

STAFF HANDBOOK

2022-2023



Hands-On Skills. High-Tech Careers.

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COLLEGE OVERVIEW

Mission Statement

North Central Kansas Technical College delivers applied, innovative and personalized education to empower learners, enrich lives, develop skilled professionals and strengthen economic systems.

Vision Statement

North Central Kansas Technical College is dedicated to being a leader in workforce development by maximizing value for students, employers and communities through educational excellence.

Core Values

Achieving **EXCELLENCE** with **INTEGRITY** through

DEDICATION

INNOVATION

COLLABORATION

COMMUNICATION

Principles of Community

NCK Tech is dedicated to the teaching and learning of professional and technical skills in an increasingly diverse and ever-changing environment. NCK Tech is a place where all people, regardless of race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital or family status, ancestry, ability, age, military or veteran status, or religion may work or obtain an education. All employees and students seek to empower all persons to contribute to their families, communities, and societies. In the spirit of creating and maintaining a professional and respectful space for all who come here to learn and teach, we – students, staff, faculty, and administration – acknowledge the following:

- *We come to NCK Tech with different experiences, expectations, values, and practices;*
- *Some of our differences are visible, others are not;*
- *Our differences may create misunderstandings, fears, and emotional reactions;*
- *We must work together to create mutual understanding;*
- *We strive to overcome the negative consequences of our differences;*
- *We seek to celebrate our shared humanity and shared goals;*
- *We accept responsibility for maintaining and creating a learn/work environment where our differences are valued and mutually accepted;*
- *We agree to respect everyone's right to have and to share personal beliefs and opinions without fear of public condemnation;*
- *We agree to reject prejudice, discrimination, and intolerance in the NCK Tech community.*

ORGANIZATION AND ADMINISTRATION

Board of Trustees

Carolyn Finney
Donald Miller
Bob Becker
Lance Smith

Justin Rexroat
Dale Montgomery
Glennys Doane

Cabinet

President – Eric Burks

Vice President of Instruction and Student Services – Dr. Corey Isbell

Vice President of Finances and Hays Operations – Diana Baumann

Leadership Council

President – Eric Burks

Vice President of Instruction and Student Services – Dr. Corey Isbell

Vice President of Finance and Hays Operations – Diana Baumann

Dean of Enrollment Management – Tricia Cline

Dean of Instruction – Jennifer Brown

Dean of Student Experience – Shane Britt

Dean of Student Success – Jayme Owen

Director of Advancement – Mendi Anschutz

Standing Committees

Academic Affairs - Provides oversight of the College's curriculum and academic policies. The committee is responsible for approving new curriculum and revisions to existing curriculum. The committee is comprised of faculty, staff, the Registrar and the Dean of Instruction.

Assessment Committee - Provides guidance on all NCK Tech assessment processes. The committee helps educate faculty and the campus community about assessment and assessment best practices and works to create a culture of assessment. The committee is comprised of faculty and staff representing all divisions and student affairs.

Employee Engagement Committee - Provides input to improve the campus climate and coordinate employee engagement activities. Activities include wellness initiatives, holiday parties, back to school barbecues and other informal gatherings and activities. The committee is comprised of faculty and staff representing both campuses.

Online Committee - Provides oversight and guidance into NCK Tech's online education options. The group oversees the review process for all new online courses. The committee is comprised of faculty from both campuses and the Dean of Instruction.

Student Information Processes Committee - Provide insight and evaluation to NCK Tech's processes. The committee works to improve internal processes and those processes directly impacting students. The committee is comprised of staff and administration.

Administration and Staff

Refer to BambooHR for the full, most updated NCK Tech faculty and staff directory. This directory will include name, titles, email and phone numbers.

