

# MATC



November, 2015

MILWAUKEE AREA TECHNICAL COLLEGE

# EMPLOYEE HANDBOOK

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## **OUR MISSION:**

As a public, two-year comprehensive technical College, MATC offers exceptional education and training opportunities and services to our diverse metropolitan area by engaging with partners to advance the quality of life for our students and community.

## **OUR VISION:**

MATC is the premier comprehensive technical College that provides excellence in education to enrich, empower, and transform lives.

## **OUR VALUES:**

- Student Success
- Accountability
- Collaboration
- Customer Focus
- Diversity
- Excellence
- Innovation
- Integrity



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## Letter from the President

On behalf of the District Board and your colleagues, I extend both a warm welcome to new members of our College community and a sincere thank you to our current employees for their continued dedication and service to Milwaukee Area Technical College. You have made an important career decision to work at the largest and most diverse College in the state. As an MATC employee, you will find that you will truly make a difference in the lives of our students and community. You were selected for your exceptional knowledge, skills and talents to work for a premier technical college.

For more than 100 years, MATC's ongoing commitment to meeting the educational needs of our students has been the lifeblood of this community. We wish you every success here. I believe that each employee contributes directly to the fulfillment of our Mission and Vision.

The MATC Employee Handbook provides information about the day-to-day operations of the College, as well as a framework for how we will work collaboratively to achieve the best learning environment for our students, and a safe and productive workplace for employees. This Handbook reflects the commitment to fair and transparent interaction among members of our team who dedicated countless hours to its completion.

This Employee Handbook was developed using a collaborative decision making process with the ultimate goal focused on student success. The members of the Handbook Committee and I made a strong commitment to ensuring that the process we used to develop this Handbook will endure and will result in a collaborative and innovative culture moving forward. We recognize this change in culture will require time, commitment and vigilance to fulfill the promise of a better workplace for all employees.

Any new system or process requires comprehensive training and our Human Resources Department has drafted a plan to ensure all employees understand what is contained in this document and that it is successfully implemented. We have contemplated that the Handbook Committee may need to update, review and revisit this document in the future and the committee will continue to meet to ensure the contents remain relevant.

The official Handbook and any subsequent updates will be posted on the MyMATC portal. However, if you have questions that require more information than is provided in the Handbook, please consult the District Board Policies and Administrative Procedures ([cwww.matc.edu/administration/policies.cfm](http://www.matc.edu/administration/policies.cfm)) or contact Human Resources (414) 297-6576.

We hope that your experience with MATC will be enjoyable, rewarding and professionally challenging. Again, welcome to the new members of our team, and to my current colleagues, thank you for your continued service and dedication to making Milwaukee Area Technical College a great place to learn and work.



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## **Introduction: Handbook Policies & Procedures**

MATC policies and procedures have broad application throughout the College and include requirements and boundaries to clarify expectations for the College community. The policies and procedures are designed to:

- Support and enhance our mission;
- Ensure a student-centered environment;
- Clarify roles and responsibilities;
- Promote compliance with federal, state and other applicable laws and regulations, and
- Promote operational alignment, consistency and efficiency

With the implementation of Wisconsin's Act 10 of 2011 and the expiration of the Unions collective bargaining agreements, the College needed to develop an employee handbook. The Milwaukee Area Technical College (MATC) District Board supported the President to form a committee comprised of administrators, faculty and staff to undertake the project collaboratively.

Members of the Handbook committee were the first MATC employees trained in the Collaborative Decision Making (CDM) process. With the help of a facilitator, the committee set ground rules for its deliberations, assured one another that the views of all were important and needed to be heard, and interacted respectfully.

As sections of the Handbook were developed by the committee, they were made available on MATC's portal for review and comment by the entire MATC community. Finally, the document was presented to the MATC District Board for final approval. In short, the very creation of this Handbook further establishes MATC's commitment to shared governance and decision-making.

This Handbook is intended to supplement District Board policies found at:  
<http://www.matc.edu/administration/legal.cfm>.

Please be aware of the following:

- While the main body of this Handbook applies to all employees, the appendices hold particulars for certain employee groups.
- This Handbook has no set duration. It is a living document that will naturally evolve as needed due to District Board direction, statutory requirements,

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challenges in its implementation, and/or unforeseen issues or feedback from the MATC community.

- When the Handbook requires such additions and/or revisions, they will be undertaken by a committee of similar composition and using the same Collaborative Decision Making (CDM) and ground rules\* process by which the Handbook was first created. Any changes will require final approval by the District Board.
- Members of the Handbook committee will meet with various groups to present the Handbook, explain relevant sections, and answer any questions.
- Moving forward, the Handbook will be shared and explained to employees upon hire and orientation.
- Questions about Handbook interpretation can be addressed to supervisors, Human Resources or Labor Relations personnel, and/or MATC employee organization leaders.

\* See Appendix AA

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## Shared Governance

The College is accredited through the Higher Learning Commission and made a strategic commitment to embrace the Academic Quality Improvement Program (AQIP) pathway which is based on the principles of continuous quality improvement (CQI).

A key principle of CQI is collaboration that ensures broad participation in decision making. This approach provides the College with the most thorough and accurate information, leads to the best decisions, and increases the level of employee investment in the institution's success.

The College is committed to a culture of collaborative decision making (CDM) that incorporates the views of faculty and staff at all levels of decision-making because it is understood that the involvement of front-line personnel is essential in making sound decisions about allocating resources, setting goals, choosing College leaders, and guiding student life. This commitment inspires the MATC community to work together for the benefits of our students and community.

There are endless examples of collaborative decision making throughout the College. Most notably, shared governance and collaborative decision making are institutionalized through our system of Core Committees overseen by a Strategic Planning Quality Council\* as well as ad hoc committees established to address concerns that fall outside the Core Committee structure.

Finally, this Handbook was created, and may be reviewed and revised, by a collaborative committee composed of College administrators, faculty and staff.

\*See:

<https://mymatc.matc.edu/departments/academicaffairs/strategicplan/Pages/Forms.aspx>  
for the Strategic Planning Manual and related links.

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## **Commitment to Diversity**

MATC is committed to fostering an inclusive workplace where talented people from all backgrounds, cultures and experiences are valued, respected and encouraged to excel. We recognize that recruiting and retaining a highly qualified, diverse faculty, staff and administration is essential to preparing students to become successful in today's global economy and MATC strives to maintain an environment that supports success for all regardless of age, race, gender, color, sexual orientation, disability or other personal characteristics.

The College's commitment to diversity is supported by the President's Diversity Council, whose charge is to offer robust, relevant programs to support a diverse, engaged workforce and the creation of a culture of inclusion, understanding and respect. Development opportunities and programming are provided to foster sensitivity to and understanding of the value of the unique individuals who come together to create our first-class educational institution.

Attracting and supporting a diverse, welcoming and inclusive workforce makes MATC more successful in building trust, empowering teams, serving our students and outperforming our peer institutions. The President's Diversity Council is open to all, and the College strongly encourages all employees to participate in diversity efforts including the President's Diversity Council. Additional information is available by contacting the Diversity Council at: [diversity@matc.edu](mailto:diversity@matc.edu).

See District Board Policy C0200

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## **Employee Orientation Process**

MATC provides a number of orientation sessions to ensure that all employees have the necessary information, resources, and contacts to begin successful employment within the College. These include activities that enable new employees to begin to understand, appreciate, and value the mission and vision of the College.

### ***Human Resources Orientation***

New employees participate in an orientation session with Human Resources at the start of employment. During orientation, employees receive information regarding basic College policies and procedures, including this Handbook, as well as the employee benefit program and a description of services available on campus to employees. Verification of eligibility to work and completion of tax and immigration forms are also included as part of the Human Resources orientation.

During the orientation, or at the time of hire, all eligible employees will receive enrollment and informational materials concerning MATC's employee benefit packages. At the orientation, employees may ask questions regarding employee benefits, and complete the enrollment forms. Employees with questions arising after the orientation session may schedule a meeting with Human Resources.

NOTE: All employee benefit enrollment forms must be completed within thirty (30) days of an employee's hire date in order to satisfy eligibility requirements contained in the benefit plans.

### ***College Orientation***

This orientation, planned and conducted by a cross-section of College faculty, staff, and administration, provides employees with the opportunity to learn about MATC's mission, vision, values, history, programs, and services to its students and community stakeholders.

### ***Faculty PEER Support***

This is an orientation led by faculty from the PEER Support team providing new faculty with the information and resources necessary to begin a successful teaching career at MATC. Most instructors attending this orientation subsequently enroll in the PEER Support seminar, which provides credits toward certification and reclassification.

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### *Department Orientations*

Planned and led by both management and staff, these orientations provide new employees the opportunity to discuss information about the Department, meet co-workers, share job expectations, and review other issues as needed.

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## Employee Appointment Status

MATC complies with the Fair Labor Standards Act (FLSA) and any applicable state and local statutes and ordinances governing wage payments. To ensure compliance with federal and state wage and hour laws, all employees are classified by Human Resources as either “exempt” or “non-exempt” based upon the FLSA criteria.

Information concerning FLSA exemption criteria is available at:

<http://www.dol.gov/compliance/laws/comp-flsa.htm>.

Employees are informed of their initial employment classification as either exempt or non-exempt at the time of hire, during orientation or through the job description. If an employee changes positions, he/she will be informed by Human Resources of any changes in exemption status.

In addition to the FLSA classifications described above, employee appointment status is recorded by Human Resources to the MATC District Board designating the employee’s workload status with MATC. Employees with questions regarding their employment status or exemption status should contact Human Resources.

Benefit eligibility is determined by the terms of the College’s employee benefit plans. “Exempt” or “non-exempt” status is not an indicator of whether the employee is eligible for employee benefits. Questions regarding eligibility for employee benefits should be directed to Human Resources.



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## Employee Groups

Generally, employees fall within one of the following groups:

**MPTV Technical Staff** – employees working in production, engineering, management, and support of MPTV operations.

**Faculty** – certified teachers pursuant to individual annual appointment contracts.

**Counselors and Business Office Professionals** – certified Counselors, Coordinator of Cash Management, and Senior Specialist Accountant.

**Administrator** – trades personnel and employees responsible to supervise employees, plan and make decisions regarding College operations. (These employees were formerly full-time and part-time non-represented employees and administrative staff.)

**Education Support (Paraprofessionals)** – non-supervisory, non-teaching staff whose functions include student services, administrative support, educational assistants and technicians, and technical staff.

**Staff** – non-supervisory, non-teaching staff whose functions include clerical support, campus safety, operations, facilities maintenance, and enterprise operation staff.

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## **Employee Classifications**

In addition to classification as exempt or non-exempt for purposes of compensation, employees will be designated as full-time, part-time, limited term, specially-funded, or activity facilitator/casual and seasonal classification in order for the College to administer payroll, employment and benefit programs.

Full-time Faculty - a faculty member that teaches a load of 50% or more. Part-

time Faculty - a faculty member that teaches a load of less than 50%.

Full-time Non-Faculty - a non-faculty employee ordinarily scheduled to work 20 hours per week or more.

Part-time Non-Faculty - a non-faculty employee ordinarily scheduled to work less than 20 hours per week.

Non-Faculty Limited Term Employee (LTE) - A limited term, non-faculty employee is one who is performing a task limited to a particular period of time; therefore, the person performing it is employed only through the end date of the task. Generally, an LTE appointment shall be no longer than one year in length and may be renewed if the task continues.

Specially-Funded Employee - Employment contracts for specially-funded employees are dependent upon funding in whole or in part by external sources. These funding sources include federal and state agencies, grants, contract for services, or related sources that are identifiable as being non-continuing. Notwithstanding anything to the contrary in any District Board policy, employment contracts for specially-funded employees may be modified or terminated immediately should funding be affected. If funding is renewed, the employee's appointment may be renewed. An employee whose position is funded by an external source is an LTE only if the task is limited to a particular period of time.

If the College places an employee from a general fund position in a specially-funded position, the employee retains the ability to move back to a general fund position should the special funding end.

An employee in a specially-funded position is eligible to transfer after the first special funding end date. If the specially-funded end date is more than one year following the start of the employee's position in the assignment, the employee will become eligible to transfer after one year.

The College will assist employees whose funding ends to explore alternate internal employment options.

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All employees whose start date is prior to District Board adoption of this Handbook will maintain longevity rights.

Activity Facilitator/Casual Employee – An Activity Facilitator/Casual Employee is one who is not expected to work more than 75 hours per year and who isn't otherwise covered by any other classification.

Seasonal Employee – a seasonal employee is one who is hired due to a predictable increase in workload related to the academic calendar.

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## **New Employee Probationary Period**

The College recognizes that it may take time for new employees to become acclimated to the MATC community, and that the initial period of employment provides an opportunity for both management and the new employee to determine whether the employment situation is a good fit. During the initial months of employment, managers will provide guidance, assistance, and make recommendations for improvement. Under the direction of the manager, co-workers may be asked to provide training and assistance to new employees. Generally, managers will also solicit feedback from the new employee, as well as from co-workers in the Department.

Employees may terminate their employment at any time, for any reason during the probationary period. Likewise, during the probationary period, the College may end the employment relationship at any time, with or without cause. Decisions affecting employment of probationary employees are subject to review and hearing as set forth in the Discipline, Discharge, and Workplace Safety Appeal Process Policy. The College will provide a letter to the employee setting forth the reasons leading to the decision to terminate during the probationary period.

