

SECTION 8

APPENDIX

CELL PHONE POLICY REIMBURSEMENT PROCESS

1. Employees who are provided a college-owned cell phone will identify and total the number of personal-use minutes charged to the college on each billing statement and submit that statement to the Accounts Payable Office. This includes mobile-to-mobile and night-weekend minutes.
2. The Accounts Payable office will calculate the total charges assignable to the individual phone and the personal-usage amount to be reimbursed to the college. Employees will reimburse the college for personal use of the college-provided cell phone based on the following allocation method.

The personal usage amount to be reimbursed by the employee to the college will be the sum of the personal anytime minutes used (at the plan rate) plus an allocation of the fixed charges based on the total personal minutes used (anytime minute, night-weekend minutes and mobile-to-mobile minutes) compared to the total minutes used.

In order for Accounts Payable to calculate the personal reimbursement amount, the cell phone user will need to identify and provide the total number of personal minutes used for two categories: 1. Personal anytime minutes used. 2. Personal night/weekend and mobile-to-mobile minutes used.

3. In order to make this policy manageable, employees are not allowed to use personal text messaging or to make personal international calls on college-provided cell phones. Therefore all text-messaging and international calls will be considered a college business expense for which the employee will not be personally responsible.
4. Accounts Payable will send the individual statement sheets from each cell phone billing to the appropriate employees through campus mail with the following statement:

IRS regulations require that personal calls on college-provided cell phones be clearly identified. College policy requires that personal usage of college-provided cell phones be reimbursed.

In order to comply with policy and regulations, please complete the following checklist:

- Place a checkmark by the number of minutes of each personal call listed in the call detail section of the attached cell phone billing statement.
- Next to the total minutes used (as listed on the billing statement), write the following two numbers:
 - i. the total number of anytime minutes used for personal calls.
 - ii. the total number of night/weekend and mobile-to-mobile minutes used for personal calls. (The night/weekend and mobile-to-mobile minutes are used only to allocate the fixed charges of the plan between college and personal use.) (Rev. 7/07)
- Sign your name next to the number of personal minutes used. If no personal minutes were used, please note on the bill that all minutes were

business calls and sign your name. This documentation is required in order to comply with IRS regulations.

- Return the statement to the Accounts Payable Office within fourteen (14) calendar days after the date sent.

The Accounts Payable Office will calculate the personal usage charge and send you a bill giving the details of the personal usage charge calculation. At that time you will need to submit the bill and payment to the Accounts Receivable Office. (New 7/07)

Contract Training Revenue Sharing Model

Training Opportunity Payment

A Training Opportunity Payment (TOP) is an incentive available to Butler faculty and staff who refer contract training customers to Butler's Business Performance Group.

What is contract training?

Contract training is learning provided for a company or organization in which a training agreement specifies the conditions under which the training will be delivered. Enrollment is not open to the public. Business Performance Group (BPG) is the Butler department responsible for coordinating the colleges' contract training activities.

What is a referral?

You make a referral by giving BPG contact information for someone who is interested in learning more about the college's ability to provide corporate training for his/her organization. To constitute a referral, you need to have a relationship or connection with someone in the company. Your relationship can be personal or professional, long lasting or recent, but it is more than a company you saw in the news.

How do I make a referral?

Contact Butler's Business Performance Group to make a referral. See page 3, "*How to Make a TOP Referral*", for details.

What qualifies for a TOP Incentive?

A TOP credit is awarded when any Butler faculty or staff member refers a qualified business or organization to BPG and the referral results in successful delivery of contract training. Referrals will be qualified as long as the organization is not currently an active BPG prospect or customer, the training contract does not come to Butler as a Kansas Institute for Technical Excellence (KITE) project, or the referred organization is not Butler Community College or a unit within the college.

How do we know if a company is in active status as a BPG prospect or client?

BPG will review the information you provide and our records to see if the company is active. A company is considered active when there is documented evidence that a BPG representative is engaged in the sales cycle or delivery of training or other services to the company. Companies may also be considered active following service delivery for a period determined by the nature of the BPG representative's relationship with the company. Under certain conditions, a company in active status can be approved as a referral. For example, if BPG is working with one department in a large corporation and the referral is to an entirely different department the referral may qualify.

