



# Employee Handbook

## **Butler Community College**

Approved by Board of Trustees' 8/10/99

Revised 4/01; 8/02, 6/03, 6/04, 7/05, 07/06, 07/07, 07/08

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## About Butler Community College

Butler has embarked on a journey, which places Learning at the heart of our institution. This is the journey of the Learning College, an institution driven by quality and dedicated to engaging its students in learning experiences which expand their minds and spirit. We are driven by the desire to bring out the best in our students.

Established in 1927 in El Dorado, Kansas, Butler now stands as the second largest community college in Kansas, serving more than 13,000 credit students a year through its numerous community-based sites located within a state designated five-county service area, of Butler, Chase, Greenwood, Marion and Morris counties. Building on our rich history of student-centered and teaching-centered values, at any given moment our students are learning at more than six (6) campus locations and approximately 20 additional on-site locations, as well as around the globe online. In addition, Butler works collaboratively with area private and public universities to enhance learning opportunities for South Central Kansas.

Offering one- and two-year degree options, Butler is a comprehensive college with solid transfer programs, life enrichment and noncredit programs, vocational-technical programs, and a Business Performance Group providing quality business assistance and training.

We are a Learning College. Learning is at the heart of what we do.

Dear Butler Employees,

Framed by our commitment to serve as the Learning College of Choice for the region and our recently refined set of Learning College Principles that describe expectations for our employees, this handbook has been designed with two purposes in mind: to provide a supportive working environment for you and to help ensure the effective and efficient operation of the college across our many divisions and sites. While the handbook includes current policies and procedures that have been developed to achieve these outcomes, it remains a work in progress as we continually seek better ways of doing things.

The most essential resource that enables us to live our mission, *helping students develop into responsible, involved lifelong learners and contributing to the vitality of the communities we serve*, is you. We fully recognize that the college could not serve its students and other stakeholders in the exceptional manner it does if it were not for your steadfast dedication and willingness to share your knowledge and skills.

In appreciation of the tremendous value you add as we engage our students and stakeholders in programs and services that expand their minds and spirit, several professional development opportunities and selected fringe benefits, as described in this handbook, have been put in place at Butler. It is our intent for these to serve as an expression of our lasting gratitude as well as the means for you to nourish your mind and spirit.

Research shows that high performing organizations present their employees not only with opportunities for professional and personal growth, but also with mission-driven, clear, consistent guidelines for the operation of their departments and divisions. We want to provide you with sufficient direction to perform your job responsibilities in the best manner possible. Yet, we also seek a balance that allows you sufficient autonomy and flexibility to apply your own unique talents and abilities as we strive to equip our students and communities with pure learning power.

We tell our students that when they choose Butler, we choose them. When they succeed, so do we. We make the same commitment to you and we wish you continued success now and always.

Jackie Vietti  
President

## **INTRODUCTION**

This handbook is prepared and distributed to employees for informational purposes. This document is not a contract and should not be construed as such.

Knowledge of the organizational and administrative functions of the college and a clear understanding of the Board policies and personnel policies in force are highly desirable for cooperation and staff morale.

The policies of Butler Community College, as adopted by the Board of Trustees, supercede anything contained in this handbook. Changes in policy are automatically implemented as part of the handbook. The College, at all times, reserves the right to change, delete from, alter, amend or waive the provisions contained in the handbook. Suggestions for changes, additions, and deletions should be made in writing to the President or Vice-Presidents.

### **Process for Revision of Policies and Procedures**

All policy and procedure statements will be in writing and accessible to all college personnel, either in the employee handbook or the negotiated agreement for our Professional employees. Any new proposed policies will be circulated college-wide and, unless circumstances preclude it, a comment period will be provided to all employees. All matters that require a policy or procedure decision will be communicated in writing with a "policy announcement", "new policy" or "change in policy" notice to all college personnel.