### Non-Teaching New Employee Probationary Period

All full-time non-teaching employees are classified as “probationary” employees during the first six months of their employment, with up to an additional six-month extension if deemed appropriate. If the probationary period is going to be extended, written notice must be given to the employee prior to the end of the six-month probationary period naming the new probation end date and the reasons for the extension.

All part-time non-teaching employees are classified as “probationary” employees during the first twelve months of their employment, with up to an additional six month extension if deemed appropriate. If the probationary period is going to be extended, written notice must be given to the employee prior to the end of the first twelve month probationary period naming the end of the new probationary period and the reasons for the extension.

### New Faculty Probationary Period

A full-time instructor hired by the District who has no previous experience will serve a three year probationary period.

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An instructor, part-time or full-time, hired by the District who has three or more years of full-time equivalent experience at an Higher Learning Commission (HLC) accredited, post-secondary institution will serve a two year probationary period.

A part-time instructor hired by the District will serve a probationary period, which will consist of seven consecutive or non-consecutive semesters of teaching. For purposes of the probationary period, work done after the spring semester ends may be considered part of the fall or spring semester, and can be counted as a semester towards the probationary period as long as 25.6 hours of work are completed. Only two semesters of probation can be completed in a school year.

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## Personal Information Changes

To ensure that all personnel and benefit records are accurate and up to date, employees are required to notify Human Resources as soon as possible whenever the following life events occur:

- Changes in name, home address or telephone number
- Changes in emergency contact information

A qualifying life event has impacts on benefits, such as health, dental, and life insurance. Employees should notify Human Resources within 30 days of the qualifying life event in order to make any necessary changes to their health and dental plans. Failure to notify the College of qualifying life events may have an impact on the benefits of otherwise eligible dependents. Examples of qualifying life events are as follows, but not limited to:

- Birth or adoption of an eligible child
- Marriage or divorce
- A change in your or your spouse's employment status
- Your dependent ceases to satisfy the dependent eligibility requirements

Employees may also choose to notify MATC of any completed education and training.

In addition, employees are responsible for updating their contact information in RAVE, the College's emergency notification system.

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## **Confidentiality of Information**

MATC makes every effort to ensure that information regarding its employees and students is kept in confidence and in keeping with applicable state and federal laws, including the Family Educational Rights and Privacy Act, the Americans with Disabilities Act, and the Health Insurance Portability and Accountability Act.

Student records are regarded as private and generally only released with the consent of the student. MATC policy does allow disclosure of the following limited information without the student's consent. Such directory information includes:

1. Student name
2. Major field of study
3. Dates of enrollment
4. Full- or part-time status
5. Diplomas, degrees or certificates awarded
6. Participation in officially recognized activities and sports

The following District Board policies elaborate this policy:

<http://matc.edu/documents/LegalDocuments/procedures/ff/ff0100.pdf>

<http://matc.edu/documents/LegalDocuments/procedures/ff/ff0100ap.pdf>

Questions regarding the confidentiality of student records should be directed to the Registrar or General Counsel.

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## Access to Personnel Files & Medical Files

MATC's Human Resources Department maintains confidential personnel files for each employee. Personnel files generally include:

- documentation of the employee's work history with the College;
- application materials;
- compensation and payroll information;
- performance evaluation materials, and
- documentation of discipline.

Each employee (or his or her authorized representative) has a right to review and inspect his or her own personnel file, including medical records, as provided under state law. Requests to inspect the personnel file should be directed to the Associate Vice President of Human Resources or his/her designee, who will coordinate a reasonable time for the record inspection or copying within seven (7) business days of receipt of the request.

Certain materials are exempt from inspection, including records relating to an investigation of possible criminal conduct by an employee, letters of reference for the employee, testing documents and other records identified in Wisconsin Statutes Section 103.13 (see <http://docs.legis.wisconsin.gov/statutes/statutes/103.pdf>)

To ensure that personnel files are up to date, including contact information for employees, each employee should promptly notify Human Resources of any changes in name, telephone number(s), home address, email address, marital status, number of dependents, beneficiary designations, educational attainment, certifications, or any similar information.

Employees generally have the right to answer or qualify such material or reports that have been filed in his/her personnel file, and the employee's answer shall be attached to the material in the file. Employees are permitted to have included in their file any material which they feel is pertinent to their professional career, performance as employees, and personal qualifications. No record that an employee has participated in a grievance shall be filed in the employee's personnel file.

The College maintains a separate confidential file for health records and related documentation in compliance with applicable privacy laws. Access to personnel files and medical files is restricted by the Associate Vice President of Human Resources to designated staff with a legitimate, business-related need to know such information to carry out their responsibilities.



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## **Attendance and Punctuality**

### **Attendance and Punctuality**

Reliable and consistent attendance of employees is essential to the successful operations of the College and service of our students. In this policy, “absence” refers to the failure of employees to be present at their scheduled work location at the start of their scheduled work time.

The College expects that all foreseeable absences will be prearranged with and approved by a supervisor in advance of the absence unless there is an extenuating circumstance. When an employee is aware of a need for absences for an extended period of time, such as absences for medical treatment, the College expects employees to provide at least thirty (30) days advance notice when possible.

Unscheduled absences include all absences from work without prior authorization or an approved leave covering the absence. Unscheduled absences include absences due to unforeseeable circumstances, such as personal illness.

Supervisors are responsible for monitoring the attendance and punctuality of employees and for maintaining attendance records. Supervisors will review attendance records on a quarterly basis for excessive tardiness, excessive absenteeism, absence from the designated work area, early departures or other attendance-related behaviors of concern may lead to disciplinary action.

Examples of excessive absenteeism include:

- No call, no show absences (reviewed immediately following the absence)
- Unscheduled absences of four or more days in a month (reviewed monthly)
- Unscheduled absences of 6 or more days in a quarter (reviewed at the end of the quarter)
- Patterns of unscheduled absences – e.g., taking off every Monday, Monday/Friday, or the same day each week (reviewed as appropriate)

Unscheduled absences of less than 50% of the employee’s scheduled shift including late arrivals to work will be counted as half an absence (.5) for the purposes of excessive absenteeism.

### Reporting of Absences

Employees are expected to report absences from work prior to the start of the scheduled work day using Department procedures. Where the Department does not have a procedure, employees are expected to contact their supervisor by phone or email and leave a message informing the supervisor of the absence and a general reason for the absence. A daily call is expected unless a doctor’s documentation indicates a return date or there are justifiable extenuating circumstances.

Employees are also responsible to report to a supervisor when the employee anticipates

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being absent from the scheduled work area for an unusual reason and/or for an extended period of time.

Absences from work for three (3) consecutive days without notice (no-call, no-show) without a pre-approved leave or a valid explanation may be considered job abandonment and subject to discipline up to and including termination of employment. The circumstance will be reviewed by the supervisor with the employee to determine if disciplinary action is needed.

### Reviewing Attendance

Supervisors should discuss concerns about attendance with the employee as soon as repeated absence or tardiness occurs. Supervisors are responsible to review attendance information daily and to document absenteeism in their Departments, including tardiness, extended breaks, absence from the designated work area and early departures. Supervisors are responsible to work with Human Resources to conduct systematic attendance reviews.

In all cases of absence greater than three consecutive workdays, the supervisor will immediately inform the Human Resources, Compensation & Benefits staff of the attendance pattern for purposes of Family Medical Leave Act (FMLA) and other leave administration.

### Disciplinary Action

Please see the Employee Performance Policy, Progressive Discipline section.

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## **Recording of Work Hours**

All hourly employees are required to record hours worked, overtime, and absences and to submit such information bi-weekly using the College-approved system. Altering, falsifying or tampering with time records or recording time on another employee's time sheet is a violation of College policy. All managers and supervisors are responsible to review and approve individual time sheets. A manager's timesheet approval is his or her certification that the hours reported or omitted are true. Supervisors are responsible to verify hours worked. Salaried, exempt employees are expected to maintain a regular work schedule according to divisional needs, and to communicate changes in schedule in advance to a supervisor.

Salaried, exempt employees are expected to record exceptions to the regular schedule, including all paid time off (vacation, sick leave) and any other leave of absence, including FMLA-related absences, on their time sheet.

All employees who are classified as activity facilitators or casual status employees (regardless of exemption status) are required to record hours worked, overtime and absences on a weekly basis using College-approved timesheets.

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## **Payroll Practices**

MATC's Payroll Department processes payroll on a bi-weekly basis. Information regarding payroll schedules and submittal of time sheets is distributed by the Payroll Department. All employee payroll is made via electronic deposit to the financial institution(s) of the employee's choice and includes pay for all work performed during the pay period. Pay advices and W-2 information may be accessed by employees at any time through the College's INFOnline system. Pay advices contain information regarding the gross and net pay, tax withholdings and any deductions taken from pay. It is the responsibility of the employee to update personal exemptions on Form W-4.

All required deductions, including federal and state income tax withholdings, Wisconsin Retirement System (WRS) pension contributions and authorized voluntary deductions, such as health benefit premium contributions, will be withheld automatically from employee paychecks. Any employee who believes that an improper deduction has been taken should contact Payroll immediately. Payroll staff and/or Human Resources staff will review the matter and inform the employee of the outcome of that review.

In the event that there are overpayments to any employee, the employee is expected to notify the College and to reimburse the College. On a case-by-case basis, a repayment plan may be established for reimbursement to the College. Separation from the College prior to complete repayment will require payment in-full at time of separation. In case of underpayments, the error will be corrected on the next regularly scheduled payroll. Employees should contact the Payroll Department with any concerns regarding underpayment.

See Appendix A.

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## **Non-Teaching Work Schedule**

For payroll purposes, the workweek is defined as starting at 12:00 a.m. Sunday and ending at 11:59 p.m. the following Saturday. Normally, the work schedule is Monday through Friday. The work schedules for full-time and part-time employees are set based on the specific needs of the division, campus, or workgroup in which the employee works. Work hours generally do not exceed five consecutive work days and 40 hours per week for full-time employees and 19 hours per week (not to exceed 1,040 hours per year) for part-time employees.

Generally, full-time exempt employees, including administrators, are expected to work forty (40) hours per week, to be scheduled according to service needs of the division. Exceptions may be approved by their supervisor.

Department managers will provide written notice to employees of changes in work hours as far in advance as possible, so that employees may make appropriate arrangements for transportation, childcare and other needs. Notice of changes to employees' regular work schedules will be provided a minimum of two weeks in advance, to the extent possible.

All qualified full-time employees within the department/job title at the campus shall be offered a change in work hours on a voluntary basis based on hire date. If there are no volunteers, then the assignment shall be made in reverse order based on hire date within the department/job title at the campus.

For part-time employees, hours shall be fixed at the time of hiring. Work beyond the employee's regular workday shall be optional, however, the supervisor may add up to two (2) hours per week for up to four (4) weeks with reasonable, advanced notice. Increases that exceed this amount shall be posted and filled within the Department/campus based on longevity with the college.

### **Break Periods**

Break periods and lunch periods for salaried, exempt employees will be determined by each Department based upon operational needs.

Non-exempt employees working more than seven (7) hours per day receive two break periods of 15 minutes each per work day. Hourly employees working more than four (4), but less than seven (7) hours receive one break period of fifteen (15) minutes. Employees scheduled to work more than six (6) hours per day receive an unpaid lunch period of 30 to 60 minutes, to be scheduled based upon operational needs. Breaks and

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lunch periods shall be taken at reasonable times during the workday. Prior approval of the supervisor on duty is required in the following circumstances: 1) occasionally combining break or lunch periods at the beginning or at the end of the regularly scheduled work day; 2) combining lunch and break periods during the day.

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## **Work Assignments and Job Descriptions**

Human Resources staff, employees, supervisors, employee group representatives, and other stakeholders as appropriate will collaborate in the creation, maintenance and periodic updating of written job descriptions that identify the essential functions of various positions, and the basic services provided by employees in these positions. Job descriptions do not list every task an employee must perform as part of the job, but identify the basic employee activities involved in each position and the basic knowledge, skills, and abilities required for the position as well as any special or physical requirements for the position. Job assessments may be performed involving Human Resources, employees, and their supervisor in the division or Department to ensure that positions meet the needs of the College and job descriptions are up to date.

Joint committees will be established on an as-needed basis for the purpose of job description review. The review process can be initiated by Human Resources, supervisor, employee, employee organizations, and other stakeholders. The committee makeup will consist of an appropriate number of members decided by the parties. The committee will be facilitated using the collaborative decision-making process.

Supervisors are responsible for working collaboratively with the employees who report to them to ensure that services are provided consistent with the expectations of students, the President and District Board and any applicable mandates. Work assignments should be consistent with the job description. Supervisors are expected to provide employee training to ensure currency of skills, safety and clear assignment expectations.

Work out of Class – When the College assigns a non-exempt employee from a lower classification to perform the duties of a higher level non-exempt classification for one week or more, such employee shall be paid as if promoted in the higher classification provided that the employee performs a majority of the duties of the higher level classification.

An assignment in which the employee performs less than five (5) days each week but for a longer period of time (for example an assignment that requires two days a week for twelve weeks) is eligible for work out of class pay treatment.

A work out of class assignment should last no longer than ninety (90) days and can be extended by mutual agreement. Work out of class should not be used to avoid a regular appointment.

Employees with questions regarding work assignments should contact their immediate supervisor.