What is KITE?

KITE is the Kansas Institute for Technical Excellence. It is a partnership between Butler, Cowley and Hutchinson Community Colleges and the Wichita Area Technical College. When training leads or referrals come to Butler through KITE, 5% of the contract amount goes to KITE to fund KITE's operating expenses. This is why TOP Incentives are not paid to college employees for KITE contracts.

Can we refer a past BPG customer?

A TOP incentive will be given if the company has previously been a BPG client as long as the company is not currently in “active” status as a BPG prospect or client.

Who gets to decide?

BPG representatives will approve referrals when the company is not in active status. If the company is in active status, Butler’s Workforce Development Integration Team will decide.

How much is the TOP Incentive?

A TOP incentive is 5% of the contract amount. The contract amount is the fee paid by the company and does not include credit hour reimbursement. TOP incentives will also be issued for future contracts with the company resulting within six months of completion of the original or most recent training project resulting from a referral.

What can I do with the money?

When a TOP incentive is awarded for your referral, 5% of the contract amount will become available to your department at Butler with the expectation that you will help determine how the money is used subject to institutional policies and procedures, and approval by the appropriate executive council member.

How is the money managed?

When payment for contract training is received from the company, BPG staff will notify Butler’s accounting department to transfer credit of 5% of the Contract Amount to the Revenue Sharing Fund. This money will be earmarked for use by your department, subject to institutional policies and procedures, and approval by the appropriate executive council member. State aid is not part of this formula. The TOP Incentive will be credited to the Revenue Sharing Fund, a sub fund of the General Fund for auditing purposes. This is a separate fund balance which allows unspent amount to roll fiscal year to fiscal year.

What if two people refer the same company?

In the event a referral comes from more than one source, the TOP Incentive will be issued to the first person making the referral as documented by BPG personnel. Referrals are accepted by email or voice mail 24/7.

How long is a referral valid?

Following six months of inactivity on behalf of the company, a referral becomes null unless there is a sound reason to consider it valid. Once a referral is declared null, another employee can be credited with referring the company in the future.

What does BPG do when they receive a referral?

Upon receiving a referral, a BPG representative will initiate contact with the business. The approach is tailored to the company’s preferences and needs, but usually begins with a meeting at the company to discuss the company’s interest in training and identify how the college can help. Assuming the company is interested, and the college has the capacity to meet their needs, BPG follows up with a training proposal and then a training agreement. The process could take a few days or several months.

How will we be notified if the referral results in a contract?

A BPG representative will keep you informed of the status of your referral by email. This will include letting you know if your referral results in a contract.

How to Make a TOP Referral

1. Contact BPG by phone or email and provide the following information:
 - Your name, telephone number, email address (required)
 - Name of the company you are referring for contract training (required)
 - Company contact person, telephone and/or email (required)
 - Your relationship with the company and/or the contact person (required)
 - Type of training need (if known)
 - Any additional relevant background information (if applicable)

If voice mail answers your call, leave your name and contact information and the name of the company you are referring. A staff member will follow-up with you to obtain additional information. BPG personnel will document the referral based on the time of the initial voice mail message.

<p>To make a referral, by telephone, call 316-218-6118. You may also make a referral in person or may email to: Terri Courter, tcourter@butlercc.edu or Mary Moon, mmoon@butlercc.edu</p>
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2. BPG staff member will initiate a TOP Incentive form and determine whether or not the company is in “Active” status as a BPG prospect or client.

If the company is not in “Active” status, the referral will be approved and the form returned to you. You will be apprised of the status of your referral as the process advances. If your referral results in a contract training project, your department will be credited 5% of the company charge once payment is received from the company.

If the company is in “Active” status as a BPG prospect or client, the Executive Director of Corporate Services will review the situation and present the information to the Workforce Development Integration (WDI) Team. The WDI team will determine whether or not the referral qualifies for a TOP Incentive. If the referral is not approved for a TOP Incentive, the referral form will be returned to you with an explanation.

