



# SNOW COLLEGE

## College Council Agenda

Monday, January 13, 2020 • 3:45 – 5:00 PM

Lorenzo and Erastus Snow Conference Room • Noyes Building

	1. Welcome		Brad Cook President
<b>Action</b>			
	2. Meeting Minutes	Attachment 1	President Cook
<b>Final Review</b>			
	3. Personnel System Policy	Attachment 2	Carson Howell Vice President for Finance/Admin Services
	4. Overtime Policy	Attachment 3	Dr. Howell
	5. Academic Workload Policy	Attachment 4	Steve Hood Provost
	6. Course Fee Policy	Attachment 5	Dr. Hood
	7. Library Copyright Policy	Attachment 6	Dr. Hood
<b>Initial Review</b>			
	8. Interim Policy Policy	Attachment 7	Dr. Howell
	9. Notice of Termination Policy	Attachment 8	Dr. Howell
<b>On Hold</b>			
	10. College Auxiliary Policy		President Cook
<b>Discussion &amp; Informational</b>			
	11. Report from the President		President Cook
	12. Calendaring Details		
	January 14/16 February 5, 2020 March 9, 2020 March 18, 2020	President's Open Forum Every Brilliant Thing Production College Council Meeting Board of Trustees Meeting	

### Committee Membership:

Mike Brenchley, Nate Caplin, Brad Cook, Renee Faatz, Steve Hood, Carson Howell, Janalee Jeffrey, Melanie Jenkins, Ron Lamb, Paul Tew, Ben Scheffner, Larry Smith, Jason Springer, Bryce Warby



## College Council Meeting Summary • November 18, 2019

*Members Attending:* Mike Brenchley, Nate Caplin, Brad Cook, Renee Faatz, Carson Howell, Janalee Jeffery, Melanie Jenkins, Ron Lamb, Landon Peterson, Larry Smith, Ben Scheffner, Jason Springer, Paul Tew, Bryce Warby  
*Others Attending:* Josh Hales, Tara Ivie, Marci Larsen (secretary), Rob Nielson

### Welcome (President Cook)

- The group was welcomed and thanked for attending the meeting

### Meeting Minutes (President Cook)

- Larry Smith made a motion to approve the minutes. Janalee Jeffery seconded the motion, and it passed unanimously

### College Auxiliary Policy (President Cook)

- President Cook reminded the group why an Auxiliary Department was created and thanked Rob Nielson for his leadership
- Rob Nielson briefly reviewed the policy and highlighted the first right of refusal for food, housing, and apparel
- Bryce Warby asked questions about the related audit
- Jason Springer asked to strike Ephraim and Richfield parenthetical in 2.3
- Steve Hood made a motion to send out for thirty day review; Jason Springer seconded the motion, and it passed unanimously
- *Action: Rob Nielson will send the policy to all employees for the 30-day review*

### Performance Evaluation Policy (Dr. Howell)

- Josh Hales said there were no significant changes to the policy
- Mike Brenchley made a motion to approve this policy and send it to the Board of Trustees. The motion was seconded by Bryce Warby. All voted in favor.
- *Action: HR will send the policy to the Board of Trustees for consideration*

### Nepotism Policy (Dr. Howell)

- Josh Hales said no substantive changes were received during the 30-day employee review
- He noted one comment was about exceptions to the policy, and Josh Hales said this policy is more inclusive than what the college has had in the past
- Larry Smith made a motion to approve the policy. Ron Lamb seconded the motion, and it passed unanimously.
- *Action: HR will send the policy to the Board of Trustees for consideration*

### Restrictions on Relationship Policy (Dr. Howell)

- Josh Hales said there were no significant changes received in the 30-day comment period and noted that the provost and associate provost titles had been added
- Josh Hales said there was question about Section 2.8.10, and the decision was made to keep it in the policy, given the fact that some employees are involved in ecclesiastical roles
- Nate Caplin shared his interpretation of the policy
- There was a lot of discussion
- Paul Tew said this has been reviewed, back and forth, for too long and said it is time to take action.
- Paul Tew made a motion that, out of respect for feelings about definitions, a) legal counsel review the policy again to make sure the language is constitutional viable and defensible and b) the College Council receive a copy with any changes prior to forwarding it to the Board of Trustees. Bryce Warby seconded the motion. The following points were made prior to taking the vote:
  - Jason Springer said there was no need to look at again if Morris is agreement that this language is appropriate. Ron Lamb suggested he look at 3.2.1 and the Council be emailed the final document.
  - Larry Smith asked if this policy is the most restrictive as possible. Josh Hales said he thought the wish was to do the minimum implementation by the state deadline and be more thoughtful and robust for the permanent policy. Josh Hales said that has happened with a committee.

## College Council Meeting Summary • November 18, 2019

- After these points, all voted in favor of the motion to have legal counsel review the language prior to final Board of Trustees' approval
- *Action: VP Howell send to trustees for final consideration (after electronic review of Morris' feedback)*

### Library Copyright Policy (Provost Hood)

- Steve Hood motion to table this decision. Paul Tew seconded the motion, and all in favor
- *Action: Dr. Hood will bring the policy back to College Council for consideration after he receives a reply from legal counsel.*

### Academic Workload Policy (Provost Hood)

- Only new part is 2.2; there are no other changes
- President asked that add the date approved/amended added and to see red-lined versions
- Janalee Jeffery asked if only the new section is up for review, and Dr. Hood said yes.
- Jason Springer made a motion that the VPAA references be removed, only send out the 2.2 section; Paul Tew seconded this. All voted in favor
- *Action: Academic Affairs will send the policy to all employees for 30-day review*

### Personnel System (Dr. Howell)

- Josh Hales said this policy is a complete rewrite
- Bryce Warby suggested grammar in 3.2 and 3.3 add suggested adding a responsibility for HR to be the employee advocate
- Larry Smith made a motion to approve with given changes. Nate Caplin seconded the motion. Jason Springer questioned 3.1.4 that puts HR in the middle of all searches. All voted in favor of the original motion
- *Action: HR will send to all employees for 30-day review*

### Course Fee Policy (Dr. Hood)

- Reviewed the history and reasoning of this policy
- Shared updated news from the system's internal auditor
- Larry Smith asked about having the appendix be a procedure, not policy
- Renee Faatz asked that the budgets be set-up and more clear
- It was suggested that the VPAA reference be changed to Provost
- Paul Tew made a motion to send the policy out for thirty day review. Melanie Jenkins seconded the motion. One opposed.
- *Action: Academic Affairs will send the policy to all employees for the 30-day review*

### Policy 331 – Overtime Policy (Dr. Howell)

- Josh Hales said there is one change: Section 5.6 now says that must this time be used before vacation
- Larry Smith made a motion to approve. Janalee Jeffery seconded the motion. All voted in favor.
- *Action: HR will send the policy to all employees for the 30-day review*

### Noncapital Asset Policy (Dr. Howell)

- Said sent to trustees, their discussion was one about College Council concerns of implementation and workload, but they see the need for the policy. The policy was approved by the BOT on November 6
- President said the policy was tied to state audit
- Paul Tew said this is new culture, new day, with focus on being good stewards; some faculty expressed concern with the distraction of the administrative duties this policy requires.