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## Temporary Modified Duty Assignments

To the extent possible, the College provides temporary modified duty assignments for employees who have been injured while performing duties within the course and scope of their employment. This policy applies only to employees whose physician identifies temporary work restrictions resulting from a workplace injury or occupational illness.

MATC seeks to assist employees who have been injured on the job by temporarily modifying work assignments or duties, or arranging for temporary transfer of the injured employee until such time as the injured employee is able to resume regular duties. Such transfers or modifications are temporary. While an employee is on a modified duty assignment, medical re-evaluation by the employee's health care provider will be performed on a regular basis at the expense of the College through its Worker's Compensation program.

This policy is administered by Human Resources in conjunction with the College's Risk Manager.

All employees who sustain an injury or occupational disease while performing assigned job duties must immediately report any job-related accident or illness within 24 hours or as soon as reasonably possible to their supervisor and/or to MATC Public Safety at 414-297-6200.

Employees seeking modification of job duties as a result of an impairment that is not the result of accident or injury at work should follow the College's Disability Accommodation process.



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## **Overtime Pay and Compensatory Time-Off**

### **Overtime (Non-Exempt)**

Overtime work must be approved by a supervisor before it is performed. Supervisors will make their best efforts to provide employees with reasonable notice when the need for overtime work arises, to the extent possible.

Non-exempt employees will receive compensation at the rate of one and one-half (1½) times their regular hourly rate of pay for all hours worked or earned (e.g., vacation, sick leave, comptime use, holiday) over forty (40) in a given workweek. Employees' regular work schedules will not be altered to avoid overtime unless mutually agreed upon. Employees who are called back to work after their regular shift shall receive a minimum of two (2) hours.

Employees should not be asked to work seven days in a row unless absolutely necessary. If and when such a necessity arises, the employee will be paid for the seventh day one and one-half (1½) times the regular rate if voluntary and twice the regular rate if mandatory.

Overtime hours must be recorded on the payroll time sheet.

Supervisors must make overtime hours available within the Department in a fair, collaborative, consistent and equally rotated manner among all qualified employees in the job title. The list will be created based upon employee hire date with the College. In the event that no employees volunteer for overtime hours, overtime hours shall be assigned on a fair, reverse rotational basis.

### **Compensatory Time**

Compensatory time off is paid time off from work that is earned at the same rate as overtime, and may be provided in lieu of overtime pay. Compensatory time accrues at the rate of one and one-half (1½) hour for every hour worked or earned more than 40. Non-exempt (hourly) employees are eligible to earn compensatory time in lieu of overtime. Compensatory time off must be used within six (6) months of the date on which it was earned. Supervisors are responsible to ensure that compensatory time is scheduled for use during this period.

Compensatory time is also earned by employees who work during holidays or other periods of time when the College is closed. Compensatory time off is not earned by exempt, salaried employees.

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Non-exempt employees who are called back to work outside of regular hours shall be paid for a minimum of two hours at one and one-half (1½) times their regular hourly pay for all hours worked.

The maximum allowance of compensatory time off that an employee may accrue at any time is two hundred (200) hours. Any time exceeding 200 hours must be paid as overtime.

Supervisors shall verify on the time sheet whether hours are earned as compensatory time off in lieu of overtime pay.

The College may pay cash in lieu of accrued compensatory time at any time, at its sole discretion by providing the employee at least thirty (30) days notice of the intent to pay out the accumulated compensatory time. Compensatory time paid out is subject to all legally required tax withholdings. Compensatory time is otherwise not payable as cash wages to employees.

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## **Disability Accommodation**

MATC is committed to providing equal opportunity and equal access for all employees, including qualified individuals with a disability. Reasonable accommodations of disability are provided upon request for qualified employees or applicants for employment, provided the requested accommodation does not result in an undue hardship for the College. Each request for disability-related accommodation is addressed on an individual, case-by-case basis.

All inquiries related to disability accommodation should be addressed to the Human Resources, Compensation & Benefits Department. An appropriate staff member will guide the employee or applicant through the process by which a request for accommodation and supporting documentation is made. Employees are not required to disclose medical information or other confidential information to their supervisor, but may initiate discussions related to accommodation of disability with the supervisor if the employee chooses to do so.

The disability accommodation process is interactive and requires cooperation and active participation by both the employee and Human Resources staff responding to the request. Employees or applicants are expected to actively participate in the process by communicating their needs and interests and attending any meetings to discuss accommodation plans and ideas.

MATC will assess how the requested accommodation or alternative accommodations may allow the requestor to perform the essential functions of the position. MATC may consider alternative means of accommodation from that requested by the employee or applicant. If there are two or more effective accommodations that would allow the individual with a disability to perform the essential job functions, MATC will select the accommodation to be provided.

Medical documentation provided as part of the disability accommodation process will be treated as confidential and maintained separately from other employment records. Access to such information is controlled and is limited to those designated personnel with a need to know. MATC may request that the requesting employee or applicant provide verification from a health care professional that he or she has the disability identified and that it has the effect of necessitating reasonable accommodation. Requests for verification may be made under the following circumstances, by way of example: 1) when an individual's disability or the impact of disability is not obvious; 2) when the disability has not previously been documented; 3) when the reasonableness or necessity of the accommodation requested is not obvious. A request for verification by a health care professional may ask the opinion of the health care provider as to whether the

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employee or applicant can perform the essential functions of the job and whether the requested accommodation is appropriate to the disability. In addition, MATC may obtain, at its expense, an opinion from a health care professional of its choice.

Key terms are defined below for reference:

Reasonable Accommodation: Reasonable accommodation means modifying or adjusting practices, procedures, job duties, methods of job performance or the application environment so that a qualified individual with a disability can perform the essential functions of a position, and/or enjoy equal employment opportunity. Reasonable accommodation is related to the individual's disability, and will be implemented as long as:

1. It is medically necessary (i.e., there is acceptable medical evidence establishing a relationship between the disability and the need for accommodation), and
2. It does not impose an undue hardship upon MATC.

Qualified Individual with a Disability: A qualified individual with a disability is a person who meets the skill, experience, education, and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of the job.

Essential Functions: Essential job functions are the fundamental job duties or requirements of a position. Essential functions are such that they cannot be eliminated or substantially modified without changing the nature of the position. Essential functions are those basic, necessary job functions that form the basis of the job.

Undue Hardship: Undue hardship means, among other things, an excessively costly, extensive, substantial, or disruptive modification, or one that would fundamentally alter the nature or operation of the Department or program.

Health Care Professional: A health care professional is a person who is legally competent to diagnose and/or treat the particular medical condition or conditions which are the basis of the accommodation request.

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## **Performance Evaluations**

The college is committed to the professional growth of all employees and values continual reflection and assessment. It also recognizes the importance of having a consistent approach for providing feedback and assessment of employee performance through annual evaluation.

This policy is applicable to all staff, supervisory and administrative positions, but does not apply to the college President. The District Board is responsible to evaluate the performance of the College President. Information regarding teaching staff peer support, coaching and performance measurement is available in the Faculty Appendix.

The Human Resources Department is responsible for administering the performance evaluation process and for maintaining records of evaluations. Performance evaluation tools will be developed through a collaborative process. One of the college's goals with the performance evaluation system will be to provide multiple sources of performance input. This input may be used to develop professional goals and to improve the effectiveness of all employees. The goal is to ensure that employees receive a broader perspective that may result in a more objective, fair and comprehensive performance review.

All performance evaluation tools will include an opportunity for employees to provide written comments. MATC expects that each employee will receive a written performance review on an annual basis, and that managers will work with their departments and employees to establish departmental and professional goals and provide mid-year formative feedback.

Managers are required to ensure that employees within their department are evaluated. The performance of managers and supervisors will be evaluated annually, including managers' adherence to the expectations set forth in this policy.

Each employee will receive a copy of his/her performance evaluation upon completion. In the case of a performance evaluation in which the supervisor assesses performance as unsatisfactory, the supervisor and Human Resources will confer with the employee and his/her advocate, if requested, to establish a plan for improved performance. An employee may request that his/her written comments in response to the performance evaluation be included in the personnel file.

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## Job Postings

MATC is committed to equal access and opportunity for all. It is the College's policy to recruit, employ, value and support a highly qualified and diverse workforce.

### Advertisement of Vacancies

All vacancies are posted and all qualified applicants will be given equal consideration, including current employees, without regard to race, gender, religion, color, national origin, sex, age, disability, sexual orientation or any other protected characteristic.

Job vacancies are announced on the Human Resources page at [http://www.matc.edu/about/human\\_resources/index.cfm](http://www.matc.edu/about/human_resources/index.cfm). Current employees are encouraged to regularly review the job postings and apply for any positions or transfers that are of interest for which the employee is qualified. In addition, employees interested in a position that is not currently posted are encouraged to complete a Job Interest Card to receive notifications when the position becomes available. Job Interest Cards are available using the online application system. Additional internal or external recruitment may also take place, consistent with the College's diversity initiatives and affirmative action plan.

All advertising shall state that MATC is an "Equal Opportunity Employer."

Job vacancies will generally be posted for two weeks. Some postings may be posted for a longer period of time to permit outreach and recruitment activities to take place. The College retains the right to fill a vacant position from within on a limited term basis, as business needs require. In that limited term instance, the posting period may be less.

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## **Employment Applications**

MATC utilizes an online employment application process. The College relies upon the accuracy of information contained in the employment application as well as the accuracy and completeness of other information presented throughout the hiring process, and during employment with MATC. The College expects that all information provided during the hiring process and during employment concerning the employee's credentials, work history and any other information provided as part of the application process be complete and accurate. Any misrepresentation, falsification, or material omissions of any such information or data will result in the College's exclusion of the individual from further consideration for employment or, if the person has already been hired, are grounds for disciplinary action. The College will provide a consistent process that applies to both internal and external applicants. As not all applicants have access to a computer, the College will provide computers for applicant use.

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## **Parking**

Vehicle parking is available for a fee in designated parking areas. Employees are assigned parking in designated employee parking lots. Parking assignments are made in August for the Spring/Fall semesters and in May for the Summer semester based on the employee's primary position. The appropriate fee is charged based on the employee's primary position in accordance with the MATC Parking Handbook, found at:

<https://mymatc.matc.edu/departments/parking/Shared%20Documents/Parking%20Handbook.pdf>

Employees seeking to park in designated, reserved disabled parking spots must display a state license disabled-parking permit and must follow the parking assignment procedures described in the Parking Handbook.

Parking in an area or space reserved for persons with physical disabilities requires prior approval and display of valid license and permit. When a motor vehicle with a special license plate or card issued by the Department of Motor Vehicles for use by disabled individuals is not being used to transport the disabled individual (such as a family member), parking in reserved disabled spots is not permitted and the vehicle may be ticketed or towed.

Employees are responsible to obtain and display hangtags identifying their parking assignments in the designated parking areas. Employees are responsible for the safety and security of all vehicles and personal possessions. The College will not be liable for any damage or theft caused to any motor vehicle or its contents while parked in an employee parking facility. The College reserves the right to adjust the parking permit fee at any time, and will give reasonable notice to all employees of parking fee changes.

Parking restrictions are enforced by MATC Public Safety. Failure to display valid, current permits and parking outside of designated parking areas for which the employee has a permit may result in tickets or financial penalties that are the responsibility of the employee. Unauthorized vehicles may also be towed at the owner's expense.

Employees with questions about parking assignments should contact the Procurement office.

## **Bicycles**

The College encourages the use of bicycles for travel to and from campus by employees and students alike for reasons having to do with personal health and environmental concerns. Bicycles should be parked in the racks provided on all MATC campuses and not chained to stairways, railings, etc., from where they will be removed or detained.



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Employee bicycles should not be brought into College buildings without the consent of the supervisor.

See Appendix B.

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## Layoff and Recall

MATC strives to ensure that all employees who wish to maintain employment with the college can continue. Unfortunately, layoffs may occur for many reasons, including but not limited to:

- lack of funds
- lack of work
- changes in, or elimination of jobs
- college reorganizational changes
- business needs

Administration will work with stakeholders to collectively identify the position(s) which will be impacted by layoff(s). It is recognized that lay-off decisions may arise requiring an expedited decision by the college president. The college will layoff part-time positions first unless business needs do not allow. Business needs include, but are not limited to, providing adequate staffing for operational needs based on shift or locations, skills and qualifications of staff based on location and/or shift, and lack of part-time staff in an area

A layoff may occur at any time, including during the term of a contract for employees who receive a contract according to Wis. Admin. Code TCS 6.06(5). This procedure shall not apply to probationary employees.

In the event that the college administration decides that one or more employees shall be laid off, the following procedures will apply. Upon identification of the position subject to layoff, the administration will notify all employees currently placed in the same job title and status (full or part-time) of the need for layoff and will seek volunteers. If there are no volunteers among the employees holding the same title and status (full or part-time), layoff will be based on longevity, unless there is negative documented performance (within 2 years), or specific qualifications/specialized skills to meet changing college need as documented in the job description. For purposes of this policy, an employee's date of hire with MATC shall be the date by which longevity with the college is determined. Part-time service will be prorated when calculating longevity.

Employees subject to layoff will be provided notice of layoff at least thirty (30) days prior to the effective date of the layoff. Every effort will be made to provide as much advanced notice as possible to allow the employee time to seek other opportunities. Full-time employees subject to involuntary layoff shall be considered for reassignment to a vacant position within MATC for which he/she is qualified. Such assignment will be made in

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collaboration with the employee, hiring manager and human resources.