PERSONNEL POLICIES AND PROCEDURES

Non-discrimination Policy

NCK Tech is committed to nondiscrimination on the basis of race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital status, religion, age, ancestry, disability, military status, or veteran status in admission or access to, or treatment or employment in, its programs and activities. Further, it is the policy of the college to prohibit harassment (including sexual harassment and sexual violence) of students and employees. Any person having inquiries concerning the college's compliance with the regulations implementing Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act Amendments Act is directed to the VP of Student and Instructional Services (Section 504/ADA Compliance Officer and Title VI, Title VII, & Title IX Compliance Officer) at (785)738-9055, cisbell@ncktc.edu, or PO Box 507, 3033 US Hwy 24, Beloit, KS 67420. The Non-discrimination policy in its entirety can be found in the NCK Tech's Board Policy Handbook - Policy 6:1.

Continuing Contract

The Board of Trustees desires a continuity of services as long as services are satisfactory. Determination to non-renew an appointment shall be based on incompetence, insubordination, neglect of duty, immorality, or any other good and just cause. In the event a tenured employee is not to be offered a new contract the employee shall have a right of notification, in writing, with reasons. Such notification shall have a right to a public hearing with the Board of Trustees prior to final action by the Board if the employee makes a request, in writing, for such a hearing.

In the event that either party fails to honor its contract, it shall be the duty of the offended party to notify the Kansas Board of Regents of such violation.

Acceptable Use Policy

Refer to NCK Tech's Board Policy Handbook – Policy 6:10. It is the employee's responsibility to review the acceptable use policy annually. Employees must abide by and sign proper documentation via the Bamboo HR system.

Education Plan for Student & Tuition Reimbursement

Please refer to the NCK Tech's Board Policy Handbook – Policy 7:36. Documents for course approval and submitting for tuition reimbursement may be found on NCK Tech's Intranet.

Grievance Procedure

A grievance procedure has been established in the NCK Tech's Board Policy Handbook - Policy 7:16. The initial step is an informal conference with your immediate supervisor.

Leave Time

- **Sick Leave**
Refer to NCK Tech's Board Policy Handbook – Policy 7:34.
- **Bereavement Leave**
Refer to NCK Tech's Board Policy Handbook – Policy 7:28.
- **Exhaustion of Leave**
Refer to NCK Tech's Board Policy Handbook – Policy 7:35.
- **Non-Faculty Employee Vacations**
Refer to NCK Tech's Board Policy Handbook – Policy 7:62.
- **Benefits for Part-Time Employees**
Refer to NCK Tech's Board Policy Handbook – Policy 7:42.
- **Remuneration Policy**
Refer to NCK Tech's Board Policy Handbook – Policy 7:39.
- **Unused Vacation**
Refer to NCK Tech's Board Policy Handbook – Policy 7:40.

Holidays

The following holidays are declared at NCK Tech:

- New Year's Day
- Spring Break
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day (3 days – Wednesday, Thursday, and Friday)
- Christmas Eve and all working days between Christmas Eve and New Year's Day

If any declared holiday falls on a Saturday or Sunday, the holiday will be observed on either the Friday preceding or the Monday following the holiday at the discretion of the President or his/her designee. Holidays are annually approved through the College Calendar. The President or his/her designee has the authority to modify the approved calendar.

Employee Meetings

Refer to NCK Tech's Board Policy Handbook - Policy 7:23.

Staff Members Holding Public Office

It shall be the policy of NCKTC to encourage staff members to participate in the activities of their local communities. Staff members should be encouraged to seek public elected offices as long as the responsibilities of the office are not in conflict with the staff member's commitment to the College. In fairness to the College, the staff member should consult with the president or designee concerning the public elected office being sought.

College Hours

Staff members are expected to spend eight (8) hours per day accomplishing their assigned responsibilities. College operating hours are Monday through Friday 7:30 am to 4:30 pm.

Communication

All employees are expected to communicate with their colleagues and supervisors on a consistent basis and in a professional manner. Those with access to computers should check their e-mail at least daily and respond in a timely manner. Keeping others informed is essential to the successful operations of the College.

Parking

All vehicles should be parked in approved parking zones in order to allow free movement of equipment.

Professional Development

North Central Kansas Technical College places a strong emphasis on educational quality and outcomes necessary to achieve success. One of the factors necessary for an institution to achieve successful outcomes is that of a quality faculty and staff which meets minimum requirements with regards to practical work experience, continuing education and development in both the instructional and professional aspects of their position.