### College Council Composition (President Cook)

- Informed the group that both associate provosts will be members of College Council and the director of Student Success will be represented by his/her supervisor (the associate provost)

## College Council Meeting Summary • November 18, 2019

### Academic Calendars (Dr. Hood)

- Said the college will try a new calendar and noted this will help with using spring break as a mid-point break

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**SUBJECT: PERSONNEL SYSTEM**

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**1.0 — PURPOSE**

- 1.1. — Snow College has two separate groups of employees, Exempt and Nonexempt as defined by the Fair Labor Standards Act. Exempt and Non-Exempt employees at the SCS campus will be referred to as SCS Staff. Exempt employees at SCE campus will be referred to as Faculty, Executive, Administrative, and Professional staff.
- 1.2. — The Executive Vice President is delegated the authority and responsibility to administer the approved Snow College policies for those employees administered from the SCS campus or paid from the SCS budget.
- 1.3. — This document will attempt to address policies common to all groups under the same headings. When a policy is common to SCS and SCE employees, they will be referred to as “Staff.” If there are policies and/or topics which are specific to groups or campuses, reference will be made to that effect.

**2.0 — AUTHORITY, RESPONSIBILITY FOR PERSONNEL ADMINISTRATION**

- 2.1. — Under the inherent and implied authority of the Utah Higher Education Act of 1969 (more specifically Section 15) and the by-laws of the Utah State Board of Regents (more specifically Article III, Section 3) the President of Snow College, with the approval of the Board of Trustees, has the authority and responsibility to establish the basic goals, objectives, principles, policies, and procedures for a personnel system. The authority and responsibility for the Human Resource Office has been delegated to the President.
- 2.2. — As delegated by the President, authority and responsibility for the Human Resource office at SCS campus is given to the Executive Vice President.
- 2.3. — As referenced in the policies, “appropriate Human Resource Office” means employees paid through the SCS budget will use the SCS Human Resource Office; employees paid through the SCE budget will use the SCE Human Resource Office.

**3.0 — HUMAN RESOURCE OFFICE RESPONSIBILITIES**

- 3.1. — May include but are not limited to All Groups:
- 3.2. — Serve as ex officio member of all search committees.
- 3.3. — Assist in advertising, recruitment, and assembly of data for each committee.
- 3.4. — Serve as the Affirmative Action Office.
- 3.5. — Work with manpower planning and development together with others delegated to do so.
- 3.6. — Work on employee relations both internally and externally (including safety).
- 3.7. — Maintain complete and accurate records of all personnel actions.
- 3.8. — Be responsible for all reports (internally and externally) which deal with personnel actions.
- 3.9. — Assurance that all policies and procedures are applied uniformly and equally to all applicants and employees of the College without regard to race, color, sex, age, religion, national origin, disability, or veteran status.

~~3.10. Serve to aid the Executive Vice President or designee and the various Vice Presidents and search committees in seeking out and selecting the most qualified employees under established guidelines.~~

~~3.11. Maintain a job status information file with related compensation, fringe benefits, and employee relations (including the handling of complaints and grievances).~~

#### ~~4.0 DEPARTMENTAL PERSONNEL RESPONSIBILITIES~~

~~4.1. The attainment of a good personnel system is a responsibility of every person who works for the College. Employees are entitled to know the policies and practices that govern their relations with the personnel system, supervisors, and the administration.~~

~~4.2. All management personnel (which include supervisors, department heads, deans, managers, coordinators, directors, advisors, assistant vice presidents, vice presidents, executive vice president, the President or any other person with direct supervisory responsibilities) have a responsibility to know and understand these goals, objectives, principles, and concepts and to make every possible effort to maintain harmonious and productive working relations with their employees. In other words, each supervisor is responsible for the College's personnel policies and procedures within his or her department.~~

~~4.3. A copy of the Personnel Policy will be accessible to all employees.~~

#### ~~1.0 PURPOSE~~

~~1.1. A well-functioning personnel system allows the college to recruit and retain the talented employees it needs to accomplish its mission. This Policy sets forth the ways Snow College implements such a personnel system.~~

#### ~~2.0 DEFINITIONS~~

~~2.1. Total Compensation: The total value provided by the college to employees in exchange for their service to the college. This includes both compensation and benefits.~~

~~2.2. Employee: Faculty, Regular Staff, Probationary Staff, Part-time staff, and Adjunct Faculty. Student employees are also considered employees in this policy.~~

~~2.3. Supervisor: The Immediate or Line Supervisor or other persons in the immediate line of supervision including Administration Employees.~~

#### ~~3.0 POLICY~~

~~3.1. The President of Snow College, with the approval of the Board of Trustees is charged with appointing administrative officers, deans, faculty members, and other professional and support personnel, prescribing their duties, and determining their salaries. [Regents Policy R220]~~

~~3.2. In carrying out that charge, the Snow College President has formed a Human Resources Office. The Human Resources Office is charged with implementing a Personnel System. As part of the Personnel System, HR shall:~~