Contract Training Revenue Sharing Department & Division Revenue Share

The Division/Department Revenue Share will be made to the Butler division and department of a faculty or staff member who serves as a trainer for a contract training project. To advance Butler's strategic goal, "*Develop and implement an integrated system for workforce development that is forward thinking, flexible, and multi-faceted and that is driven by business needs,*" faculty and staff from across the institution may be called on to collaborate with Butler's Business Performance Group to deliver learning that aligns with workforce needs.

What is contract training?

Contract training is learning provided for a company or organization in which a training agreement specifies the conditions under which the training will be delivered and enrollment is not open to the public. Business Performance Group (BPG) is the Butler department responsible for coordinating the colleges' contract training activities.

How do we find out about training opportunities?

To learn more about corporate training opportunities you can contact Butler's Business Performance Group at 218-6118.

Will trainers still get paid?

Yes. Faculty and staff serving as contract trainers will be paid according to established practices as documented in the Business Performance Group Trainer Pay Guidelines, Revised February 2007.

How much is the Division/Department Revenue Share?

The Division/Department Revenue Share will be 50% of the net program income from a contract training project.

How is Net Program Income determined?

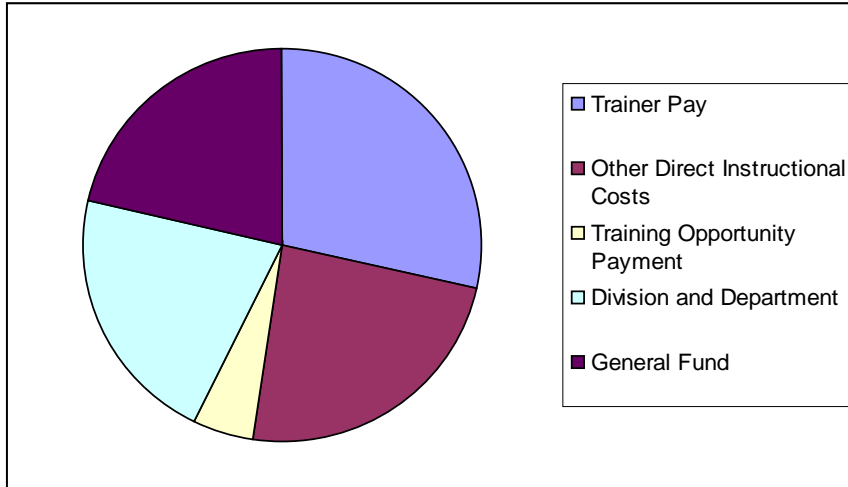
Upon completion of a contract training project, Net Program Income will be determined by deducting Direct Instructional Costs (including the TOP Incentive or KITE fee) from the Contract Amount. The balance remaining is the Net Program Income.

How is the money managed?

When payment for contract training is received from the company, BPG staff will notify Butler's accounting department to transfer credit of 50% of the Net Program Income to the Revenue Sharing Fund. This money will be earmarked for use by appropriate division and department, subject to institutional policies and procedures, and approval by the appropriate executive council member. State aid is not part of this formula, because credit is counted in the corresponding instructional division. The Division/Department Revenue Share will be credited to the Revenue Sharing Fund, a sub fund of the General Fund for auditing purposes. This is a separate fund balance which allows unspent amount to roll fiscal year to fiscal year. 50% of the amount will be allocated to the division and 50% to the department. In the event that trainers represent multiple departments, 50% of the Net Program Income will be shared proportionately between participating units.

Sample Revenue Sharing Model

Contract Amount	\$8,400
Trainer Pay	\$2,400
Other Direct Instructional Costs	\$1,997
Training Opportunity Payment	\$ 420
Division and Department	\$1,792
General Fund	\$1,792



Examples of Direct and Indirect Training Costs

	Direct Instructional Costs	Indirect Program Costs
People (Wages & Benefits)	<ul style="list-style-type: none"> ○ Instructor ○ Curriculum developer ○ Consultant 	<ul style="list-style-type: none"> ○ Program manager ○ Program coordinator ○ Administrative assistant
Materials	<ul style="list-style-type: none"> ○ Textbooks ○ Participant manuals ○ Binders & copies 	<ul style="list-style-type: none"> ○ Office supplies ○ Promotion
Other	<ul style="list-style-type: none"> ○ Mileage paid to instructors ○ Training Opportunity Payment & KITE Fee 	<ul style="list-style-type: none"> ○ Mileage paid to program staff

Applicable Terminology

Contract Amount - Fee paid by company. Contract amount does not include state credit hour reimbursement.