- **Professional development** involves promoting growth and enabling employees to obtain and enhance job-related skills, knowledge, and awareness.
- **Personal development** involves an approach to help enhance interpersonal skills and assist with career planning.

All professional development, including workshops, conferences, post-secondary courses, certification training and all other training, must be entered into Bamboo HR. These must be approved by their supervisor prior to the training. All supporting documentation such as notes, agendas, or evaluations must be uploaded in after completed. Failure to follow this procedure could risk loss of funding for the training.

Strategies for Professional Development

Professional development activities sponsored by the College should accommodate the needs, values, and goals of the institution and individual. All employees should have the opportunity to pursue and achieve professional development goals. The institution should support this development through encouragement, funding, and flexibility. Selected possible areas of professional improvement are outlined below.

- **College Courses**
Employees should have the opportunity to enroll in college credit pursue degrees or enhance competencies. Tuition reimbursement may be available for approved courses in degree's necessary for employment at NCK Tech.
- **Professional Memberships**
Employees should be encouraged to belong to professional organizations and attend conferences and workshops that support professional development.
- **Educational Workshops, Conferences and Seminars**
Employees should have the opportunity to attend professional development offerings that promote professional organizational development and enhance their interpersonal, technical, and instructional skills.

Mailboxes

Each staff member has a mailbox in the main office. Mailboxes should be checked daily.

Use of Facilities

To rent spaces in the Student Union, contact the Dean of Student Experience. Wellness Center rentals will go through the Wellness Center Director. Refer to NCK Tech's Board Policy Handbook - Policies 4:19 and 7:20.

Marketing and Design Work

To keep consistency of our brand identity, all usage of NCK Tech's visual elements must be approved by the Marketing Director for all external marketing and communications. An Identity Standards Manual is available to communicate the proper visual identity of North Central Kansas Technical College (NCK Tech).

Final approval of all NCK Tech branding/marketing is required. This includes all brochures, t-shirt designs, handouts, giveaways, etc. To request design or marketing services, please submit the request form on the NCK Tech Intranet. To submit marketing pieces for approval please contact the Marketing Department at marketing@ncktc.edu or (785) 738-9008.

Digital Communication

The College values digital communication and supports open communication amongst all employees. Refer to NCK Tech's Board Policy Handbook for the full Digital Communications Policy – Policy 6:11.

FINANCIAL MANAGEMENT

College Keys/Access Cards

Each staff member is responsible for the safekeeping and use of the keys and access cards issued to them. Staff should not loan keys or access cards to non-College personnel or to students. Access cards need to be turned in upon an employee leaving NCK Tech.

Salespeople on Campus

All salespeople should be cleared through the Administration Office before contacting staff or students. Staff and students should be contacted only after College hours unless requested by a staff member.

New Employee – Payroll Procedures

All new employees must see the Accounts Payable/Payroll Clerk prior to beginning their new position with NCKTC. The following items and information will be needed.

1. Complete Salary Reduction Agreement (Cafeteria Plan)
 - a. Health Insurance (optional)
 - b. 125 Elections – e-packet available on the NCKTC intranet
 - c. Complete W-4, K-4 and I-9 (you will need your Social Security card and driver's license to complete this process)
 - d. KPERS Application (completed on KPERS website) must be returned to AP/PR
 - e. Vehicle Operations Form
 - f. Any other miscellaneous deductions (Wellness Center, Meals, United Way, etc.)
 - g. Direct Deposit information.
2. All full-time employees are covered by the Workman's Compensation Act
3. Keys can be obtained from the Clerk of the Board on the Beloit campus and from the Administrative Assistant at the Hays Campus

Purchase of Goods & Services/Cutoff Date for Bills

In purchasing goods and services for North Central Kansas Technical College, the Board of Trustees feels a responsibility to both the local businesses and the taxpayers of the participating districts. They feel a responsibility to buy from our local businesses since these businesses are owned by people paying taxes to help support NCKTC. In addition, they are obligated to all Kansas taxpayers to operate the College as efficiently as possible.

