use.

Fine Arts Auditorium - \$250 per day plus \$12 per hour technician fee for lighting

Fine Arts/Music Department - \$100 per day - rehearsal room or studio

Classrooms - \$25 per day

Main Gymnasium - \$200 per day

Multi-purpose gymnasium - \$100 per day

Large Meeting room - \$100 per day plus \$12 per hour technician fee for lighting

Medium Meeting room - \$50 per day

Small Meeting room - \$25 per day

If a portable stage or platform is requested and is not part of the daily room furnishings, a fee of \$20 per stage or platform will be charged. Costs for all other additional items not provided by the College such as technical equipment, etc., shall be the responsibility of the organization sponsoring the event.

The President or his/her designee has the authority to waive charges when deemed prudent or to decline a request for usage when deemed inappropriate.

Audiovisual equipment, LCD data projectors, screens, and sound equipment may (when available) be rented at competitive rates by external clients, at Multimedia Learning Resource Center (MMLRC) discretion. The MMLRC also offers audio production, editing, and duplication at competitive rates, and BCTV offers video production, editing, and video duplication at competitive rates. Offsite events may require setup and operation of equipment by MMLRC or BCTV employees, TEC-E's, or student workers, and may incur extra rates and mileage for these employees time and travel expenses. Call MMLRC or BCTV for rates and availability.

### Usage

- All requested facility use must be made for a specified time with all arrangements cleared through the Office of the Vice-President for Student Services. This will avoid conflict and assure custodial service.
- Admittance will be granted to groups who have followed the procedure outlined directly above.
- Youth or children's activities must have adequate supervision at all times. Supervisors of groups are required to remain in the buildings until all participants have vacated the premises.
- All users of the facilities must reimburse the College for any damages to property arising out of their use.
- Intoxicating liquor of any type, including 3.2 beer and wines, shall not be brought onto nor consumed on college premises.

- College equipment may be available for use by the requesting organization. Prior arrangements must be made. A service charge may be assessed to the requesting organization.
- The requesting organization is responsible for removing all decorations, equipment, and other materials that were brought into the facility immediately following the conclusion of the scheduled event. The requesting organization will leave the facility clean and orderly.
- The name of Butler Community College may only be used to identify location. It may not be used in publicity, written or broadcast, and will in no way be used to imply endorsement or approval of the requesting organization's program without written permission by the Vice-President of Student Services.
- The use of any tobacco products inside college buildings is prohibited.

#### Decorations

See procedure on Display of Information

#### Food and Beverages

The College annually contracts with a food service provider. As a courtesy, BCC personnel are encouraged to give consideration to the contracted food service provider for meals or snacks at College sponsored events. However, the College retains the right to purchase such meals or snacks from any source deemed appropriate by the event sponsor. (Rev. 07/09)