If layoff occurs because the employee is unable to fill a vacant position, or there is no vacant position available, the college shall not be responsible for salary or benefit payments beyond the layoff date, except for those benefits as required by law

A full-time employee will be eligible for recall to his/her former position title (from which he/she was laid off) should a position be recreated or become vacant. All recall rights expire two (2) years following the date of layoff, or, at the expiration of the employee's contract if the employee is subject to a contract under TCS 6.06, whichever is earlier. While faculty are covered under TCS 6.06, they will have the (2) years of recall rights outlined in this policy.

Expiration of recall rights may also occur due to voluntary action by the employee, including declination of a position with the same title. Full-time and part time laid off employees shall also be given consideration (as a current employee) under MATC's hiring procedure for vacant positions posted, within two years of the date of layoff.

MATC will provide laid off employees with access to an internal only job posting website where vacancies within shall be posted for a limited period of time prior to public posting. Employees who are on layoff status shall be solely responsible to apply for any positions for which he/she wishes to be considered. In the event that more than one employee on layoff is qualified for a vacant position, during the recall period, consideration will be based longevity, documented performance (within 2 years), and specific qualifications/specialized skills to meet changing college need

The college will utilize recruiting policies and procedures as defined in the Hiring, Transfer, and Promotion section.

Part time faculty are not covered by this policy and should refer to the course assignment process.

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## **Hiring, Transfer and Promotion**

### **Overview**

Milwaukee Area Technical College is committed to recruitment and selection procedures that are fair, consistent, and in compliance with applicable federal and state employment laws and regulations.

It is the responsibility of the Hiring Manager to review all College policies and procedures related to hiring. In doing so, one also must take into consideration the current diversity of the workforce as well as any established affirmative action goals for the vacant position or the hiring division/department in general.

### **Definitions**

**Promotion:** Any change in assignment that results in movement to a position that is classified in a higher pay grade outside an employee's category than that of the original position, or move from a part-time position to a full-time position within the College. A non-exempt employee who is promoted shall be placed in the higher classification such that the employee receives an increase in wages that is at least five percent.

**Demotion:** Any change in assignment resulting in movement to a position that is classified in a lower pay grade than that of the original position. In the event of a demotion, the individual will be placed in the lower classification that results in the smallest rate decrease.

**Lateral Transfer:** A change in an employee's assignment from one full-time position to another full-time position or one part-time position to another part-time position with the same title and rate of pay.

**Categorical Transfer:** A change in an employee's assignment from one full-time position to another full-time position or one part-time position to another part-time position with a different title but in the same position category.

### **Procedure**

The College will post notice of vacant positions publicly using the College's recruiting and applicant tracking program. A closing date will be identified for each posting. Existing employees who meet the qualifications for the position posted and who are not on probation may apply at any time prior to the closing date specified in the posting.

Preference for vacant positions shall be given to Internal Transfer Applicants.

For non-administrative positions, non-probationary employees applying who are in the same title, if qualified, will be placed in the vacancy, based on longevity with the college.

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Thereafter non-probationary employees applying, who are in the same category shall be placed in the position, if qualified, based on longevity with the College. In the event that more than one transfer application is received, the transfer applicant with the longest longevity with the College will be offered the position. Longevity with the College will be based on full-time service for full-time positions and part-time service for part-time positions.

In the event there are no internal transfer applicants, the College will fill the vacant, posted position with the best qualified internal or external applicant. Selection of the best qualified applicant will be based upon job-related factors including the applicant's experience, education, training, work record, length of service with the College, including part-time assignments in the same title as well as the College's affirmative action plan. Human Resources maintains a standard process for posting, interviewing, and hiring personnel and is available for review on the Human Resources portal page.

MATC encourages employees to apply for promotion and transfer opportunities that fit the employee's professional goals. Internal applicants for vacant positions will be given fair consideration for positions for which they are qualified. The three (3) internal candidates meeting qualifications and having the most longevity with the College will be guaranteed an interview for the vacant position. The College may also select other internal applicants for interview based upon the applicant's qualifications for the position, regardless of longevity. Longevity is calculated based upon the initial start date (of employment) with the College. Part-time service will be prorated when calculating longevity.

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## **Employee Benefits**

MATC provides a competitive employee benefit package. Some benefits are available to all employee classifications, while others are available only to employees working in a full-time classification. Complete details concerning benefits are set forth in the actual plan documents. Major benefit programs currently in place are summarized in the following policies. Additional information is available through Human Resources. All benefits provided by the College are subject to approval of the District Board.

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## Qualifying Life Event

Employee benefit elections are expected to remain in effect for the entire fiscal calendar year, unless you experience a qualifying life event. Qualifying life events include, but are not limited to:

- Birth or adoption of an eligible child
- Marriage or divorce
- A change in employee or employee spouse's employment status
- Employee dependent ceases to satisfy the dependent eligibility requirements

If an employee has a qualifying life event during the fiscal year that allows for a change in benefit coverage, the employee requested change in enrollment must be consistent with your change in status. Employees must report a qualifying life event to Human Resources within thirty (30) days of the event and employee coverage change will be effective on the date of the event.

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## **Group Health Insurance**

MATC offers comprehensive group health insurance coverage to eligible employees. In general, employees currently working more than twenty (20) hours per week are eligible to enroll in MATC's health insurance benefit plans.

The College currently offers a choice among three medical insurance plans: 1) a fully-insured HMO medical plan, offered by Humana; 2) a high-benefit level PPO plan administered by UMR; and 3) a low-benefit level PPO plan, also administered by UMR. Details of the coverage available and premium costs of the various plans are available from Human Resources.

Coverage for new employees begins after thirty (30) days of employment for those who successfully complete enrollment materials at the start of employment. Employees will have the opportunity to make changes to benefits during the annual open enrollment period or if they experience a qualifying event. It is the employee's responsibility to report any qualifying status changes to Human Resources within 30 days of the qualifying event. Premium contributions for health insurance coverage are automatically withheld by the College on a pre-tax basis, unless employees notify Human Resources of an intention to make alternate arrangements for payments of premium on an after-tax basis.

Employees who are eligible to enroll in MATC's health insurance benefit plan but who choose to pursue health coverage through another source, such as a spouse's plan or a plan offered through the Health Insurance Marketplace, are eligible to "opt out" of MATC's health and dental insurance plans and receive an annual bonus. Employees seeking to receive the opt-out bonus must provide Human Resources with proof of insurance. Further information regarding the opt-out option is available from Human Resources.

See Appendices C, D, E, F, G, and H.



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## **Dental Insurance Benefits**

MATC offers a group dental insurance plan through Humana, which becomes effective following thirty (30) days of full-time employment for new employees who successfully complete enrollment. Specific plan information, including annual deductibles, annual maximum benefits and plan coverage information is available in the plan description and through Human Resources. Benefit plan terms are subject to change.

Contributions for dental insurance premiums are withheld by the College on a pre-tax basis, unless Human Resources is notified at the time of enrollment of the employee's desire to pay premiums on an after-tax basis.

See Appendices I, J, K.

## **Dental Hygiene at MATC**

Preventive dental care is available to MATC employees and students, their children and the community at cost. Services include a range of preventive care, performed by Dental Hygiene program students under the guidance of Dental Hygiene faculty members. Due to the instructional nature of the services provided, employees should plan adequate time for completion of each of the requested services.

Services offered:

- Teeth cleaning
- X-rays
- Fluoride treatments and sealant applications

Treatments take place in MATC's state-of-the-art clinic.

Downtown Milwaukee Campus  
Health Sciences Building  
700 West Highland Avenue  
Room H115

The Dental Hygiene Clinic is open mid-August to mid-December and mid-January to mid-May. The clinic is closed during winter, spring and summer breaks and no calls are taken regarding appointments during these periods. Clinic days and hours vary. To schedule an appointment, employees should call 414-297-6573, only during open clinic periods.

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## **Vision Insurance Benefits**

MATC provides annual routine vision benefits to all employees who are also enrolled in the College's health insurance benefit program. The vision insurance benefit plan currently provides full coverage for one routine eye examination per year, and eligibility for reimbursement of up to \$125 annually toward the purchase of prescription glasses or contact lenses. Details concerning eligibility and coverage specifications are available from Human Resources.

### **Opticianry/Eyewear at MATC**

Eyeglasses and lenses are available through MATC's opticianry clinic. Students enrolled in the Optician-Vision Care program will help employees select frames and fit the glasses. A large selection of frames is available, including designer styles. Fees are very reasonable. Employees will need to provide a current eyeglass prescription. Walk-ins are welcome, and the service is available to employees, students, and family. All work is completed under faculty supervision.

### **Eyewear Optique**

Downtown Milwaukee Campus  
Health Sciences Building  
700 West Highland Avenue  
Room H130

The Eyewear Optique is open during the spring semester, January through May. Days and hours vary. For more information, employees should call 414-297-7425.

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## **Group Life Insurance Benefits**

MATC provides a fully paid group life insurance benefit plan for eligible employees. The life insurance benefit becomes effective after six months of employment. The life insurance benefit plan provides term life insurance, with no accumulated cash value of any kind. Life insurance benefits that exceed \$50,000 in value are subject to taxation under IRS regulations and are reported by the College for tax purposes, in accordance with IRS rules and regulations. Additional information regarding the benefit is available from Human Resources.

See Appendix L.

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## **Long-Term Disability Benefits**

Long term disability insurance is designed to protect employees against loss of income in the event the employee becomes totally disabled from work. MATC offers group long-term disability insurance to all employees regularly scheduled to work more than twenty (20) hours per week. This benefit program is currently fully paid by the College, with no contribution required from the employee.

Coverage is effective following thirty (30) days employment for new, full-time employees. Benefits are paid by the insurer after a waiting period of 90 or 120 days depending on eligibility. The income replacement benefit is 2/3 of the employee's base monthly earnings. All benefit amounts are offset by any other disability benefit income, including Social Security disability benefits, or disability pension benefits. Benefits for all covered employees are payable until age 65, see plan document for further detail.

See Appendix M.

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## **Retirement Benefits (WRS)**

MATC is a participating employer in the statewide Wisconsin Retirement System (WRS) pension system. WRS is controlled and operated by the State of Wisconsin. The State of Wisconsin Department of Employee Trust Funds (ETF) is responsible for establishing eligibility criteria, reporting procedures and premium contribution levels for all participating employers and eligible employees. MATC fully complies with all ETF requirements, orders and regulations, as well as any and all legal requirements established by the State of Wisconsin concerning the WRS.

The WRS requires both employer and employee contributions. The contribution amounts are set by ETF periodically. The College pays the employer required retirement contribution for all eligible employees. The eligible employee pays the employee required contribution. Employee retirement contributions to WRS are deducted from payroll on a pre-tax basis.

Specific information regarding eligibility is available from Human Resources. Information can also be found on the ETF website at <http://etf.wi.gov> or by calling (877) 533-5020.

Details regarding additional WRS benefits, including disability pension benefits, death benefits, annuity options and pension benefit calculation tools are available through Human Resources or through ETF.

All full-time employees hired for more than twelve (12) months will be automatically enrolled.

Employees not eligible upon initial date of hire will be reviewed each pay period and/or each status change to determine eligibility based on ETF regulations.

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## Retirement Savings 403(b) & 457 Programs

In addition to the WRS pension system, MATC offers a qualified 403(b) savings program to all full and part-time employees. This program allows employees to invest in retirement on a tax-deferred basis by making pre-tax contributions to a qualified investment plan. This program is organized under Section 403(b) of the Internal Revenue Code, and is subject to all IRS regulations and rulings, including annual contribution limitations.

Enrollment materials are available from Human Resources. Employees elect a salary reduction and may select investment opportunities from a variety of participating providers. Contributions to the 403(b) account are the property of the employee and the employee is solely responsible for investment choices.

### 457 Plan

The College offers the Wisconsin Deferred Compensation plan to its employees. It provides employees an opportunity to make retirement contributions to their WRS account on a pre-tax or “Roth” post-tax basis. The Wisconsin Deferred Compensation plan is administered by the WRS/ETF, the same state agency that administers the Wisconsin Retirement System pension plan.

Employees are encouraged to consult their personal tax or finance advisor with questions regarding investment opportunities.

See Appendix N.

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## **COBRA – Benefit Continuation**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the College's health plans following the occurrence of a "qualifying event" (as defined by the IRS) that would normally result in loss of eligibility. Some common qualifying events include:

- resignation
- termination of employment
- death of an employee
- a significant reduction in an employee's hours or leave of absence
- divorce or legal separation, and
- a dependent no longer meeting eligibility requirements, including age requirements for participation in the health insurance plan.

Under COBRA, the employee or beneficiary is responsible to pay the full cost of coverage under the health insurance plan at the College's group premium rates, plus an administrative fee. COBRA benefits are available to the employee or beneficiary for a specified amount of time, as required by law. For more information about how COBRA applies, employees should contact Human Resources.

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## Flexible Spending Accounts

MATC provides a comprehensive flexible spending account (FSA) program to allow employees to designate pre-tax contributions to designated accounts used to pay qualifying medical expenses or dependent care expenses. Enrollment in the program is voluntary and no employees are automatically enrolled or re-enrolled. Human Resources will notify employees of annual open enrollment dates and employees are responsible for re-enrolling by a date specified. This program allows participating employees to set aside funds for qualifying expenses on a pre-tax basis. Some examples of expenses that can be paid through FSA accounts include deductibles, vision expenses not covered by an insurance plan, prescription drug co-pays and qualifying childcare expenses.