Therefore, these commitments should be kept in mind when requesting goods and services. The matter of convenience and satisfactory service to the College should also be a determining factor in selecting businesses from which to buy. Long-term obligatory commitments to businesses for goods and services should be avoided. All purchases are to be made through the purchasing procedure. Each department head is responsible for the requisition and use of departmental instructional supplies. Invoices should be given to Accounts Payable as soon as possible after receipt of the invoice, but no later than Thursday of the week of receipt. All purchases, other than those that can be purchased and recorded on a local vendor log, must have prior approval of the supervising administrator.

Timecard Procedure

Employees needing to fill out timecards will do so in BambooHR Time Tracking. All timecards will be approved by employee supervisors.

Procedures for Purchasing or Procurement of Goods and Services

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Procedures for Purchasing or Procurement of Goods and Services

1. All purchases start with the completion and submission of a NCKTC "Purchase Requisition" form. The requisition form is the internal document used by the requestor to identify specific goods or services being requested, and with which to obtain authorization to purchase these goods and services. Goods or services are defined as any item(s) of equipment, supplies, materials, and services of any type or nature, and travel. Departments should submit requisitions online with copies of quotes or invoices attached. Once submitted, the requisition will be forwarded to their respective supervisor(s) for review and approval, whereby they are forwarded to the Vice President of Finance & Hays Operations for final approval.
2. When requisitions are approved by the Vice President of Finance & Hays Operations they are forwarded to the Accounts Payable Clerk for generation of an official NCKTC Purchase Order, and entry into the college general accounting system. Once a purchase order has been issued, a purchase on behalf of the College may be made.
3. The online purchase requisition will be moved back to the status of the Department Chair or staff who initiated the requisition. When the product is received, the Department Chair or staff will enter the item as received online. The requisition will then be forward to the Accounts Payable Clerk. If there is a discrepancy, the Department Chair or staff will notify the vendor for resolution before the requisition is received online.

4. Purchases for materials that are of routine or recurring nature may be procured from established vendors with revolving credit arrangements without individual requisitions up to the amount of \$200 per transaction.

Travel Expense Policy

NCK Tech employees may be required to travel in fulfilling their official duties or in attending seminars or other professional or educational activities benefiting the College. The College may reimburse employees, within prescribed limitations, for all necessary and actual travel expenses incurred during travel on official college business. All travel by employees shall be entered into the online purchase requisition system for approval. Employees should provide themselves with sufficient personal funds for all anticipated expenses. Advances from the College to cover expenses are not allowed. In exceptional circumstances or hardship cases, an advance for travel must be authorized by the Vice President of Finance and Operations for an amount that will cover the anticipated travel expenses. If a travel advance is given to an employee, the employee is required to turn in a Statement of Travel Expenses along with receipts upon returning to the College. If the allowed expenses are less than the advance, the employee is expected to reimburse the College immediately for the difference. If the employee cannot immediately pay back the difference, travel advances are recoverable from the employee by: 1. Set off against the accrued pay or other amounts due to the employee; and 2. Other methods provided by law. If a traveler paid for another traveler's expense, these expenses are still subject to the same limitations as for the employee. The employee is expected to turn in a statement of travel expenses online or by presenting to the Vice President of Finance and Operations upon returning to the College. The employee is required to turn in all receipts and required documentation with the statement of travel expenses.

College Vehicle Use

A person must have a valid driver's license and a clean driving record for three consecutive years to operate a college owned vehicle. Whenever expenses for college owned vehicles cannot be charged or paid directly by the college, employees may be reimbursed for routine expenses incurred for gasoline, oil, lubricants, tolls, parking fees and other similar purchases. Employees may also be reimbursed for properly authorized expenditures for vehicle repair and maintenance. Receipts verifying expenditures should be submitted with the employee's statement of travel expenses.

College vehicles need to be reserved in advance. The Hays campus reserves cars individually in the BOC Main Office. Beloit employees will reserve college vehicles from the Administration Office's Administrative Assistant.