- 3.2.1. Develop and recommend Policies regarding all aspects of employment at Snow College. With regard to staff employees, HR has the primary responsibility of implementation including developing and recommending policies regarding hiring; classifying employees; probation; advancement, promotions and transfers; employment and work conditions; performance review; absences; ethics; corrective action; and grievance procedures.
- 3.2.2. With regard to academic employees, HR has the joint responsibility with Academic Affairs of implementation including developing and recommending policies regarding hiring; classifying employees; advancement, promotions and transfers; employment and work conditions; performance review; absences; ethics; corrective action; grievance procedures; and tenure.
- 3.3. HR is charged with training and assisting Supervisors at the College in implementing the Personnel System. This shall include training and assisting Supervisors with:
  - 3.3.1. Applying policies and procedures fairly and uniformly across all employees.
  - 3.3.2. Developing and maintaining a work environment that is reasonably safe from physical hazards and unlawful harassment or discrimination.
  - 3.3.3. Implementing reasonable accommodations granted by the College.
  - 3.3.4. Training employees on relevant laws and college policies and procedures.
  - 3.3.5. Training employees on their work duties.
  - 3.3.6. Providing regular feedback to employees on their performance.
  - 3.3.7. Administering corrective action, when necessary, in compliance with applicable laws and policy.
- 3.4. Among its other duties, HR shall take an active role in the following:
  - 3.4.1. Hiring new personnel. This shall include:
    - 3.4.1.1. Developing policies and procedures for fair and systematic recruitment of the best qualified employees.
    - 3.4.1.2. Serving as an aid to search committees to help the College hire qualified employees in accord with law, rules and regulations. An HR representative must be included on all search committees. The HR representative will oversee and coordinate the hiring process and maintain documents.
  - 3.4.2. Advising Supervisors and administrators on personnel related issues, including organization structure and change management.
  - 3.4.3. Administering campus-wide Total Rewards programs.
    - 3.4.3.1. The payroll office is responsible for processing wage deductions, delivering pay to employees and disbursing funds to benefits vendors and state and federal tax authorities, as

well as overseeing paid leave accrual and usage. Therefore, the HR office will work closely with the payroll office to ensure accurate information is conveyed.

3.4.3.2. Since Total Rewards programs significantly impact the college budget, the budget office will be consulted in decisions regarding Total Rewards.

3.4.4. Investigating complaints of misconduct and recommending corrective action when necessary.

3.4.5. Maintaining accurate employee records.

3.4.6. Acting as the college Equal Employment Opportunity office.

3.4.7. Managing and approving disability accommodations for employees.

3.4.8. Facilitating compliance training for employees.

3.4.9. Administering Worker's Compensation and campus-wide safety programs.

3.4.10. Performing other duties consistent with the mission of the Human Resources Office.

3.4.11. Performing any other duties assigned by policy.

3.4.12. Performing any other duties delegated by the College President or the Vice President (or equivalent position) responsible for the Human Resources Office.



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**SUBJECT: PERSONNEL SYSTEM**

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**1.0 PURPOSE**

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2.2. Employee: Faculty, Regular Staff, Probationary Staff, Part-time staff, and Adjunct Faculty. Student employees are also considered employees in this policy.

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- 3.3.4. Training employees on relevant laws and college policies and procedures.
- 3.3.5. Training employees on their work duties.
- 3.3.6. Providing regular feedback to employees on their performance.
- 3.3.7. Administering corrective action, when necessary, in compliance with applicable laws and policy.
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    - 3.4.1.1. Developing policies and procedures for fair and systematic recruitment of the best qualified employees.
    - 3.4.1.2. Serving as an aid to search committees to help the College hire qualified employees in accord with law, rules and regulations. An HR representative must be included on all search committees. The HR representative will oversee and coordinate the hiring process and maintain documents.
  - 3.4.2. Advising Supervisors and administrators on personnel related issues, including organization structure and change management.
  - 3.4.3. Administering campus-wide Total Rewards programs.
    - 3.4.3.1. The payroll office is responsible for handling processing wage deductions, delivering pay to employees and disbursing funds to benefits vendors and state and federal tax authorities, as well as overseeing paid leave accrual and usage. Therefore, the HR office will work closely with the payroll office to ensure accurate information is conveyed.
    - 3.4.3.2. Since Total Rewards programs significantly impact the college budget, the budget office will be consulted in decisions regarding Total Rewards.
  - 3.4.4. Investigating complaints of misconduct and recommending corrective action when necessary.
  - 3.4.5. Maintaining accurate employee records.
  - 3.4.6. Acting as the college Equal Employment Opportunity office.
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  - 3.4.8. Facilitating compliance training for employees.
  - 3.4.9. Administering Worker's Compensation and campus-wide safety programs.
  - 3.4.10. Performing other duties consistent with the mission of the Human Resources Office.
  - 3.4.11. Performing any other duties assigned by policy.

3.4.12. Performing any other duties delegated by the College President or the Vice President (or equivalent position) responsible for the Human Resources Office.

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**SUBJECT: EXTRA & OVERLOAD ASSIGNMENTS AND OVERTIME COMPENSATION**

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- 1.0 PURPOSE: To provide policy governing overtime time, overload assignments, and compensatory time.
- 2.0 COMPENSATION: Extra or overload assignments (compensation for services beyond primary assignment) shall be paid at rates not in excess of those equivalent to the faculty member's or staff member's current base salary unless the following approval requirements and limitations are met.
  - 2.1. Approval Requirements
    - 2.1.1. Faculty members must obtain prior written approval for any overload assignments from the Vice President for Academic Affairs.
    - 2.1.2. Exempt Staff members must obtain prior written approval for any overload assignments from their supervisor.
    - 2.1.3. Non-exempt full-time staff members are not allowed overload compensation without written approval from the Vice President who supervises the employee.
    - 2.1.4. Non-exempt part-time staff are not allowed to exceed 29 hours per pay week of combined work without written approval from the appropriate Vice President and must obtain prior written approval from their primary supervisor for any additional work for Snow College.
    - 2.1.5. Extra compensation for faculty or staff requires approval of the President when the amount for a single supplemental appointment exceeds \$10,000.
    - 2.1.6. Extra compensation for faculty or staff requires approval of the appropriate Vice President and supervisor when work is to be performed during regular working hours.
- 3.0 LIMITATIONS (FACULTY)
  - 3.1. Faculty member base salary is equated to a two-semester appointment. Extensions beyond this base shall not exceed 33% of base salary for the non-appointment time in regular daytime teaching plus an additional six (6) credit hour equivalents in continuing education teaching assignments. (Refer to the Snow College Work Load Policy for the calculation of credit hour equivalents.) Exceptions to this policy must be approved by the President of Snow College. (Extensions, for example, would be in effect for summer semester appointments if a faculty member's primary assignment had been fall and spring semesters.)
  - 3.2. Full-time faculty members may be assigned other teaching or administrative responsibilities as part of their full-time load with no additional compensation.