Contract Training - Training provided by contract to a company or organization. A training agreement specifies the conditions under which the training will be delivered, the roles of the college and the company, and terms of payment.

Direct Instructional Costs - Costs incurred to deliver a specific training program. (See table below for examples.)

Indirect Program Costs - Overhead associated with managing and supporting training programs. (See table below for examples.)

Other Direct Instructional Costs - Refers to direct instructional costs other than the amount paid to trainers. Includes benefits (8.21%) on trainers' wages.

Kansas Institute for Technical Excellence (KITE) - A partnership between Butler, Cowley and Hutchinson Community Colleges and the Wichita Area Technical College. When training leads or referrals come to one of these training institutions, 5% of the contract amount is directed to KITE to fund the KITE organization's operating expenses.

Net Program Income - Contract amount less direct instructional costs and the Training Opportunity Payment and/or the KITE fee.

Net Revenue - BPG revenue less direct and indirect program costs.

Revenue - BPG revenue received from all sources.

Training Opportunity Payment - Percent of contract amount shared with departments of Butler faculty or staff for making referrals to BPG that result in contract training.

Trainer Pay - Fee paid to the trainer.

ENTREPRENEURIAL PARTNERSHIP/ACTIVITIES COMPLETION

Partnership Organizations or Entrepreneurial Activity:

Expected Partnership Outcomes:

- Unique program, product or service
- Improved satisfaction of stakeholders
- Demonstrated ability to generate net revenue
- Demonstrated continuous quality improvement
- Others

Proposed Program, Product or Service:

Services Provided by Each Partner:

Unique Contributions of Each Partner to the Program, Product or Service:

Proposed Financial Analysis/Proforma:

Benefits to Each Partner:

Partner Expectations:

Performance Indicators:

Performance Benchmarks:

Submitted by:

Reviewed and approved by:

Immediate Supervisor

Date:

Vice-President:

Date:

Executive Council:

Date:

Board of Trustees:

Date:

Semi-Annual Monitoring Report Due Dates:

The net revenue generated from each partnership opportunity will be placed in the college's general fund. A percentage of the net revenue will be returned to the individual employee, department or division, ranging from 50-85%, depending upon the level of college support required to initiate and sustain the entrepreneurial activity.

Guidelines for Defining Allowable Telecommuting Arrangements

1. Either the employee, a department dean, or other administrator may initiate the request for telecommuting. In either case, the overall department needs are to be taken into consideration in evaluating the request. The duties, obligations, and job responsibilities assigned to the employee will remain the same whether or not the request for telecommuting is granted.

2. Individuals requesting telecommuting as an alternative work arrangement will be evaluated according to specific criteria. The employee and the employee's supervisor or director, with the assistance of the Director of Human Resources and the Chief Information Officer, will evaluate the suitability of such an arrangement paying particular attention to the following areas:

Employee Suitability - the employee and supervisor will assess the needs and work habits of the employee, in relation to traits that are recognized as appropriate for successful telecommuters:

- Employee is knowledgeable about his/her job;
- Employee is self-directed (demonstrated ability to efficiently and productively manage own time and work);
- Employee demonstrates ability to effectively solve own problems- low need for assistance from managers or others;
- Employee demonstrates and job requirements enable low need for daily social interaction with co-workers;
- Employee is dependable and trustworthy;
- Employee is organized;
- Employee has good communication skills;
- Employee has an overall job performance record of satisfactory or higher level of performance of job duties and responsibilities;
- Employee has the ability to work well alone for long periods of time; and
- Employee has a limited need for feedback but ability to ask for it if necessary.

Job Responsibilities - the employee and supervisor will evaluate the job responsibilities and determine if the job is appropriate for a telecommuting arrangement based on the following criteria:

- Work is information based;
- Minimal unpredictable person-to-person contact is required;
- The employee works alone, on assignments such as data entry, report or proposal generation, research or analysis, without daily need for face-to-face interaction with College personnel, students and/or other members of the community;
- Productivity can be monitored and measured easily; and
- Telecommuting arrangement will not disrupt service to the employee's internal or external customers.