Private Vehicle

Employees should use college owned vehicles whenever possible. An employee needs authorization from their supervisor prior to travel to use a private vehicle for official college business. Employees authorized to travel by private vehicle may be reimbursed for allowable standard mileage at the standard business mileage rate established by the Internal Revenue Service. This reimbursement rate is considered to cover all costs associated with the use of the privately-owned vehicle. This includes, but is not limited to: gasoline, oil, tires, repairs, insurance, license fees, depreciation costs and expenses of any type.

Mileage will be calculated as the distance between the college and the location of the meeting/lodging.

Public Transportation

An employee may get authorization for general public transportation such as commercial air flights, passenger trains, buses, etc., if the transportation is determined to be the most economical and advantageous to the college. Employees are reimbursed for authorized public transportation expenses incurred by submitting the official transportation receipt with the employee's statement of travel expenses except when tickets are purchased directly by the college. Employees may also be reimbursed for transportation expenses and parking fees incurred for travel to and from the college, the airport or other terminal, the lodging establishment and the meeting location.

Lodging Reimbursement

The standard lodging rate is determined by gsa.gov. Taxes and fees associated with lodging are not considered when applying the maximum lodging limit to the traveler's lodging rate. If the lodging rate is more than the limitation rate, the motel must be a conference motel, or the traveler must have prior approval from the Vice President of Finance and Operations in order to receive full reimbursement.

Meal Reimbursement

Employees may be reimbursed for meal expense while in travel status. Employees should take advantage of hotel free breakfasts and conference meals when possible. Employees will not be reimbursed for any alcoholic drinks.

The meal allowance rates are as follows:

Breakfast: \$12.25

Lunch: \$15.25

Dinner: \$27.50

If traveling out of state, please refer to gsa.gov for established meal reimbursement rates at that location.

Clothing Allowance

Three (3) shirts with an NCK Tech logo of a style, fabric, and color approved by the administration will be provided to each staff member. The total reimbursable amount for each faculty member shall not exceed \$100.00.

SAFETY, HEALTH, CONDUCT AND SECURITY

Emergency Operations Plan

This plan is designed to assist the College community to cope with the anticipated needs generated by an emergency situation and to assist with communication of those events and needs. The effectiveness of this plan relies on every member of the College community to be familiar with and follow these policies and procedures in the event of an emergency. Employees should review the complete plan located on the NCK Tech Intranet and distribute it to appropriate members of the College community.

Dismissing College

In the event of an emergency, such as a blizzard or any other event during the day which interferes with the normal conduct of the College, classes will be dismissed only upon action of the College President or designated representative.

The NCK Tech Communication System and social media outlets will be used to inform all students, faculty, and staff of any cancellations or changes to the College schedule.

Emergency Notification

A key component of the NCKTC's Emergency Operations Plan is the NCK Tech notification system. This alert system serves as the primary means for which emergency situations will be communicated to faculty, staff, and students who may be on campus and potentially at-risk during an emergency. Therefore, it is essential for all faculty, staff, and students to keep their contact information current so they can be notified in the event of an emergency. Once students register, they will receive NCKTC weather related closings and emergency notifications via cell phone text/voice messages and emails with NCK Tech's notification system.

Severe Weather/Tornado Procedures

The Emergency Operations Team will monitor weather stations and/or radio for weather advisories when applicable and consult with County Sheriff's Department.

If severe weather warnings are issued or severe weather seems imminent the Incident Commander will initiate communication plan and emergency notification alert. If time allows, students, staff, and visitors on campus should evacuate to designated tornado shelter, otherwise go to interior hallways or smallest interior room avoiding areas with windows.