- 3.3. Faculty members are eligible to receive extra or overload compensation for overload work up to a maximum of twelve (12) credit hour equivalents for the two-semester academic year not to exceed six (6) credit hour equivalents in any semester providing required prior approvals are granted. (Refer to the Snow College Work Load Policy for the calculation of work load units.)
  - 3.4. Full-time load for faculty is the teaching load plus committee assignments, counseling assignments, or other assignments currently assigned to the particular faculty position.
  - 3.5. The College President may, at his or her discretion, make changes in 3.1-3.4 above.
- 4.0 LIMITATIONS (EXEMPT STAFF)
- 4.1. Exempt staff may be assigned duties outside of their normal role as part of their full-time load.
  - 4.2. Exempt staff are eligible to receive overload and/or extra compensation for work up to a combined maximum of 33% of base salary for a fiscal year providing required prior approvals are granted.
  - 4.3. Exempt staff may not receive more than 33% above their base salary in aggregate for overload or extra compensation during a fiscal year unless specifically authorized by the President.
  - 4.4. Full-time load for exempt staff is the current job description for the particular staff position.
  - 4.5. The College President may, at his or her discretion, make changes in these limitations.
- 5.0 LIMITATIONS (NON-EXEMPT STAFF)
- 5.1. Supervisors should make every effort to avoid having non-exempt employees work in excess of 40 hours during the specified work week. When this is not possible, overtime work hours may be arranged with prior supervisor approval.
  - 5.2. If an employee works a total of 40 hours prior to the close of a work week (see Normal Work Hours Policy 329), the employee may be given straight time off during that week to maintain a total of no more than 40 hours.
  - 5.3. Overtime is calculated at 1.5 of regular hours.
  - 5.4. Overtime shall be earned only after an employee has worked a 40-hour week. Work in excess of eight (8) hours in any work day may not qualify an employee for overtime pay. Time off for holidays, leave, sickness, etc., are not to be included as hours actually worked. However, hours worked on a holiday may be substituted or switched for time during some other week or weeks of the pay period as long as total hours of the work week do not exceed 40.
  - 5.5. Non-exempt employees who are either required by their supervisor, or for emergency purposes must work during Thanksgiving and/or Christmas day as designated on the College annual calendar will be compensated at time and a half.

5.6. Compensatory time banked hours must be used prior to using ~~vacation other paid time off~~ leave balances.

5.7. Employees should make every effort to take a one-hour lunch break. As the normal College work day is from 8 a.m. to 5 p.m., one hour for lunch is generally non-compensable. If employees eat their lunches at the work site and perform duties of the job, the time is compensable and may qualify as compensatory at the time and a half rate if total hours for the workweek exceed 40. Unless otherwise requested by their supervisor or approved by their supervisor as work time, non-exempt employees are expected to take a full lunch hour.

## 6.0 REFERENCES

6.1. Board of Regents Policy and Procedure, R816, Overtime Pay, Overload Assignments, and Compensatory Time

6.2. Fair Labor Standards Act (FLSA), 29 U.S.C. Section 201 et seq.

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**SUBJECT: ACADEMIC WORKLOAD POLICY**

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**1.0 PURPOSE**

- 1.1 Snow College faculty are devoted teachers who have very heavy responsibilities to enrich students' learning experiences and change lives. This document is meant to define the basic full-time faculty workload for a Snow professor in order to maintain high standards of excellence in teaching and to recognize the dedicated service faculty provide. This workload policy is a living document and may be modified by the Deans Council with the approval of the College Council and the Board of Trustees. This document only addresses faculty workload. The guidelines for faculty evaluation can be found in the Advancement and Tenure document.
- 1.2 With a few exceptions approved by Deans Council or as outlined in a faculty member's MOU, nearly all full-time faculty members have the same workload responsibilities at Snow College:

**2.0 POLICY**

- 2.1. As part of their normal teaching load, all full-time faculty teach, advise, prepare for courses, develop courses, hold regular office hours (a minimum of five hours a week), participate in course and program assessment activities, fulfill college responsibilities and meet deadlines, assist their department chairs with department governance responsibilities, and attend August meetings prior to the Fall Semester and year-end assessment meetings. Faculty should not ask for course reductions to prepare courses, teach new courses, or perform other tasks that are part of their regular workload responsibilities. Faculty in their first year of teaching, however, may be given a three credit release in the Fall Semester so they can have time to attend the New Faculty Seminar and become acclimated to the College.
- 2.2 Annual and Triennial faculty evaluations are directly linked to this workload policy (please see Policy 410). It is every faculty member's responsibility to be effective teachers, to engage in ongoing professional development activities, and to render service to the College. While faculty members are required to provide five office hours for student meetings per week, they are members of departments, divisions, and the College as a whole and need to be present beyond teaching times and office hours. Collegial faculty members engage with faculty colleagues and students in a formal and informal basis and need to maintain an active presence at the College whether in or out of the classroom.
- 2.3 All full-time faculty are expected to attend department meetings, division meetings, and college-wide meetings. Full-time faculty are also expected to

accept and perform roles that support department, division, and college governance.

- 2.4** Most full-time faculty share in the GE mission of the College and are expected to teach GE courses regularly (ideally each semester). Full-time applied technology faculty follow the CTE mission as stated in policy R-315.
- 2.5** Faculty teach balanced loads throughout the academic year. They normally do not overload one semester and teach reduced schedules another semester unless it is necessary to meet course demand.
- 2.6** Full-time faculty teaching in the arts, humanities, social sciences, sciences, nursing, computer information systems, and business teach 28-32 credits per year. Workload for applied technology faculty are based on floor-time as defined by the Utah System of Higher Education.
- 2.7** Load will be determined using the Instructional Workload Formula. Adjustments to the formula (credit exceptions and course releases) can only be used if the Deans Council has formally approved either an "Instructional Workload Credit Adjustment Request" or a "Non-Instructional Academic Workload Credit Equivalency Request."
- 2.8** Full-time faculty teaching loads will primarily be in a face-to-face or IVC classroom situation. Online courses are also needed, but Snow College primarily focuses on excellence in classroom teaching.
- 2.9** Each online course will be treated the same as a face-to-face class in terms of size, rigor, and load. Exceptions to section size will be considered by the division dean in consultation with the PROVOST.
- 2.10** Each IVC course will be treated the same as a face-to-face class in terms of size, rigor, and load, as determined by dean and department chair in consultation with the Concurrent Enrollment Coordinator and PROVOST.
- 2.11** Full time faculty will teach no more than six credits of overload per semester, as outlined by policy 331, Extra and Overload Assignments, and Overtime Compensation. Exceptions may be recommended by the Deans Council to the President for approval for requested term only. Overload will generally not be granted for additional sections of the same course when load sections are not full (or nearly full).
- 2.12** Low enrollment courses (8 or fewer) will not carry unless approved by the appropriate division dean and the PROVOST.