Environment - equipment needs, work space design considerations, scheduling issues, access to required telecommuting resources will be evaluated for availability, appropriateness, and liability exposure to the College.

3. Telecommuting shall not exceed more than four workdays per week.

4. Approval is granted at the discretion of the supervisor and appointing authority.

5. If there is agreement by all persons involved in the decision making process, a Telecommuting Agreement Form will be prepared and signed by all parties and a six month trial period will begin.

6. There will be a six month trial period during which time the voluntary telecommuting arrangement may be discontinued, at will, at any time at the request of either the telecommuter or the College.

Evaluation of telecommuter performance during the trial period may include daily interaction by phone and/or e-mail between the employee and the manager, and weekly person-to-person meetings to discuss work progress and problems. Performance evaluation requirements for telecommuters shall not differ from non-telecommuters. The performance standards for employees working at the alternate worksites shall be equivalent to the standards used when the employees are working at the campus worksite. Nothing in the Telecommuting Procedure waives or changes standards of performance or behavior in the workplace.

Butler will review each telecommuting arrangement at least annually to ensure that the originally established criteria are still being met and that the arrangement still meets the needs of Butler. Such review may include a site visit to ensure that minimum safety requirements are being met.

7. Butler will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, photocopiers, etc.) for each telecommuting arrangement on a case-by-case basis. The Human Resources and Information Service departments will serve as resources to determine these needs. Equipment supplied by the College will remain the property of the College and will be maintained by the College by IS staff (employee will be responsible for transporting computer or other equipment to the College for maintenance/support.) Equipment supplied by the employee, if deemed appropriate by the College, will be maintained by the employee. Butler accepts no responsibility for damage or repairs to employee-owned equipment nor will the College be responsible for any insurance coverage as to that property. Butler reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the College is to be used for college business purposes only and should not be used by other members of the employee's household or anyone else. The telecommuter must sign a statement attesting to the College-owned property in his/her possession and pledge to protect the items from damage or theft. Upon termination of employment or the telecommuting agreement all College property must be returned to the College. Employees using their own computer equipment must certify that they have installed recent virus protection.

8. Consistent with the College's expectations of information and asset security for employees working at the office full-time, telecommuting employees will be expected to ensure the protection of proprietary college and information accessible from their home office. Steps include, but are not limited to, use of locked file cabinets, disk boxes and desks, regular password maintenance, and any other steps appropriate for the job and the environment. Backups of data should be performed on a scheduled basis and stored at the regular college worksite.

9. The employee must establish an appropriate work environment within his/her home for work purposes. The College will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture, or lighting, nor will it be responsible for

repairs or modifications to the home office space. Office furniture, smoke detectors, dedicated phone/fax/modem lines, computer equipment and other miscellaneous equipment may be required for successful telecommuting. The College or the employee may supply the needed equipment. The extent to which such equipment is supplied by the College is to be determined by the College at its sole discretion. The telecommuting agreement will specify all required equipment and which entity is supplying each item.

10. Injuries sustained by the employee while at his/her alternative worksite and in conjunction with his/her regular College work duties are covered by the College's workers' compensation policy. Telecommuting employees are responsible for notifying the College of such injuries in accordance with the college's workers' compensation procedures. In the event of any work-related injury to the employee or a visitor, the employee shall cooperate to the fullest extent possible in the investigation of the incident. The employee is liable for any injuries sustained by visitors to his/her alternative worksite and will defend and hold the College harmless from any such claims.

11. Office supplies for use by telecommuters at their alternate worksites shall be provided by Butler in an amount as determined by the college and should be obtained during the telecommuter's regular college worksite work periods. Out-of-pocket expenses for supplies or services shall be pre-approved and will be reimbursed according to existing college procedures. Butler will not reimburse the telecommuter for travel expenses to and from the campus for required meetings nor for any alternative worksite related expenses such as construction, renovations, heating/air conditioning, lighting or electricity. The employee is normally covered by the college's travel accident policy when traveling for an authorized, job-related purpose on days the employee is working away from the regular worksite. The employee is not covered by the college's travel accident policy when commuting to and from work on days the employee is working at the regular college worksite.