Employees who participate in a Health Savings Account (HSA) program may not be eligible to participate in FSA, according to IRS rules, and should consult a qualified tax advisor to discuss their tax savings options.

The College strictly complies with all IRS rules and regulations concerning FSA contribution limits, carryover balance limits, mid-year election changes and tax reporting requirements.

See Appendix O.



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## **Employee Assistance Program (EAP)**

MATC provides EAP services to all MATC employees and members of their household, at no cost to the employee. EAP services are free, confidential and available on a 24-hour basis. Employees are encouraged to utilize this service for personal needs and support. Professional, licensed EAP counselors are available to assist with the following issues, among others:

- Stress Management
- Conflict at work
- Work-life balance
- Family issues
- Marital conflict
- Emotional problems
- Substance abuse counseling
- Grief and trauma

EAP counselors may also facilitate dispute resolution and conflict management for College staff, as appropriate. EAP also offers referral services and is knowledgeable of the community providers, staff, programs and referral procedures. Employees are encouraged to contact EAP early to seek confidential assistance with any personal matter.

Employees may seek confidential services through the EAP by contacting Deer Oaks at 1-866-EAP-2400 (1-866-327-2400). The College will pay expenses for employees referred by the College to the EAP.

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## **Worker's Compensation**

MATC is dedicated to providing a safe work environment for all employees. In the event of a work-related accident or injury, worker's compensation insurance provides income replacement benefits and covers medical costs of treatment for the affected employee. The cost of worker's compensation insurance program is paid entirely by the College. The College also works closely with injured employees to facilitate return to work, either to the employee's regular position or to an alternate, restricted assignment during the recuperation period.

Income replacement benefits are paid at the rate determined by the College.

Employees who believe they have suffered any work-related injury, illness or who are involved in any accident while working must report that information immediately to their supervisor and to MATC Public Safety at (414) 297-6200. Public Safety staff is available 24 hours per day, 7 days per week.

Employees are expected to report all work-related accident or illness immediately or as soon as reasonably possible, preferably within 24 hours. The employee and supervisor must each submit the Incident Report Form to Human Resources. Incident Report forms are located at:

<http://imatc/humanresources/pdfs/onlineforms/EmployeeReportofAccident-Illness3-10-09.pdf>

See Appendix P.

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## **Paid Time-Off Benefits**

MATC offers a variety of paid time-off benefits to eligible employees, including paid holidays, personal holidays, sick leave and vacation.

### **Sick Leave**

The College provides a competitive sick leave benefit to eligible employees. The purpose of sick leave is to provide income replacement for employees who are absent due to personal illness of the employee or a member of the employee's immediate family, including absences for periods of short-term disability. Sick leave may also be used for compelling personal reasons (CPR) that do not involve illness of the employee, including personal emergencies, transportation emergencies, court proceedings, bereavement-related absences and similar circumstances.

For safety reasons, employees are expected to return to work following the use of sick leave if they are able to perform their job in a safe, productive, and effective manner. Employees who are absent for three or more days due to illness (either sick leave or FMLA) are required to submit a completed Medical Status Report prior to returning to work. The College reserves the right to obtain a fitness-for-duty evaluation at the College's expense in the event that there are questions concerning an employee's ability to safely and effectively perform the essential functions of his or her job. Factors that may call into question an employee's fitness for duty include, but are not limited to, changes in employee's physical mobility, agility, dexterity, speech, or other physical limitations, decreased work output, confrontations with other employees or students, poor attendance, threats or acts of violence, or other behaviors indicative of potential self-harm or harm to others.

### **Vacation**

MATC's vacation policy is to provide employees with pre-scheduled time off for the purposes of rest and relaxation. Employees are eligible to utilize paid vacation after successful completion of the probationary period of employment. Vacation is prorated for employees during the first year of employment and for those employed on a academic-year basis.

Vacation is to be scheduled and approved by the employee's supervisor prior to use. Employees are eligible to use paid vacation for time away from regularly scheduled work.

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Most employees are not eligible to receive vacation pay for days on which the employee is not normally scheduled to work.

If a paid holiday occurs during the calendar week in which an employee has a pre-approved, scheduled vacation, the employee will receive holiday pay for the holiday and the vacation balance will not be reduced for that day.

Any accrued, unused vacation balance will be paid out to the employee at the time of termination of employment or retirement.

### **Paid Holidays**

MATC provides paid holidays for employees who are regularly scheduled to work on the day of holiday celebration.

Staff employees (non-faculty) – Holidays are paid in accordance with the employee's regular work schedule. If a holiday falls on a Saturday or Sunday, a compensating personal holiday will be awarded. If an employee is required to work on a designated holiday, the employee will receive compensatory time off to be used at a later date at the rate of one and one-half (1 ½) hours of time off for every hour worked.

You may be eligible to receive flexible holiday hours to use between July 1 and June 30 each year. No carryover of personal holidays is permitted. Personal holidays may be used in increments of full day or half day.

See Appendices Q, R, and S.

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## **Employee Recognition**

The College celebrates the contributions and achievements of employees through a variety of activities such as the annual Employee Recognition Banquet. Employee recognition reinforces the shared values of the MATC community, as expressed in our Mission, Vision, and Strategic Goals.

In addition to the banquet, notable employee contributions are continually celebrated and acknowledged throughout the year at College sponsored events and in College publications. The College also recognizes and rewards employees for their length of service to the College. Generally, formal recognition is made following 25 years of service, at 35 years of service and upon retirement.

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## Tuition Reimbursement & Waiver

MATC is committed to furthering the continued education, professional and personal growth of all employees through appropriate training and education at regionally accredited institutions. The College offers a Tuition Reimbursement and a Tuition Waiver program. Employees will only be eligible for one program per semester. On an annual basis, the College will allocate funds to be used for tuition reimbursement and professional development activities of employees.

Employees who have successfully completed the earlier of a) one year of employment with the College or b) their probationary period, are eligible to apply to receive tuition reimbursement or waivers as described in this policy. Teaching employees who are pursuing education to comply with credentialing requirements should see Appendix (TBD).

Applications for tuition reimbursement will be handled by the Tuition Reimbursement & Waiver Committee until the funds allocated are exhausted. All requests for Tuition Waiver and Tuition Reimbursement must first be approved by the immediate supervisor and then the Tuition Reimbursement committee. Annually, the Tuition Reimbursement & Waiver committee will develop a budget recommendation based on past requests and submit it to Human Resources. Human Resources is responsible for administering this policy. Forms are available on the Human Resources page on MyMATC.

### Tuition Reimbursement

The College shall reimburse eligible employees for tuition (program fees) charged for courses taken by the employee at accredited educational institution, provided:

- 1) Tuition reimbursement shall not exceed \$1,400 annually (MATC fiscal year) for any individual full-time employee and half that amount for any individual part-time employee.
- 2) Tuition reimbursement will be provided only in courses in which the employee earns a grade of C or higher for undergraduate level courses. For graduate level courses, a grade of B or higher must be earned.
- 3) The course must relate to the employee's current job duties or to a reasonable promotion objective within MATC.
- 4) Requests for approval of courses for reimbursement must be made and approved by the immediate supervisor before the employee commences the course.

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- 5) All coursework and related homework must be done on the employee's own time, and lunch breaks may be adjusted to accommodate enrollment with prior supervisor approval.
  - 6) Employees whose employment with the College ends within twelve (12) months of the College's reimbursement of tuition for the employee will be required to repay the amount of tuition reimbursement.
  - 7) An employee who has a course paid for by a grant or scholarship source other than MATC is not eligible for the Tuition Reimbursement & Waiver Program described in this policy.

### MATC Tuition Waiver

Eligible employees who have successfully completed their probationary period of employment with the College may enroll in any MATC courses for which there is capacity, up to a maximum of six (6) credit hours per semester, and have all MATC tuition waived contingent upon the employee's successful completion of the course, as described below. This waiver will not include materials fees, or any other fees. The following conditions apply:

- 1) Courses for waiver must be MATC courses that are at the 100, 200, or 300 level. Personal enrichment courses, such as jewelry making, are not waivable. A separate waiver form must be submitted for each class.
- 2) Eligibility for participation will be based upon space availability in the chosen course.
- 3) Submission of the completed and dated tuition waiver application with proof of payment of fees will be the basis of eligibility.
- 4) Waiver will be for tuition only and will be contingent upon the employee's successful completion of the course. Successful completion involves official documentation of the receipt of a minimum grade of "C".
- 5) Official grade report showing the final grade of successful completion must be received by Human Resources within one semester after the course ends, or full payment of tuition will be due immediately.
- 6) Employees who do not complete courses or who receive an unsatisfactory grade shall refund the College full payment of tuition.
- 7) All coursework and related homework must be done on the employee's own time, and lunch breaks may be adjusted to accommodate enrollment with prior supervisor approval.
- 8) Employees who leave MATC service prior to completing waivable coursework shall remit full payment of tuition.
- 9) Employees exercising this option of waivable tuition will not also receive tuition reimbursement benefits, as described above.

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- 10) Supervisor approval of courses is to be based upon whether or not the course is judged relevant to the employee's current job responsibilities or a reasonable promotion objective within MATC.
  - 11) An employee who has a course paid for by a grant or scholarship source other than MATC is not eligible for the Tuition Waiver Program described in this policy.



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## **Bereavement Leave**

In the event of the death of a family member, leave with pay may be granted. The relationship and number of days granted varies based on the position. If bereavement leave is not granted, accrued sick leave may be able to be used as compelling personal reason (CPR) leave.

See Appendix T.

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## **Family Medical Leave Act (FMLA)**

The Federal FMLA Act of 1993 is a law that provides certain employees with a leave from work to care for his/her own or a family member's serious medical needs, to care for a new child, and to handle certain activities that have fallen on the employee due to a family member's call to certain types of military services. The State has a Wisconsin Family and Medical Leave Act (WFMLA). However, in many cases, the WFMLA and the FMLA leave laws overlap. As long as the reason for your absence qualifies under both the FMLA and WFMLA, its use will be counted as both at the same time.

Generally, if you have at least 12 months of service with MATC and have worked at least 1,250 hours during the 12 months preceding the date your leave begins, you are eligible for FMLA. If you do not qualify for FMLA, you may still be eligible for WFMLA. To be eligible under the WFMLA, you must have been employed with MATC for at least 52 consecutive weeks and have been paid at least 1,000 hours in the 12 months immediately preceding the leave. Contact Human Resources for additional information.

See Appendix U.

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## **Military Leave**

All military leave of absences shall be granted in accordance with federal and state law, including the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees who are members of the reserve branches of the Armed Forces and who are called upon for reserve military training may be granted a leave of absence for the training period. Contact Human Resources for additional information.

See Appendix V.

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## Professional Leave

The College is committed to providing training and development opportunities to assist in the professional growth of employees. Employees and supervisors are responsible to create and review individual employee professional development and growth plans. Employees are encouraged to participate in professional associations, conferences and seminars that enhance their work at the College. The College's tuition reimbursement program is also available to assist employees in obtaining further education within their field.

Professional leave is pre-approved paid leave granted for attendance at conferences, conventions, workshops, seminars and similar meetings which are directly related to the improvement of the employee's skills and the work of their Department or division.

Employees seeking professional leave must submit a written request to the supervisor thirty (30) days in advance of the meeting, conference, or other event which the employee seeks to attend. The request must include a thorough description of the professional development opportunity and a suggested plan for coverage of the employee's duties during the employee's absence. The supervisor shall respond in writing within a reasonable period of time, typically one week.

Employees granted professional leave shall share materials and information gained through their experience as agreed by the employee and supervisor.

If funds are being requested from outside the departmental budget, the supervisor will obtain approval of the division head.

The College offers various training and in-service, professional development opportunities on campus for employees, including certification programs. Prior supervisory approval is required if the employee seeks to attend training programs during the workday and/or if fees are to be paid by the Department.

See Appendix W.

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## **Personal Leave**

You may request an unpaid personal leave of absence if you have good and sufficient reasons.

While on this leave of absence, you may substitute your leave balances in order to receive pay. You would be required to pay the employee and employer contributions for all benefits during this leave. Contact Human Resources for additional information.

See Appendix X.

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## **Jury Duty**

Employees called to jury duty shall be granted leave with pay provided proof of the payment is received for this jury duty by MATC.

See Appendix Y.

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## **Medical Leave**

Employees may request an unpaid medical leave of absence if they are unable to perform their regular duties. While on this leave of absence, employees may substitute their leave balances in order to receive pay. Contact Human Resources for additional information.

See Appendix Z.

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## **Drug and Alcohol Use**

MATC recognizes that illicit drug use and alcohol dependency or abuse creates an adverse impact upon the education and working environment of the College. Through education, advising, assessment, prevention activities, and, when appropriate, referrals to community resources, MATC shall engage in recurring efforts to raise the awareness of all students and employees to the issues and concerns of illicit drug use and alcohol dependency or abuse.

MATC prohibits the unlawful manufacturing, distribution, dispensation, possession, or use of a illicit drugs or abuse of prescription drugs on any College premises or while participating in officially sponsored College events off premises. Use of alcohol is prohibited during work time, and employees are to avoid excessive consumption of alcohol at College-sponsored events, including those off premises.