- 2.13** Faculty members who have semester assignments that are non-academic, or remotely related to teaching, are to be paid separately for these assignments by departments or divisions. Those stipends will be considered when interested parties submit the “Non-Academic Financial Compensation Request” form to the Deans Council. Faculty members cannot request course-reductions for performing these assignments unless recommended by the PROVOST or President and approved by the Deans Council.
- 2.14** To encourage opportunities for shared governance, faculty members who are called upon to serve as directors, academic deans, or senior-level leadership positions are considered full-time faculty members and retain their eligibility for promotion and tenure. Normally only tenured faculty members should be called on to serve in these roles.
- 2.15** Faculty members who are called upon to provide temporary service to the College may receive temporary workload exceptions for committee or administrative assignments if approved by Deans Council.

### **3.0 Instructional Workload Formula**

- 3.1** The load for courses will be calculated using the following formula, which is taken from the Utah State Board of Regents’ S11 policy:

$$\text{Course Credit Hour} + (\text{Course Contact Hour} - \text{Course Credit Hour})/2$$

- 3.2** In situations where the formula does not adequately represent actual workload, faculty may petition for a load adjustment by submitting the “Snow College Instructional Workload Credit Adjustment Request” to the Deans Council. The Deans Council will review both approved and proposed adjustments to the workload policy yearly. Adjustments are approved by Deans Council and on file in the PROVOST’s office. The deans recognize workload may need to be calculated differently in some disciplines.

### **4.0 Non-Curricular Academic Workload**

- 4.1** Non-curricular responsibilities of faculty will be categorized as either non-curricular academic workload or non-academic workload. In both of these situations, a 2.5 hour per week formula will be used. Requests for load adjustment or supplemental pay must be submitted to the Deans Council using the Snow College Non-Instructional Academic Workload Credit Equivalency or the Non-Academic Financial Compensation Request. Financial compensation will be determined by the Deans Council at a rate comparable

to overload pay. The Deans Council will review both approved and proposed adjustments to the workload policy yearly. Adjustments are approved by Deans Council and on file in the PROVOST's office.

## 5.0 Approved Teaching Load Adjustments

### 5.1 Administrative Reassignment

**5.1.2** Deans will receive a load reassignment and a stipend for the duration of their service in order to carry out the duties outlined in the Dean Responsibilities document. Specific adjustments will be determined by the AVP in consultation with the Deans Council and the President. In cases where the dean also serves as a department chair, the dean will not be given additional reassignment unless approved by the Deans Council

**5.1.3** Department Chairs typically receive load reassignment based upon the number of full time faculty and/or FTE generated by the department. When determining load, the Deans Council may factor in an exceptional number of adjuncts, concurrent enrollment teachers, and TICE instructors. Department chairs can petition for overload pay (for the approved number of credits) instead of credit hour reduction to do the administrative work or, in cases where the three-credit reduction does not correlate well with teaching assignments, a department chair can bank the credit and use it in the next academic year.

## 6.0 Other Load Adjustments

**6.1 Multiple sections:** Two or more courses or sections taught at the same hour by the same instructor will count toward workload as one class.

**6.2 Large courses:** In accordance with Regents Policy S11, large classes without TA support and/or additional compensation will be awarded additional credits based upon the following formula.

60-100 = 1.2 per CH (3 CH=3.6 workload; 4 CH= 4.8 workload; 5 CH=6.0 workload)

101-150=1.4 per CH

151-200=1.6 per CH

200+ = 1.8 per CH

**6.3 Team Taught Integrated Courses:** One of two formulas will be used to calculate workload for team taught courses. Courses that classify as team-

taught under this formula will be courses where both instructors are fully engaged the entire semester in the teaching and assessment of the course.

**6.3.1** Merely splitting the course between two or more faculty members does not qualify as team teaching. In those situations, each instructor will be entitled to half the course credits.

**6.3.2** Pairing or linking classes does not qualify as team teaching. In those situations, instructors can apply for a supplemental stipend IF pairing the courses requires a substantive amount of out-of-class team preparation.

**6.3.2.1 Formula 1:** When 40 or more students are enrolled in a team taught course, both instructors will receive full credit.

**6.3.2.2 Formula 2:** When 8-39 students are enrolled in a team taught course worth 3 or more credits, the instructors will split the course credit and receive 1 CR each of supplemental pay. For 1 and 2 credit hour courses, the instructors will need to submit a syllabus to Deans Council for supplemental pay determination.

**6.4 Multiple Adjustments:** When awarded workload adjustment under one of the above formulas, additional adjustments will not be awarded using another formula. Only one adjustment formula per course—unless approved by Deans Council.

**6.5 Adjustment Ceiling:** Adjustments and/or exceptions will not exceed 10 credits per semester.

**6.6 Credit Hours, Contact Hours, and Syllabus:** The approved, official syllabus will be used to calculate workload. Courses must be scheduled for the number of contact hours listed on the approved syllabus.

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**SUBJECT: COURSE, LAB, PROGRAM FEE POLICY**

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**1.0 PURPOSE**

- 1.1. This policy establishes rules for requesting, reviewing, approving new course, lab and program fees and periodically reviewing existing course, lab, and program fees (CLP fees) as required by Regent Policies R220, R510, R511, and R516.

**2.0 DEFINITIONS**

- 2.1. **Account Monitor.** A designated member of the budget office or business office assigned to monitor CLP fee accounts to ensure that fees are being used in the manner specified in the CLP fee application and approved by the Fee Committee. The Account Monitor may serve as the budget office representative on the Fee Committee.
- 2.2. **Course, Lab and Program Fees.** A CLP fee is a fee a student must pay in order to cover particular costs for a course, lab, or program expense that is not covered by tuition costs or general fees. A CLP fee is assessed to a particular course, lab or program in order to avoid passing the costs associated with the course, lab, or program onto the general student population.
- 2.3. **Fee Committee.** The committee charged by the Board of Trustees to solicit CLP fee requests, review CLP fee requests, recommend CLP fee requests to the Board of Trustees, and review existing CLP fees. The Fee Committee only considers CLP fee requests and does not consider student fees. The Fee Committee is comprised of the division deans, a student-body advocate, a representative of the PROVOST's office, and a representative of the budget office. The academic deans and the student-body advocate are the only voting members of the committee.
- 2.4. **General Fees.** General fees are all student fees that do not pertain to specific CLP fees. General fees are not covered in this policy.