Beloit Campus Designated Tornado Shelters:

If time allows the **primary emergency shelter is the Racquetball Court in the Wellness Center or the basement of the Dean of Student Experience**, otherwise evacuate to the interior hallways or smallest interior room avoiding areas with windows such as the *designated tornado shelters listed below:

- Administration – Tornado Shelter in Wellness Center
- Agricultural Equipment Technology – Hallway of wash area
- Automotive Technology – Interior walls of office & classroom
- Automotive Collision Technology – Restroom & office area
- Student Success Center & General Education – Interior walls of classroom & wash area
- Carpentry/Cabinetmaking – Interior classroom walls & wash area
- Diesel Technology – Classroom & tool room west walls
- Electrical Technology & Business Office Management – Inside hallways
- Heavy Equipment Operation – Shower room & tool room
- Information Technology – Interior walls or restrooms
- Plumbing, Heating & Air Conditioning – Interior walls of classroom & wash area
- Practical Nursing – Restrooms and Nursing Directors office
- Student Union – Tornado Shelter in Wellness Center
- Welding – To the Ag Equip Tech Building, hallway of wash area

Hays Campus Designated Tornado Shelters:

- Administration – Storage room located in each classroom, or women’s restroom
- Associate Degree Nursing – Kitchen area
- Automotive Technology – Offices
- Business Technology – Storage room located in each classroom, or women’s restroom
- Business Office Management – Storage room located in each classroom, or women’s restroom
- Electricity/PHAC – Interior classrooms
- Carpentry-Cabinetmaking & Culinary Arts, CNA/CMA – Interior offices and hallway
- CDL-Sternberg Museum - Follow safety procedures
- Pharmacy Technician – Interior offices and hallway
- Practical Nursing – Kitchen area
- Telecommunications and Network Technology - Lab area within the building
- Welding – Interior hallways

**A study was conducted to determine the most likely safe place in the event of a severe weather event. The areas listed above were designated by the Division of Emergency Preparedness, in both Mitchell and Ellis counties.*

Safety

NCKTC’s greatest concern is the safety of its faculty, staff, and students. All employees are expected to maintain a safe learning environment and to model safe practices to prevent accidents whenever possible. The use of proper safety gear, including eye protection, ear protection, hand protection, and hard hats should be monitored by faculty and students.

Injury & Accident Reports

Staff These reports shall be completed and submitted to administration in a timely fashion – within the same day as the injury. Documentation is available on the NCK Tech Intranet.

Building Security

It is the responsibility of each instructor to assure their classroom, shop and/or laboratory are secured, and the buildings locked, at the end of the instructional day. Faculty and staff working in buildings after hours are to keep the doors to the building locked at all times.

Smoking Policy

In accordance with HB 2412, all buildings are hereby declared nonsmoking effective July 1, 1995. HB 2221 passed January 2, 2010 amended KSA 21-4009 Section 2 paragraph (a) to read that smoking may not occur within a ten-foot radius of a doorway, open window or an intake vent of a building unless it is defined as an exempt building.

The use of tobacco products in any form and/or electronic cigarettes is prohibited in vehicles, owned, leased or rented by the college.

Professionalism

All employees are expected to conduct themselves with integrity, to refrain from dishonest or unethical conduct, and to comply with the letter and spirit of all applicable laws.

North Central Kansas Technical College employees, serve as representatives of the College and should not engage in conduct or activity that may raise questions about the College's honesty or impartiality, or otherwise create a negative impression of the institution. Employees are expected to avoid any activity which might result in, or might reasonably be expected to create, an appearance of influence or favoritism.

Use of Profanity

Use of profanity is discouraged. Language should be appropriate in the classroom as well as on campus in general.

Illegal Act/Activity

All NCK Tech employees are expected to follow all local, state and federal laws.

Employee Standard of Conduct

Refer to NCK Tech's Board Policy Handbook – Policy 6:7.

Drug Policy and Reasonable Suspicion

Refer to NCK Tech's Board Policy Handbook – Policy 6:7.

Sexual Harassment Policy

Refer to NCK Tech's Board Policy Handbook - Policy 6:4.

Weapons Policy

NCK Tech prohibits the possession and use of firearms, explosives, and other weapons. Refer to NCK Tech's Board Policy Handbook – Policy 6:9.

Surveillance Policy

This procedure establishes guidelines and responsibilities for the electronic surveillance system at NCK Tech. Refer to NCK Tech's Board Policy Handbook - Policy 6:20.