Violations of this policy will result in appropriate progressive disciplinary action up to and including termination of employment from MATC in accordance with applicable civil, state, and federal law; and referral for prosecution for violations, where applicable.

In keeping with MATC's mission to maintain a climate that promotes student and employee welfare, the Human Resources department will administer a proactive approach to drug and alcohol awareness and support services through education, prevention, and other resources.

### Prescription Medication

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner. Any employee taking prescription medication that may significantly impact his/her job performance is expected to notify his/her supervisor or Human Resources before commencing work under the influence of prescription medication which could impair performance, or which would affect the employee's ability to safely operate equipment utilized on the job.

In particular, any employee who is prescribed prescription narcotics or painkillers is expected to notify his/her immediate supervisor before returning to work under the influence of narcotics or painkillers.



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## Testing

The Human Resources Department will coordinate drug and alcohol testing for all employees of the College whose employment requires them to possess a commercial driver's license (CDL) as required by the Federal Motor Carrier Safety (FMCS) Administration. Such testing will include pre-employment testing for applicants for a position as a condition of employment, post-accident, random, reasonable suspicion, and return to duty testing. Results of testing will be in accordance with FMCS regulations.

Any employee whose supervisor has reasonable suspicion that the employee is in violation of the College's drug-free workplace policy may be required to undergo a drug test at the College's expense. A reasonable suspicion is one based upon observable and describable on-duty conduct, behavior or work performance, including specific, contemporaneous observations concerning the appearance, speech, or body odors of the employee. The District will provide professional drug-free workplace training to employees concerning substance abuse in the workplace and identifying signs of drug and alcohol use. Before an employee is referred for testing, the supervisor's observations shall be verified. Verification of observations may be by another employee, a member of MATC's Public Safety Department, or any other supervisor or manager who has received drug-free workplace training.

Involvement by an on-duty employee in work-related accident or incident resulting in injury to any person or resulting in significant damage to District-owned property is also grounds for referral for drug testing. Post-accident and any other reasonable suspicion testing will be at the expense of the College. Employees who refuse to undergo drug testing may be subject to discipline, up to and including termination of employment.

Testing will be provided by a clinic independent of the College that has been certified by the U.S. Department of Health and Human Services. The clinic and laboratory will follow mandated procedures for collection and testing of samples and will observe policies to protect sample integrity, chain of custody and employee confidentiality. The only specimens reported as positive will be those which have been confirmed as positive by confirmatory testing and a Medical Review Officer (MRO) review. The testing facility will apply those detection levels which the Department of Transportation (DOT) has in place as of the date of testing. For purposes of this policy, an alcohol test will be considered positive when the alcohol concentration level registers .02% or greater.

All test results and any information related to drug testing or investigations will be kept in separate medical files, separate from the employee's personnel records and employee health benefit information. Results will be released only: (a) to the employee who has

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been tested; (b) to individuals designated in writing by the employee who has been tested; (c) to those College personnel who have the authority to and responsibility to make employment status decisions in light of a positive test result; (d) to the MRO; (e) as required by law; and (f) as may be necessary in the event of a challenge to any test result or to this policy.

Employees who undergo testing based upon reasonable suspicion of violating the College's drug-free workplace policy will be placed on unpaid suspension pending MATC's notice of the result of the test. In the event an employee's test result returns negative while he/she is on suspension pending the College's receipt of results, the employee will immediately be reinstated and paid wages and benefits that would have been paid had the employee's work not been interrupted by the test, provided that the suspension period was solely for the purpose of obtaining testing.

In the event an employee's drug test result returns positive, the employee may be offered substance abuse counseling and, upon referral, rehabilitation assistance. The employee nevertheless may be disciplined, up to and including discharge, for any misconduct related to, or any damage or injury related to or caused by the employee's substance abuse. In the event the employee is discharged for such conduct, no referral to counseling or rehabilitation need be made.

Any employee who refuses the opportunity to undergo rehabilitation assistance and counseling, or fails to cooperate with the counselor or rehabilitation provider in any way, will be subject to discipline, up to and including discharge from employment. However, if the employee participates in and successfully completes counseling or rehabilitation, as certified by the counselor or provider, the employee will be reinstated, subject to terms and conditions recommended by the professional treatment counselor, which may include periodic testing and/or random testing. An employee who has returned to work after having tested positive and successfully completed counseling or rehabilitation under this program and who tests positive again under any provision of this program will be discharged.

### Reporting of Convictions

An employee who is convicted of a criminal drug statute violation occurring in the workplace is required to notify his/her supervisor no later than five days after the conviction.

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### EAP Resources

MATC's Employee Assistance Program (EAP) is available to an employee who needs assistance in overcoming personal problems including substance abuse that may be affecting his/her work. Employees may seek confidential services through the EAP by contacting Deer Oaks at 1-866-EAP-2400 (1-866-327-2400). The College will pay expenses for employees referred by the College to the EAP.

MATC strongly encourages any employee who has a substance abuse addiction to seek assistance and treatment. Employees with substance abuse concerns or addictions who come forward before being asked or required to take a test or becoming subject to disciplinary action are eligible to participate in rehabilitation or treatment programs offered through the EAP, as well as any other programs that may be offered through the College's health insurance program. MATC will not take disciplinary action against any employee because he/she voluntarily sought rehabilitation or substance abuse treatment.

See District Board Policy A0300; Administrative Regulation CC3000.

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## **Tobacco Free Campus**

MATC is strongly committed to providing a healthy environment for all students, employees, visitors and guests.

All MATC property, buildings and grounds are tobacco-free, both indoors and outdoors. This policy prohibits tobacco use anywhere on district-owned or district-leased property, including buildings, grounds, parking lots and vehicles. This policy applies to all students, employees and visitors of the College.

The College provides resources that can assist with the challenges associated with quitting tobacco usage, including the College's Employee Assistance Program (EAP). Employees should contact Human Resources for information concerning cessation of tobacco use.

See District Board Policy G0401.

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## Workplace Violence & Weapons

All incidents of violence or threat of violence should be reported immediately to MATC's Public Safety Department at **297-6200**.

Workplace violence is unacceptable at any level in public or private institutions. MATC is dedicated to providing a safe work environment for all employees, free from violence and threats of violence, and the College expects all employees to contribute to maintaining a safe, secure work environment.

MATC prohibits the possession of weapons in all MATC buildings or at posted on-campus MATC events. MATC's weapons policy (G0301-1) is found at <http://www.matc.edu/administration/upload/G0301-1-2.pdf>. Employees who violate the College's weapons prohibition policy will be subject to discipline, up to and including termination of employment, and trespass violations may be referred to local law enforcement.

Wisconsin statutes define workplace violence as:

- 1) an act done with intent to cause bodily harm to that person or another without the consent of the person so harmed;

and

- 2) conduct or expression that threatens bodily harm.

MATC will not tolerate any form of harassment, intimidation, threats, or bullying that threatens bodily harm. There is no justification for such actions. All employees who engage in such violent, threatening, intimidating or harassing behavior will face discipline, up to and including removal from their positions.

Students and members of the general public are also subject to this policy. Violators can be removed from campus and appropriate action taken (see also District Board Policy G0300, Safety and Security).

### Prohibited Acts

Any person who makes threats of bodily harm, or exhibits threatening behavior either verbal or physical, or engages in such acts on MATC property shall be immediately removed from the premises and shall remain off MATC premises pending the outcome of an investigation. MATC will initiate a decisive and appropriate resolution. This resolution may include disciplinary action up to and including removal from a person's position or academic program. Furthermore, MATC may seek legal prosecution against

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those acting in violation of the law or may seek an injunction against the individual found to have violated this policy.

This policy includes, but is not limited to, students, administrators, supervisors, faculty, staff, managers and contractors.

### Obligation to Report Incidents of Violence

All MATC employees are responsible for notifying designated MATC officials listed below of any threats, threatening behavior, or acts of violence as defined above, which they have witnessed. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening or violent behavior.

### Temporary Restraining Orders

This policy also requires all individuals who apply for or obtain a protective or restraining order which lists MATC locations as being protected areas, to provide the Department of Public Safety a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and ultimately a copy of any protective or restraining order which is made permanent. This includes any employees who have obtained protective or restraining orders.

### Reporting Procedure

All threats of physical bodily harm or acts of such violence shall be reported immediately to the MATC Public Safety Department Emergency Response Center, (414) 297-6200. The Public Safety Department will respond and investigate every complaint to ascertain the immediate danger and take appropriate action to ensure immediate safety on campus. Local law enforcement will be contacted immediately if a situation involves an active threat or criminal activity. During any local investigation, only those individuals and MATC officials with a need-to-know will be contacted, in order to protect the integrity of the investigation.

The Public Safety Department investigation typically involves taking a detailed statement from the reporting person, and investigatory interviews of parties involved, including the potential victim of workplace violence or a threat of violence. In situations involving employees, the Human Resources Department will be involved in the investigation and may direct further investigation. In situations involving students, Student Services will be involved in the investigation.

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MATC's Public Safety Department notifies local police in those situations which would constitute a violation of city ordinance, state statutes or federal acts. Local law enforcement is responsible to determine whether an arrest will be made or a warrant obtained. Whenever a weapon of any kind is involved in an incident, local police will be notified.

### Speak Up For Safety

MATC's Speak Up For Safety program is designed for use in non-emergency situations where there is a safety-related concern of a non-imminent nature. All members of the MATC community are invited to share concerns related to maintaining a safe and non-violent environment that supports learning and working. Examples of behavior and situations that should be reported include:

- Aggressive, disruptive, disturbing, destructive or intimidating behaviors by students or other members of the MATC community
- Display of suicidal thoughts, writing or behavior
- Sudden changes in performance or appearance
- Changing patterns or interactions, communications or discussion, or changes in class participation
- Illegal activity, including domestic violence
- Unsafe facility conditions

Speak Up For Safety reports may be filed at [matc.edu/public\\_safety/speak\\_up.cfm](http://matc.edu/public_safety/speak_up.cfm) or using the Quick Link at [matc.edu](http://matc.edu).

Reports received will be assessed by MATC Public Safety and may be referred to internal College resources for further action, including the Behavioral Intervention Team, Advising and Counseling, EAP, Operations or other departments or work groups, as appropriate.

### Tip Line

Persons who wish to report incidents of Campus Violence and want to remain anonymous should call the MATC WE TIP line at (414) 297-TIPP (414-297-8477), or use the Speak Up For Safety report found at [http://www.matc.edu/public\\_safety/speak\\_up.cfm](http://www.matc.edu/public_safety/speak_up.cfm). Reported information will be investigated.

See District Board Policy G0303; Administrative Procedure GG0302.

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## **Employee Identification**

All employees of the College are provided an employee identification badge, with photo, at the College's expense. Employee identification badges may contain parking access codes and other access functionality.

Employees are expected to wear identification badges when on campus and performing work. Employees must report the loss of any identification badge to MATC Public Safety. A replacement fee will be charged.

Employees are prohibited from sharing their identification badges with any other person, or using the identification badges of any other person, including for access to MATC facilities.

MATC students receive student identification, and are required under the Student Code of Conduct to display identification upon request of any MATC employee. Employees are encouraged to report any person who does not display, upon request, an identification badge to MATC Public Safety.



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## **Visitors in College Facilities and on College Property**

As part of MATC's service to the community, certain facilities may be rented by community members for various purposes, as described in Administrative Procedure GG0051. The College has established procedures and terms of use for scheduled events occurring on campus, including events sponsored by student organizations and community members, among others. All visitors and attendees at College-sponsored events are expected to comply with MATC policies and procedures at all times.

MATC reserves the right to deny use of its facilities and property to any organization whose use of district facilities conflicts with or is detrimental to the District's mission, or whose use of facilities and property would create an unreasonable risk to the health and/or safety of the College community. Additional terms of use are set forth in MATC Administrative Procedure GG0051.

Employees are responsible for the conduct and safety of individual visitors who are on campus for the purpose of visiting the employee.

See District Board Administrative Procedure GG0051 and Appendix.

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## **Workplace Safety Program**

MATC recognizes its obligation to provide a safe and secure working and learning environment. The College's formal programs and processes related to safety operations, including but not limited to Hazardous Communication, Bloodborn Pathogen and Communicative Disease plans are available in Public Safety or by contacting the Risk Manager at 414-297-6015.

Employees are encouraged to participate in safety trainings and the District-wide Safety Committee and to bring any questions or concerns to the Manager of District-wide Risk and Emergency Services.

Questions regarding personal protective equipment, fall protection equipment or other safety-related equipment should be addressed to the Manager of District-wide Risk and Emergency Services and the immediate supervisor.

MATC's safety program includes risk assessment, safety inspections and audits, written safety plans and programs, incident evaluation and response, post-accident investigation and orientation, education and training.

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## Emergency Response Program

MATC has developed an Emergency Response Plan that details the College's response to a security and/or safety event, including natural disaster. The plan is maintained by MATC Public Safety and is available online at:

[http://www.matc.edu/public\\_safety/upload/Emergency\\_Procedures\\_Guide.pdf](http://www.matc.edu/public_safety/upload/Emergency_Procedures_Guide.pdf) .