**3.0 POLICY**

- 3.1. The Fee Committee is responsible for notifying academic departments and programs of the procedure for requesting CLP fees and for reviewing fee applications and reviewing existing fees every three years.
- 3.2. Academic departments and programs shall be notified by December 15<sup>th</sup> that applications for CLP fees will be due in the PROVOST's office by the third Friday of January at 5:00 p.m.
- 3.3. CLP fee applications must be specific in detailing why a fee is necessary for a course, lab, or program and how the money will be used, i.e., for equipment maintenance, supplies, repairs, consumables, field trips, of software purchases, licenses, etc. The creation of new student fees shall be supported by a demonstrated need, clear statement describing the fee, and a sound budgetary

plan. All fee applications must be submitted using the standard format contained in Appendix A of this policy.

- 3.4. Every three years, departments must reapply to continue existing CLP fees. Departments must submit the form in Appendix A for a full review by the Fee Committee (Appendix A will also be used to review existing fees). The Committee may discontinue a fee if they believe the fee does not contribute to the academic quality or maintenance of a course. After completing its review of existing fees, the Fee Committee will submit a list of continued or discontinued CLP fees to the Board of Trustees by the first Friday of March. **The Fee Committee must also notify the Registrar and Controller of discontinued fees.**
- 3.5. An academic dean or any member of the Fee Committee may recommend reviewing a CLP fee at any time by requesting a review of the fee. When a fee review request has been made, the academic department in which the fee resides shall complete the form in Appendix A and the Fee Committee will review the purpose of the fee and determine if the fee should continue. If a department does not wish to have the fee reviewed and desires to end the fee, the form in Appendix A need not be submitted. The department chair will submit a request to the appropriate academic dean requesting termination of the fee, and the dean will report discontinuance to the Fee Committee.
- 3.6. The Fee Committee will complete its review of fee applications by the first Friday of March. Fees that are deemed appropriate by the Fee Committee will be recommended to the Board of Trustees for approval.
- 3.7. **The Fee Committee will notify the Registrar and Controller of new CLP fees.** Approved CLP fees must appear on the College course schedule.

#### 4.0 OTHER PROVISIONS

- 4.1. Each approved CLP fee will be placed in an account with a separate account number. The Account Monitor will ensure that fee expenditures match the conditions in which the fees were approved. The Account Monitor will notify the Fee Committee of any irregularities and the committee will take steps to ensure compliance or cancel the CLP fee.
- 4.2. CLP fees approved for purposes of compensating course or lab instruction can only be used for part-time faculty. Full-time faculty must be paid through the general accounts of the College.
- 4.3. Normally, the Fee Committee will not consider applications for course or lab fees that are under \$10. Whenever possible, academic departments and programs

should use their department and program budgets to support the academic purposes of each course, lab, and program.

- 4.4. If needed, the Fee Committee may make procedural changes to this document. Policy changes are substantive changes to this document and can only be changed with the approval of the Board of Trustees after consultation with the state attorney.

## Appendix A

### *Snow College Course/Lab/Program Fee Request*

Department or Program\_\_\_\_\_

Course Number\_\_\_\_\_ Course Title\_\_\_\_\_

Academic Program\_\_\_\_\_

Session(s) Taught: Fall\_\_\_\_\_ Spring\_\_\_\_\_ Summer\_\_\_\_\_

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**Type of Request (check one):**

New\_\_\_\_\_ Change\_\_\_\_\_ Renewal\_\_\_\_\_

Old Fee Amount: \_\_\_\_\_ New Fee Amount: \_\_\_\_\_ Increase/Decrease\_\_\_\_\_

Expected revenue for course:\_\_\_\_\_

Provide an explanation of the need and use of the course/lab/program fee (provide sufficient detail to enable the Fee Committee to know why the fee is needed and how it will be spent):

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**Appendix A, Continued**  
**Course/Lab/Program Fee Planning Account**

**Account Name:** \_\_\_\_\_

**Beginning Fund Balance:** \_\_\_\_\_

**Planned Expenses:**

Item Description	Estimated Cost	Existing Funds	Additional Funds Needed	How Often Equipment/Supplies Must be Replaced	Last Year Equipment Purchased	Estimated Funding Needed Per Year

**Total Expected Long-Term Expenses:** \_\_\_\_\_

**Course/Lab/Program Expense Totals, Last Three Years:**

Item Description	Year 1	Year 2	Year 3

**Average Expenses Per Year:** \_\_\_\_\_

**Signatures:**

**Department Chair:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Division Dean:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student-Body Advocate:** \_\_\_\_\_ **Date** \_\_\_\_\_

**PROVOST Office Representative's signature certifying approval by Fee Committee:**

\_\_\_\_\_ **Date** \_\_\_\_\_



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**SUBJECT: LIBRARIES COPYRIGHT POLICY**

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**1. PURPOSE**

- 1.1. The Snow College Libraries are dedicated to providing an environment where learning occurs. The library provides research instruction and quality curriculum supporting information sources in the most appropriate formats.
- 1.2. As many of the materials provided by the Libraries in support of its role and mission are copyrighted, this Policy provides guidance on the application of copyright law to materials and resources provided by the College Libraries.

**2. DEFINITIONS**

- 2.1. Exclusive Rights: Federal law (primarily the Copyright Act of 1976 and the Digital Millennium Copyright Act of 1998 found in Title 17 of the United States Code) protects original works of authorship through the U.S. Copyright Act. The owner of a copyright under the Copyright Act has the exclusive rights to do and to authorize any of the following:
  - 2.1.1. To reproduce the copyrighted work in copies or phonorecords.
  - 2.1.2. To prepare derivative works based upon the copyrighted work.
  - 2.1.3. To distribute copies or phonorecords of the copyrighted work to the public by sale or other transfer of ownership, or by rental lease, or lending.
  - 2.1.4. In the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works, to perform the copyrighted work publicly.
  - 2.1.5. In the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work, to display the copyrighted work publicly.
  - 2.1.6. In the case of sound recordings, to perform the copyrighted work publicly by means of a digital audio transmission.
- 2.2. Fair Use Exception: A reasonable noninfringing use, including reproduction, of copyrighted material for such purposes as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research, as determined from consideration of all relevant circumstances, including (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes; (2) the nature of the copyrighted work; (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole (generally less than 10% or one chapter of a book); and (4) the effect of the use upon the potential market for or value of the copyrighted work.
- 2.3. Library & Archives Exception: It is not an infringement of copyright for a library or archives, or any of its employees acting within the scope of their employment, to reproduce no more than one copy of a work or to distribute such copy or phonorecord under certain conditions.
- 2.4. Face-to-Face Teaching Exception: It is not an infringement of copyright to perform or display a copyrighted work or a work by instructors or pupils in the course of face-to-face

teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction, of a lawfully made copy.