12. The security of College property in the employee's home is as important as it is at the College. It is expected that reasonable precautions will be taken to protect the equipment from theft, damage or misuse. The employee is required to contact his/her homeowner's insurance carrier to determine to what extent this property is covered under his/her homeowner's policy. If college property is not covered, the employee will agree to notify his/her supervisor and, if requested, take out additional coverage at the college's expense to cover the property.

13. The employee has the responsibility to determine tax and other legal implications for the business use of the employee's home based on IRS and state and local government restrictions. Compensation and benefits, including leave accruals, are not affected by telecommuting.

14. The employee and supervisor will agree on the number of days (not to exceed four work days per week) of telecommuting allowed each week, the work schedule the employee is customarily expected to maintain, and the manner and frequency of communication with the College. The employee agrees to be accessible by phone, pager or e-mail within a reasonable time period during the agreed upon work schedule.

15. Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record and submit all hours worked in a manner designated by the College. Hours worked in excess of 40 hours per week, in accordance with state and federal requirements, will require the advance approval of the supervisor. Failure to

comply with this requirement can result in the immediate cessation of the telecommuting agreement.

16. An appropriate level of communication between the telecommuter and supervisor will be defined during the discussion and telecommuting evaluation process and will be formalized during the trial period. The telecommuter is primarily responsible for maintaining effective communication and work flow among other college personnel, students, and/or other members of the college community.

In the event circumstances prohibit the telecommuter from performing his or her assigned duties while telecommuting, the telecommuter shall immediately notify his or her supervisor for further work direction.

Telecommuters who for any reason cannot be reached or will not be able to be reached by their immediate supervisor must inform their supervisor before they will be unavailable at their telecommuting location either by direct phone or by E-mail. Failure of a telecommuter to notify his/her supervisor that they cannot be reached at their telecommuting location during hours specified in the Telecommuting Agreement is grounds for terminating the agreement and/or subject to disciplinary action.

Vacation, sick and other leave while telecommuting will continue to require appropriate signatures and prior approval by the employee's supervisor.

17. Telecommuting is not designed to be a replacement for appropriate dependent care. Although an individual employee's schedule may be modified to accommodate dependent care needs, the focus of the arrangement must remain on job performance and meeting College business demands. Prospective telecommuters are encouraged to discuss these expectations of telecommuting with their household members and supervisor prior to entering into a trial period.

18. Employees entering into a telecommuting agreement may be required to forfeit use of an on campus personal office or workstation in favor of a shared arrangement to maximize the College's office space utilization.

19. Telecommuting arrangements are for mutual benefit and not an employee right. No telecommuting agreement will be approved beyond one year, although subsequent agreements can be reached for subsequent periods. Telecommuting agreements must meet the operational needs of the college and failure of an agreement to meet operational needs shall be grounds for immediate termination of the agreement. Further, the agreement may be terminated by either the employee or the immediate supervisor for any reason upon reasonable notice to the other party.

20. In the absence of a formal written agreement to the contrary, any copyrights arising from the work of the employee, even those performed while telecommuting, are the property of the College. (New 6-04)

Butler Community College Telecommuting Guidelines

Job Criteria

_____ Work is information based

- Minimal unpredictable person-to-person contact is required
 - The employee works alone on assignments such as data entry, report or proposal generation, research or analysis, without daily need for face-to face interaction with College personnel, students and/or other members of the community
- Productivity can be monitored and measured easily
- Service to the employee's internal or external customers will not be disrupted by telecommuting arrangements.

Telecommuter Criteria

- Employee is knowledgeable about his/her job
- Employee is self-directed (demonstrated ability to efficiently and productively manage own time and work)
- Employee demonstrates ability to effectively solve own problems- low need for assistance from managers or others
- Employee demonstrates and job requirements enable low need for daily social interaction with co-workers
- Employee is dependable and trustworthy
- Employee is organized
- Employee has good communication skills
- Employee has an overall job performance record of satisfactory or higher level of performance of job duties and responsibilities
- Employee has the ability to work well alone for long periods of time, and
- Employee has a limited need for feedback but has the ability to ask for it if necessary.