All MATC employees should be enrolled in the College's RAVE emergency alert program, which serves to communicate important information in the event of a disturbance of College operations, including closure as well as important safety information. Employees may register to receive information and messages in multiple formats, including cell phone text message. Information about RAVE and registration is available at:

<https://www.getrave.com/login/matc>

Employees should also be aware of the following:

- Employees must register personal phone numbers and email addresses with RAVE in order to receiving messaging via cell phone or personal email – only the employee's College-provided email address is automatically set up in RAVE.
- MATC Public Safety staff provides support 24 hours per day, 7 days per week.
- Employees should be familiar with the location of emergency shelters and evacuation sites identified in the Emergency Response Plan and from Public Safety.
- Employees should be familiar with evacuation routes and procedures for emergency evacuation of individuals with disabilities; contact Public Safety for further information.
- Participation in fire drills, lockdown drills and emergency evacuation drills is required for all employees.
- Employees may participate in training and emergency response exercises announced by Public Safety.
- For non-imminent situations of concern, employees and all members of the MATC community should report concerns online at any time from any location using the Speak Up For Safety report:

[http://www.matc.edu/public\\_safety/speak\\_up.cfm](http://www.matc.edu/public_safety/speak_up.cfm)

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- Posters and other written materials containing the emergency contact information for MATC Public Safety are available from Public Safety and may be posted in any work location.

Employees with questions concerning emergency management plans, evacuation or other emergency response information should contact Public Safety.

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## **Workplace Searches**

To safeguard the public interest in the property of the College and the fair and ethical conduct of College-related business, the College reserves the right, upon reasonable cause, to search any employee's office, work space, desk, locker, storage area or any other common area or other location on the College's premises. When the concern does not involve the safety and security of people and or facilities, the reasonable cause will be verified by an additional employee. All space is issued for use of employees only during their employment with the College. Employees will generally have a reasonable expectation of privacy in the workplace. This expectation does not supersede the College's right to search property and equipment owned by the College if there is reasonable cause. Reasonable cause may include suspicion of safety issues, including but not limited to possession of a weapon. Reasonable cause also includes information leading to a reasonable belief the search would result in the discovery of evidence pertaining to violation of a College policy or work-related misconduct. If a search is necessary, it will be conducted with a witness present and employees are expected to cooperate fully if asked to participate in such investigation or search. Employees will be notified following a search of their workplace as soon as possible.

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## Severe Weather/Emergency Closings

In the event of an emergency, the President or designee will determine which campuses, divisions, departments, shifts, or parts thereof will be affected. Announcement of closures, cancelations, delays and the official time that normal activities will be resumed are made using the College's RAVE alert system (employees will be alerted via cell phone, text message and/or home phone – see [matc.edu](http://matc.edu) for sign-up instructions), as well as media outlets including Milwaukee Public Television.

The following terms are generally used in alerts to describe unscheduled closings:

Campus Closed: The buildings of the designated campus or College are closed, staff is dismissed or not expected to report, with the exception of necessary Building Services, Public Safety, and designated MPTV staff.

Classes Canceled: The buildings are open and non-faculty staff remain or report to work.

Emergency Evacuation: The buildings are evacuated and all employees of the site are to evacuate and remain in the designated evacuation area until the “all clear” has been given by the Emergency Response Center, or until closure is announced.

When possible, delayed start times or full cancellation of morning classes or campus activities will be announced no later than 5:00 a.m. and no later than 1:00 p.m. for afternoon and evening activities.

Employees who are required to perform critical duties during the emergency (such as snow removal, public safety) will get their immediate supervisors advanced and/or special directions about when and where to report.

In the event the emergency forces a delayed start, early stop, or closure of campus, regular pay is authorized for all eligible employees who are excused from work for this reason, up to a maximum of one (1) days full pay.

Employees who are required to work during the period that the emergency exists shall receive, in addition to their regular pay, compensating time off (such arrangements to be made with supervisor) for all such hours worked during the emergency up to a maximum of one full shift. Compensatory time is to be used within the following six-month period, unless a hardship is created for the department.

In the event the emergency lasts for more than one (1) day, the President or designee shall determine if pay continues for those employees who do not work.

See District Board Administrative Procedure GG0301

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## Code of Ethics

The MATC District Board promulgated the District Employee Code of Ethics, Policy C0700. It embodies core principles that govern all MATC operations.

The District Employee Code of Ethics states:

1. This Code of Ethics is promulgated in keeping with the Districts goals to develop quality educational programs consistent with its philosophy and objectives which lead to gainful employment of students. The observance of high moral and ethical standards by its employees is essential to the conduct of the district. The employee holds his/her position as a public trust, and any effort to realize personal gain through official conduct is a violation of that trust.
  - a. The ethical standards set forth in this policy for employees in the performance of their official duties are intended to discourage conflicts of interest, improve standards of public service and promote and strengthen the faith and confidence of the people of this District in their employees.
  - b. Nothing in this policy shall deny the rights of an employee under the Constitution of the United States, and of this state, the Wisconsin Statutes or any other laws of Wisconsin, or under any labor agreement as long as such labor agreement is not in conflict with state or federal laws.
2. The District Board recognizes that:
  - a. Employees retain their rights as citizens to interests of a personal or economic nature.
  - b. An employee may engage in activities outside of his/her official employment duties and responsibilities with the District. However, such outside activities shall not conflict with an employees official duties and responsibilities with the District.
3. Employees shall devote full attention to their duties, uphold the law, and conduct district business with fairness, integrity, and professionalism, with full regard to the public trust of the office.
4. Employees shall endeavor to meet all the requirements of state and federal law and regulations pertaining to education including the regulations of the Wisconsin Board of Vocational, Technical and Adult Education. An employee shall act in what is conceived, in their opinion, to be the best interests of the citizens of the entire district.

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## Conflicts of Interest and Collateral Employment

The District Board must, by necessity, specifically prohibit those activities that will cause a conflict of interest to the employee or to the District. Therefore, no employee shall:

1. Use the Districts time, facilities, equipment or supplies or use the prestige or influence of the Districts position strictly for his/her private gain or advantage.
2. Accept solely for his/her private gain or advantage, money or anything of value from a business for the performance of an act required as part of his/her official duties.
3. Engage in any collateral employment during the employees normal business day within the District that would conflict with the employees normal duties, or call upon other employees to assist in the carrying out of duties related to the employees collateral employment.
4. Advocate against the District for another District employee or member of the community who may have or anticipates having a claim against the District or is the subject of a personnel action or legal action by the District. This provision does not apply to employee organization officials representing employees in processing grievances or engaging in other collective bargaining activities.
5. If any questions arise concerning conflicts of interest, the employee shall contact her/his supervisor. The supervisor may consult with the Districts General Counsel. The Districts final position as to whether there is a conflict of interest will be given by the President.

## Acceptance of Gifts, Favors, or Honoraria

1. No person shall offer or give to an employee or his immediate family, and no employee or his immediate family shall solicit or receive, anything of value based solely on his/her position or relationship with the District.
2. No employee who is assigned or acts as an official representative of the District in the presentation of papers, instruction, talks, demonstrations, expert testimony or makes appearances shall obtain fees solely for personal gain. Any fees, honoraria or reimbursement of expenses which may be offered in connection therewith shall be paid to the District providing the District is reimbursing the individual for his/her expenses (exclusive of salary).
3. Fees and honoraria paid for papers, instruction, talks, demonstrations, expert testimony or appearances made by employees on their own time and not directly part of their official duties, may not be a violation of this rule. Employees should notify



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the District Board prior to accepting fees and honoraria for papers, instruction, talks, demonstrations, expert testimony, or appearances if it appears that a potential for a conflict of interest exists.

### Political Activities

In general, the following political activities are prohibited:

1. Using governmental authority to interfere with or affect nomination or election for any public office or position within any political party.
2. Using governmental authority or influence to intimidate, threaten or coerce any person to vote contrary to his/her own voluntary choosing.
3. Using governmental authority to directly or indirectly intimidate, threaten or coerce any person to pay, lend, or contribute anything of value, including services, to any party, organization, group, or individual for political purposes.
4. Using any governmental authority or influence to coerce any individual or group for political action or to confer benefits or effect reprisals to secure desired political action or inaction.
5. Soliciting or receiving subscriptions or contributions for any partisan political purpose while on District time while in a building, office or room occupied for any purpose by the District.

### Use of Confidential Information

1. No employee shall use confidential information gained in the course of or by reason of his/her public position or official duties solely for private gain either financial or non-financial.
2. No employee shall engage in any collateral employment or business using District information used to administer courses and/or programs. This includes computer-generated lists, syllabi and course materials (prepared at the direction of the District).
3. No employee may exploit his/her position with the District or confidential information for the benefit of family members or friends in seeking employment with the District or other remuneration.

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## Relationships Among MATC Staff Members and/or Students

A consensual romantic relationship between an employee and a subordinate employee may be exploitative in nature, leading to a conflict of interest for the person who is in the position of power and can affect the environment for other students and employees, or the manner in which they are treated. The sexual or romantic relationship, per se, is not the problem. Rather, the problem is the conflict of interest and potential discriminatory or damaging impact of the relationship when a power differential is involved. In keeping with this philosophy, employees are not prohibited from, but are strongly encouraged to avoid developing relationships of a romantic or sexual nature with a student who is currently enrolled in his/her class, a student who is currently receiving guidance from him/her, or an employee he/she is currently supervising. Such a relationship automatically creates the appearance of a conflict of interest.

## Miscellaneous Provisions

1. Employees shall not, in their capacity as employees, make an entry in an account or record book or application, certificate, report, or statement, which in a material respect he/she intentionally falsifies.
2. Employees must meet all the requirements of state and federal laws and regulations pertaining to education and certification including the regulations of the Wisconsin Technical College System Board (WTCSB) and the Department of Public Instruction (DPI).

## Penalties for Violations

In the event any employee violates this policy, the employees supervisor and/or the District Board may consider any and all appropriate discipline including discharge. Those employees whose conduct is governed by the State of Wisconsin Ethics Board in addition to action by the District Board, could be sanctioned by the State of Wisconsin Ethics Board.

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## **Fraud Prevention/Whistleblower Protection**

The prevention of fraud and protection of individuals who raise good faith concerns regarding business practices is governed by District Board Policy C-0701, which provides as follows:

MATC is committed to the highest standards of moral and ethical behavior by its employees and administrators. The College prohibits dishonest and/or fraudulent activity and the District Board has adopted a policy describing the College's process for reporting suspicious activity and investigation of allegations of fraudulent activities.

This policy applies to any known or suspected financial and/or ethical irregularities including fraud or suspected fraud involving employees, administrators, outside consultants, contractors and vendors who have a business relationship with the College and/or any other parties with a business relationship with the College.

Any violation of this policy will be investigated by the Office of the General Counsel, with other applicable outside resources and/or law enforcement agencies as deemed helpful and/or necessary. Any individual found to have engaged in conduct prohibited by this policy will be subject to disciplinary action, up to and including termination and/or prosecution by the appropriate authorities.

All employees of MATC are required to assist in the prevention of conduct which violates this policy and remain committed to providing the highest quality of services to the district. Employees who fail to report suspicious activities and employees who fail to cooperate fully in the District's investigation of reported activities pursuant to this policy will be subject to immediate discipline up to and including discharge.

This policy prohibits the use of dishonesty, deception, or false representation in order to gain a material advantage or to injure the interest of others including the District.

Examples include:

1. Forgery or alteration of any document or account belonging to the College.
2. Forgery or alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies or other assets.
4. Impropriety in the handling or reporting of money or financial transactions resulting in the personal gain of any individual.
5. Disclosing confidential information to outside parties resulting in the personal gain of any individual.

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6. Accepting or seeking anything of value from vendors, contractors, or other persons providing services/materials to the district.
  7. Intentional destruction, removal or inappropriate use of records, furniture, fixtures, and equipment resulting in the personal gain of any individual.
  8. Authorizing or receiving compensation for hours not worked contrary to MATC policies.

### Reporting Procedure

Employees who have any knowledge or reason to suspect that any type of conduct which violates this policy has occurred will notify his/her immediate supervisor immediately. If the employee is not comfortable reporting this to his/her immediate supervisor or if the conduct in question involves the supervisor, then he/she can notify the department or division head or any other division head within the College, or the General Counsel. All employees will cooperate pursuant to this procedure and will not by any means personally investigate the suspected fraud. All employees have a duty to cooperate during an investigation.

Upon notification by an employee of suspected violation of this policy, the supervisor/department or division head will not attempt to investigate the matter but will immediately report it to the Office of the General Counsel. The General Counsel or investigating authority dictates the limits of all communication pertaining to violations of this policy.

Upon notification of a suspected violation of this policy, the General Counsel's office will oversee and coordinate all actions taken during the course of the investigation. The General Counsel's office will coordinate and conduct the investigation with the assistance of additional resources as deemed necessary, and may, at its discretion convene a special audit committee to investigate reports.

### Penalties

If a reported violation of this policy is substantiated by the investigation, appropriate disciplinary action, up to and including termination, will result. Criminal charges may also be pursued with appropriate law enforcement agencies as deemed appropriate.

### Whistleblower Protection

All employees are assured that no retaliation of any kind is permitted against any employee for complaints or concerns brought forward in good faith. No employee will be adversely affected because the employee refuses to carry out a directive which would

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aid or assist in fraud or unethical conduct covered by this policy, or which would enable or contribute to a violation of law.