2.5. Copying: Making a reproduction of materials including paper copies and electronic versions.

2.6. Other definitions are as stated in 17 USC 101.

### 3. POLICY

3.1. Snow College Libraries protect the rights of holders of copyright in accord with Federal and state law, rules and regulations (“law”). Libraries materials may not be copied or used except in accord with the law and this Policy and Procedures.

3.2. Snow College Libraries abides by disability and accommodation rules and regulations and this Policy and Procedures shall be implemented in accord with those.

3.3. Copying of copyrighted works by library employees and patrons within the library.

3.3.1. General reserve desks may circulate single reproduction copies of library-owned copyrighted materials, provided that in the preparation of such circulating copies, library personnel do not exceed the standards for permissible copying under the law of fair use. A copy shall include a notice of copyright as found in the original or a notice that the work may be protected by copyright.

3.3.2. With respect to interlibrary loans, Snow College libraries as borrowing libraries shall keep and retain records of filled loan requests for three full years following the end of the calendar year in which the requests were made in order to insure that during said period of three years:

3.3.2.1. The library did not request and receive more than five articles from any copyrighted periodical title published within the five years immediately prior to the date of a request; and

3.3.2.2. the library did not request and receive more than five copies of or from any given copyrighted work, including a collection of copyrighted works, during the entire period such material was protected by copyright.

3.3.3. Snow College libraries as lending libraries may make isolated and unrelated reproductions of a single copy of the same copyrighted materials on separate occasions as long as the libraries and their personnel are not aware of and have no reason to believe they are engaging in related or concerted reproduction of multiple copies.

3.3.4. College libraries shall refuse:

3.3.4.1. to fill an interlibrary loan request where prior contractual obligations prohibit copying of such copyrighted material;

3.3.4.2. to honor a request from a borrowing library which has not verified on its order form that the request conforms to the copyright law and guidelines.

3.3.5. For the purpose of preserving and maintaining library collections, College libraries are permitted to make:

3.3.5.1. facsimile reproductions of unpublished works that are currently in the library-owned collection for purposes of preservation, security, or deposit in another library; and

- 3.3.5.2. a copy of published copyrighted work to replace a work that is damaged, deteriorating, lost or stolen, if:
  - 3.3.5.2.1. the library determines, after a reasonable effort, that an unused replacement cannot be obtained at a fair price, and
  - 3.3.5.2.2. the copy includes a notice of copyright.
- 3.4. Copying for Personal Use
  - 3.4.1. Copies for personal use may only be made in accord with the Fair Use Exception.
- 3.5. Copying for Classroom Use
  - 3.5.1. Copies for classroom use may only be made in accord with the Fair Use Exception. For guidance on this topic see sections ***How does fair use apply to photocopying of course materials?*** and ***How does fair use apply to use of third-party materials on a course website?*** found in the Harvard Office of General Counsel publication **Copyright and Fair Use** found at <https://ogc.harvard.edu/pages/copyright-and-fair-use> (Copyright © 2016 President and Fellows of Harvard College).
- 3.6. Copying for those with disabilities and in aid of accommodations.
  - 3.6.1. Copies for those with disabilities and in aid of accommodations may be made in accord with disability law, rules and regulations.
- 3.7. Performance or display of copyrighted works in the library.
  - 3.7.1. The performance or display of copyrighted works may occur in the library as part of a regularly scheduled course or other face-to-face teaching activity. (This means a live instructor teaching students. This may include regularly scheduled classes or a supplement to classes as long as teaching is occurring. This does not allow showing a movie to the general public or even students if there is not teaching going on.) This can occur in any area devoted to instruction including: a classroom, meeting room, study area, or the auditorium. (You can show a movie in the auditorium, play a song in a meeting room, show a video in a study area, as long as the area is devoted at that time to teaching. You cannot show a movie in a classroom just for fun just because it takes place in a classroom.) The works that may be watched or listened to include a lawfully made copy of a full-length movie, playing a lawfully made recording of a song, or showing a lawfully obtained image. (You cannot show or play an illegal copy.) A license is not needed. (This is the fair use exception which is not a copyright infringement.)

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**SUBJECT: NOTICE OF TERMINATION OF EMPLOYMENT**

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- ~~1.0 — POLICY (POLICY 327 NOTICE OF TERMINATION OF EMPLOYMENT)~~
    - ~~1.1. — Notice of Termination~~
      - ~~1.1.1. — Exempt employees are expected to give a minimum termination notice of one month. Non-exempt employees are expected to give a minimum termination notice of two weeks.~~
      - ~~1.1.2. — Resignations should be submitted in writing to the department supervisor and reported immediately to the appropriate vice president, or designee.~~
      - ~~1.1.3. — If the College must terminate an employee, except for cause, staff employees will be given at least four (4) calendar weeks' notice of termination.~~
    - ~~1.2. — Termination of Benefits~~
      - ~~1.2.1. — Terminating employees will be paid for accrued and unused standard vacation leave. In no case, can this exceed the approved carryover days plus the normal accumulation for the existing appointment year (see Vacation Leave Policy).~~
      - ~~1.2.2. — Medical, Dental, Life, Disability, or other group insurance coverage will terminate in accordance with the provisions of the applicable policy contracts.~~
      - ~~1.2.3. — Terminated employees may be eligible for unemployment compensation as outlined in the Utah Employment Security Act. A Utah Department of Employment Security form will be completed for a terminated employee if such is requested by the Employee.~~
      - ~~1.2.4. — Employees in positions funded by special grants and programs may not accrue vacation days and employees should plan to take annual leave during each year. Vacation days unused at the time such a program or project is completed will be lost to the employee without pay.~~
    - ~~1.3. — Exit Interview~~
      - ~~1.3.1. — Department supervisors are responsible to notify and encourage a terminating employee to report to the Human Resource Office for an exit interview.~~
      - ~~1.3.2. — The Staff identification card, College keys, library material, and College equipment must be surrendered at the time of termination.~~
    - ~~1.4. — Termination Forms~~
      - ~~1.4.1. — Immediately upon an employee's termination a Notice of Separation form is to be completed by the employing department and forwarded to the Human Resource Office. This action is critical since eligibility for unemployment is dependent upon the information in this form. The form must show the employee's last working~~
- ~~2.0 — POLICY (Policy 328 PAYMENT IN LIEU OF NOTICE OF TERMINATION)~~