Manager Criteria

- Manager effectively plans and organizes their work and work of subordinates to facilitate results
- Manager demonstrates the ability to effectively solve and facilitate problems
- Manager is organized
- Manager has good understanding of work flow

Work Area Criteria Proposed Work Area

- The proposed telecommute setting is free from distractions (children or others in need of care, etc).
- A separate work area is available, so the employee can focus on work without distractions. (A home office is preferred).

Proposed Telecommuter Schedule

- The employee should have regularly scheduled days/hours in the office so others will know when he/she is available for meetings.

Equipment Needs/Costs

- Computer Equipment/peripherals
- Ergonomic Equipment:
- Internet Access:
- Modem:
- Data Line:
- Backup Facilities:

___ Other:

Total Start up Costs:

Ongoing Costs:

Other Information/Criteria:

**ALL search committees are REQUIRED to follow this HIRING CHECKLIST.
It is the responsibility of the search committee Chair to fully understand
the screening and hiring processes.**

PHASE 1 (Preparation)

___ Vice-president or President confirms search committee and its designated chair. If changes to the committee are made during the process, those changes need to be approved by the appropriate Vice-President or President.

___ Search committee chair develops Rating Form for screening resumes, based on job description requirements.

___ **Committee members and Resume Rating Form must be submitted and approved by Human Resources before proceeding.**

PHASE 2 (Screening)

- ___ Search committee screens applications and completes rating sheets. Upon completion of individual review of applications, committee will convene to discuss and select those to be interviewed.
- ___ Search committee chair develops interview questions (and possible interview rating form - rating form should be based on the questions that will be asked).
- ___ Search committee chair sets interviews for selected candidates.
- ___ **The list of those to be interviewed along with the interview questions must be submitted and approved by Human Resources before proceeding.**

PHASE 3 (Interview/Reference Checking/Consumer Reports)

(Use attached BCC Procedures for Use of Consumer Reports)

- ___ Search committee conducts interviews, completes interview rating forms (if applicable), discusses candidates and makes selection.
- ___ Committee chair conducts reference checks of selected candidate(s). **(Butler Forms/HR/Reference Check Form)**
- ___ Disclosure form(s) sent to HR. Selected candidate(s) complete disclosure form(s) for consumer reports. **Employment is contingent upon the College obtaining and reviewing an acceptable consumer report.**
- ___ Search committee chair contacts Human Resources Director or Assistant Director to determine appropriate salary for administrative/institutional support positions. Not applicable for Operational Staff positions.
- ___ **Human Resources must review and approve the process and materials up to this point. Once approved, the position can be offered.**

PHASE 4 (Completion and Follow-up)

- ___ Human Resources is contacted immediately following the acceptance of the position so that internal candidates not interviewed can be contacted and letters to all other unsuccessful candidates can be sent.
- ___ Search committee chair calls all unsuccessful interview candidates and sends follow up letter, if desired
- ___ If the position is Administrative or Institutional Support, the Supervisor will send notification of selected candidate to the president's office electronically on a "Topic for Action" form for Board approval.
- ___ Search committee chair turns in **all** documentation of search, including reference checks and resume/interview rating sheets from **all** committee members.

Search Committee Chair Signature _____
Date Check list completed & turned in to HR _____

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TERMINATION CHECKLIST

Employee Name: _____
(please print)

Department: _____
(please print)

Please complete and obtain the appropriate signature from all departments listed. Once completed, please return to Human Resources.

Facilities Management:

____ Keys
____ Uniforms

Facilities Management Signature: _____
Date: _____

Accounts Receivable:

____ Outstanding account balance

Accounts Receivable Signature: _____
Date: _____

Accounts Payable:

____ Outstanding Travel Advance

Accounts Payable Signature: _____
Date: _____

Information Services:

____ Laptop

Information Services Signature: _____
Date: _____

Human Resources:

____ Outstanding Payroll Advance
____ Health and Life Insurance Paperwork
____ KPERS Paperwork

Human Resources Signature: _____
Date: _____

(New 7/06)