- ~~2.1. Payment in lieu of notice of termination does not constitute compensation, and where applicable will be paid in addition to accrued salary, wages, and unused vacation time.~~
- ~~2.2. When it is necessary for the College to effect a reduction in work force, or to terminate a regular staff member for reasons other than cause, each regular full-time staff member who is to be laid off will ordinarily be given notice according to Policy 13.2.13.1.~~
- ~~2.3. If the required advance notice is not given, or is given for a shorter period than provided under Policy 13.2.13.1, payment in lieu of notice will be given.~~
- ~~2.4. An employee is not eligible for payment in lieu of notice of termination if (a) he or she is a part-time, temporary or probationary staff member, or (b) the termination is for cause.~~
- ~~2.5. Payment in lieu of notice of termination is not available to employees whose termination is voluntary.~~
- ~~2.6. Payment in lieu of notice of termination is not considered part of the regular rate used to compute overtime payments due upon termination, and cannot be used to reduce any other payments due to the employee, such as accrued overtime, and accrued but unused vacation time. Payment in lieu of notice will be subject to FICA and income tax withholding, but will not be subject to institutional benefits and does not extend the employment period beyond the effective date of termination.~~

1.0 PURPOSE

- 1.1. The purpose of this Policy is to set forth the policy and procedures surrounding voluntary resignation of employment and the College's duty to Employees who are terminated for reasons other than Corrective Action and duties of any Employee who leaves the employ of the College.

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2.0 DEFINITIONS

- 2.1. As set forth in Policy 318 unless otherwise defined here.
- 2.2. Employee –Part-time and Temporary Staff Employees, Administration Employees, Probationary Regular Staff Employees, Regular Staff Employees.
- 2.3. Resignation – An announcement or action by an Employee indicating that they are voluntarily ending their employment for Snow College. Resignations are preferred in writing but may be verbal or on rare occasions communicated by conduct. A written notice or retirement serves as a Resignation.

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3.0 POLICY

- 3.1. Exempt Employees of the College are expected to give a minimum notice of Resignation of one month. Non-exempt Employees of the College are expected to give a minimum notice of Resignation of two weeks.

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- 3.2. A Resignation should be submitted in writing to the Immediate Supervisor but a verbal resignation made in the presence of a Line Supervisor, Immediate Supervisor, Administration Employee, a member of the Human Resources Department, or otherwise clearly communicated verbally or through actions to any member of the College, is effective as a Resignation.
- 3.3. A Resignation may be withdrawn by an Employee in writing and given to the Immediate Supervisor with a copy to Human Resources Department within 24 hours of the initial Resignation. After 24 hours a Resignation is final and may be withdrawn only with the written agreement of the Director of Human Resources and the President of the College.
- 3.4. An Employee may resign effective at a date in the future. However, the College may terminate employment prior to that date in accord with Termination policy and procedures, including the procedures for Job Abandonment, or other College policy and procedures.
- 3.5. Snow College will endeavor to give Regular Staff Employees notice of termination for reasons other Corrective Action of one month for exempt Employees and two weeks for non-exempt Employees. The College may in its sole discretion place an Employee on administrative leave during this period and require the Employee to not report for work or perform duties.
- 3.6. An Employee who Resigns is still subject to the processes of the college (including discipline) until the effective date of that resignation.
- 3.7. Employees who resign or are terminated have certain duties towards the College to ensure a smooth transition from employment for both the College and the Employee. These are set forth in the Procedures to this Policy and may be amended from time to time.

4.0 PROCEDURES

- 4.1. Termination of Benefits upon Resignation or Termination.
  - 4.1.1. Employees who resign will be paid for accrued and unused vacation leave. No other leave balances will be paid out.
  - 4.1.2. Employees who resign must present medical verification in order to be paid sick leave for more than 3 days prior to the effective date of a Resignation.
  - 4.1.3. Medical, Dental, Life, Disability, or other group insurance coverage will terminate in accordance with the provisions of the applicable policy contracts and Employees who Resign or are Terminated will be notified of the date benefits will terminate if other than the effective date of the Resignation or Termination.

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- 4.2. Department supervisors are responsible to notify and encourage a Resigning Employee to arrange an exit interview or survey with the Human Resource Office, or designee.
- 4.3. The Staff identification card, College keys, library material, and College equipment must be surrendered at the time of termination or effective date of resignation or such earlier time as directed by Human Resources.
- 4.4. Resigning or terminated employees must also reconcile all purchasing card transactions before the effective date of the resignation or termination and resolve all debts owed to the College.
- 4.5. Human Resources shall prepare the appropriate paperwork for Resigning Employees and notify appropriate persons.

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**SUBJECT: INTERIM EMERGENCY APPROVAL PROCESS**

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**1.0 PURPOSE**

The interim emergency approval process is reserved for circumstances under which the President deems the Policy Proposal to be crucial and must be processed in a shorter time period than is possible through the regular approval process. Policy Proposals related to tenure and rank or conditions of employment may not be processed in the interim emergency approval process.

**2.0 POLICY**

- 2.1 Such Policy Proposals need not go through the regular approval processes described above. However, the representatives of affected groups should have a reasonable opportunity to review the Policy Proposal and must be consulted prior to the President approving a temporary emergency Policy Proposal and substantive feedback or concerns should be documented. Interim emergency policies go into effect immediately, but the Board of Trustees must have an opportunity to review the policy at the next possible Board of Trustees meeting.
- 2.2 Interim emergency policies remain in effect for a specified period of time not to exceed one year and cannot be renewed without going through the regular approval process. Such policies shall clearly be identified as interim policies with an expiration date posted on the policy. If a policy is suspended under the interim emergency policy process, the policy shall continue to be published but identified as suspended with an expiration date for the suspension.