It is a violation of this policy to retaliate against or penalize any individual for reporting in good faith a violation of this policy or for cooperating, giving testimony, or participating in an investigation, audit, proceeding or hearing related to this policy. Appropriate disciplinary action up to and including discharge will be taken against those found retaliating against the employee.

All College employees will be given a copy of this policy and all newly hired employees will receive a copy as part of orientation.

See District Board Policy C0701.

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## Conduct Guidelines

Because MATC is a public institution of higher education, the conduct of employees, both on and off the job, reflects upon the College and affects its public image. The College therefore expects all employees to exhibit a high degree of personal integrity and professionalism at all times.

This policy was created in order to inform employees of the College's general expectations as to conduct of all employees. While this is not an exclusive list, employees are expected to meet expectations in the following areas in order to avoid disciplinary action:

1. Employees are expected to fully carry out assignments or instructions of a supervisor in a timely manner unless instructions are unlawful, unethical or unsafe. Those instructions should then be reported immediately to the Human Resources Department. Management may be subject to discipline for instructing employees to carry out assignments or actions which violate MATC policy, safety standards, or federal or state law.
2. Employees are expected to put forth their best efforts to complete their job duties and meet performance standards established by their Department or supervisor.
3. Employees are expected to be available according to their individual work schedules, to communicate their scheduled activities to the person to whom they report, and to be in their assigned work area (for those who are assigned work in a particular area).
4. Employees are expected to follow and encourage others to follow College policies and procedures.
5. Employees are expected to devote their full time and attention to their duties while in service of the College. Employees are not to engage in outside employment or other commercial activities on the job or utilizing College resources.
6. Employees are expected to keep and maintain accurate, truthful and complete records and provide truthful and accurate information as requested by an authorized person of the College.
7. Employees are expected to comply with all laws, ordinances and regulations, including regulations and standards concerning employee safety and health, environmental protection and sanitation.

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8. Employees are expected to use due care when using College property and equipment, including vehicles, computer systems, electronic devices and any other materials supplied by the College for the performance of work or work-related activities.
  9. Employees are expected to work their scheduled work hours, and obtain the advance permission of their supervisor should the need arise to leave early, arrive late or deviate from the employee's normally scheduled work day.
  10. Employees are expected to maintain College security and to carefully guard and protect any data, keys, access device, identity card or other security-related device provided by the College. Employees who have lost such access devices or other security-related materials should inform Public Safety immediately.
  11. Employees are expected to contribute to the maintenance of a safe, clean and welcoming environment on campus and to respect College property.
  12. Employees are expected to exhibit courteous, respectful and professional behavior toward one another, students and members of the public.
  13. Employees are expected to complete required trainings, including safety training and emergency preparedness training, and to follow reporting procedures established by the College to report illnesses, injuries or incidents.

Each Department may provide additional guidance to employees concerning expectations on the job.

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## Employment of Relatives

MATC does not discriminate based upon familial relationship of employees, including marital status. However, the College recognizes that familial or close personal relationships of employees may influence decision making or cause the appearance of bias, preferential treatment or present a conflict of interest. The District Board has established a policy concerning employment of relatives (Policy C0502-1).

The term “relative” as used in this policy includes domestic partners and cohabitants of employees who are members of the same household.

MATC will use sound judgment in the placement of related employees, as described above, in accordance with the following guidelines:

1. Members of the same family or household can be employed at MATC provided no direct reporting or supervisor to subordinate relationship exists. No employee is permitted to work in the chain of command when one family or household member’s work responsibilities, pay, career progress, benefits or other terms and conditions of employment could be influenced by the other family or household member.
2. Members of the same family or household may have no influence over the wages, hours, benefits, career progress, and other terms and conditions of employment of the other related staff members.
3. Employees who marry while employed, or become part of the same household, are treated in accordance with these guidelines. The supervisor or manager involved in a relationship covered by this policy shall notify Human Resources when a change occurs affecting the application of this policy. This includes employees in a supervisor and subordinate relationship who become family or household members, or the development of a supervisor and subordinate relationship between family or household members after employment. If such conflict arises as a result of the relationship, MATC reserves its discretion to transfer one of the employees at the earliest practicable time.

No employee shall use his or her position to benefit any family or household member such that a violation of District Board Policy C0700, District Employee Code of Ethics, results.

See District Board Policy C-0503-1.



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## **Cameras and Tape Recording**

In order to maintain a safe and secure environment for employees, students and visitors, MATC's Public Safety Department utilizes video cameras and may utilize other surveillance technology for security monitoring. Employees are prohibited from moving, tampering with, adjusting or otherwise interfering with the operations of MATC security equipment at all times. Any employee who violates this policy will be subject to discipline, up to and including discharge from employment.

Audio, digital or other recording of meetings, with the exception of open meetings under Wisconsin statutes, is permissible only where each participant to the meeting has been given notice in advance of the intention to record the meeting and an opportunity to object to such recording. This includes committee meetings or other internal affairs of the College, including performance review sessions, disciplinary meetings or meetings in which College business is being discussed.

Audio, digital or other recording of class instructional time is permissible only with the prior consent of the course instructor. However, the College may provide assistive technology, including recording devices, to disabled students for use in class as a reasonable accommodation of a student's disability. Student Accommodation Service is responsible for the authorization and distribution of assistive technology, including recording devices. Questions regarding equipment usage during class time should be directed to the Director of Student Accommodation Services.

Any and all use of phones, cameras, video or audio recording devices shall comply with MATC's anti-harassment and non-discrimination policies, as well as the District Employee Code of Ethics.

See District Board Policy G0300.

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## **Email, Internet, and Computer Systems**

As part of its educational mission, MATC acquires, develops and maintains computers, computer systems, networks and email (“IT Resources”) for work-related purposes.

IT Resources, regardless of whether the use is on campus or at a remote location, may only be used for lawful purposes and may not be used for any purpose that is inconsistent with the policies and procedures of the College. Employees will be held accountable for inappropriate, excessive or unlawful use of IT Resources.

### Email Accounts

All employees are given an email address, the primary source of communication throughout the College. It is the employee’s responsibility to access the College-provided email account frequently in order to obtain College-related news and information.

### Security/Privacy

The College does not guarantee security and confidentiality of any electronic or technology resource. Users should engage in “safe computing” practices including establishing appropriate access restrictions for their accounts, guarding their passwords and changing them regularly. The College prohibits the “loaning” of an employee’s account or password to another person.

Employees’ use of College IT Resources is not completely private. Employees should be aware that electronic information, including email, is subject to open records requests, as MATC is a public institution.

Employees have a legitimate expectation of privacy in email, Internet, and computer records. This expectation does not supersede the College’s right to search property and equipment owned by the College if there is reasonable cause as set forth in Workplace Search Policy #58. There shall be no clandestine monitoring of email, Internet or computer records. MATC may only access or disclose private email or other electronic records with reasonable cause. MATC will immediately notify the employee that records will be accessed. In cases where prior notice is prohibited by legal authority, the employee shall be notified as soon as possible that records have been accessed.

### Social Media

MATC is active in social media and utilizes social media to promote the College’s mission and vision. The Communication and Events Department maintains records of the College’s officially sponsored social media sites and the account administrator of

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each site. Inappropriate, offensive, libelous, harassing or illegal content will be removed by the account administrator or the Communication and Events Director. The College disclaims any and all liability for the use of social media by College employees.

Milwaukee Public Television establishes and maintains station-sponsored social media sites and is responsible for content management and oversight of social media sites officially sponsored by MPTV.

Employees should be aware that any use of MATC social media or other IT Resources that is inconsistent with the College's policies, particularly MATC's anti-harassment, non-discrimination and ethics policies, is not permitted.

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## **Employee Appearance & Demeanor**

All MATC employees are ambassadors of one of the country's premier technical colleges as well as role models for their students. Therefore, all employees should present and conduct themselves in a professional manner. Employees should dress according to generally accepted professional standards taking into account the nature of their work and the guidelines established within their Department or program. Department management is responsible to inform employees of the department's expectations and requirements with respect to attire.

Supervisors should be contacted when any employee thinks another is not dressed or groomed appropriately so that the issue can be addressed in a professional and confidential manner.

For some employees within the organization, MATC provides uniforms and safety equipment at the expense of the College. The amount, type, replacement schedule and procedure for requesting uniform articles and safety equipment are addressed by each Department.

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## **Solicitation & Distribution**

While MATC promotes both a positive work environment and the free exchange of ideas and expression, employees are discouraged from soliciting for, or distributing information and material concerning non-MATC related organizations during work time or with the use of MATC resources. MATC employee organizations must promote their activities and causes in a manner that does not interrupt the normal operations of the College.

External, non-MATC related organizations and individuals must have such activities approved by the appropriate College authority.

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## **Equal Opportunity, Harassment & Nondiscrimination**

MATC affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. A full statement of the College's commitment to equal opportunity is set forth in District Board policy C0200 found at:

<http://www.matc.edu/administration/upload/C0200-rev-13-1022.pdf>

### **Commitment to Nondiscrimination and Equity**

MATC adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. MATC will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, color, sex, pregnancy, concerted activities, political affiliation, source of income, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any complaint process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

### **College Policy on Discriminatory Harassment**

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. MATC's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under College policy.

#### **a. Discriminatory and Bias-Related Harassment**

Harassment constitutes a form of discrimination that is prohibited by law. MATC's harassment policy explicitly prohibits any form of harassment on the basis of actual or perceived membership in a protected class, by any member or group of the community, which creates a hostile environment, both objectively and subjectively.

A hostile environment may be created by oral, written, graphic, or physical conduct that is sufficiently severe, persistent or pervasive so as to interfere with, limit or deny the ability of an individual to participate in or benefit from educational programs or activities

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or employment access, benefits or opportunities. Merely offensive conduct and/or harassment of a generic nature not on the basis of a protected status may not result in the imposition of discipline under College policy, but may be addressed through remedial actions, education and/or effective conflict resolution mechanisms.

MATC condemns and will not tolerate discriminatory harassment against any employee, student, visitor or guest on the basis of any status protected by College policy or law.

## **b. Sexual Harassment**

Both the Equal Employment Opportunity Commission (EEOC) and the State of Wisconsin regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. MATC has adopted an amended version of the EEOC definition of sexual harassment, in order to address the special environment of an academic community, which consists not only of employer and employees, but of students as well.

Sexual harassment is:

- unwelcome, sexual or gender-based verbal, written or physical conduct that is
- sufficiently severe, persistent or pervasive that it
- has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the College's educational, social and/or residential program, and is
- based on power differentials (*quid pro quo*), the creation of a hostile environment or retaliation.

All forms of sexual misconduct, including, but not limited to, sexual assault, non-consensual sexual contact, sexual exploitation and stalking are expressly prohibited. Explanatory terms and definitions are stated in Policy C0200, the Equity Grievance Procedure and Appendix. Employees wishing to report incidents of sexual misconduct, sexual assault, exploitation or other conduct should contact the Title IX Coordinator, or Deputy Title IX Coordinators in Human Resources and Student Services.

All concerns arising under the nondiscrimination policy are subject to resolution using the College's Equity Grievance Process, described in detail in Administrative Procedure CC0200 found at: [matc.edu/administration/procedures.cfm](http://matc.edu/administration/procedures.cfm).

All employees are encouraged to familiarize themselves with the College's comprehensive equity policy and procedure, and to direct questions to Human Resources or the Title IX Coordinator.

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The Equity Grievance Process involves a timely investigation and resolution of all complaints concerning possible policy violations, regardless of the status of the parties involved (students, employees, other community members). The College will address complaints of possible policy violations including incidents that occurred off campus, when the off campus conduct could have an impact on the educational mission of the College or the operations of the College. See Policy C0200 for further explanation.

Online reporting of complaints is available through:

[https://publicdocs.maxient.com/reportingform.php?MilwaukeeAreaTC&layout\\_id=2](https://publicdocs.maxient.com/reportingform.php?MilwaukeeAreaTC&layout_id=2)

The College will investigate and resolve all complaints that allege a possible violation of the nondiscrimination, anti-harassment policy in a timely and appropriate fashion. All employees are obligated to report any potential violations of the policy including victimization by sexual misconduct or sexual assault, with the exception of counseling professionals who receive confidential information within the context of rendering professional services. The College will maintain confidentiality to protect the privacy of individuals to the greatest extent possible while meeting the College's obligations to investigate and resolve reports of policy violations.

Employees with questions regarding the College's commitment to equity and the complaint process should contact the Deputy Title IX Coordinator in Human Resources.



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## Professional Communications

MATC encourages the open exchange of ideas and thoughtful discussion of issues. In all communications, whether in person, by email, via social networking, video or other means, the College expects all employees to conduct themselves in a professional fashion that reflects well upon the image of the College. Employees are encouraged to use discretion when communicating by email to the larger College community, and to be mindful of the importance of the College's commitment to providing a welcoming, inclusive and harassment-free workplace for all employees, as well as our shared responsibility in safeguarding the College's image and upholding the public trust.

From time to time, individual employees are contacted by members of the news media or an outside organization concerning a College event, program, or other public activity in which the College or its employees are involved. MATC's Director of Communications is responsible for preparing press releases and providing official comment on behalf of the College to the media. Inquiries from media or other parties for such official comment should be referred to the Director of Communications. At the same time, we recognize that employees may be approached by the media for comment due to their particular involvement in or expertise in a given subject. If speaking on behalf of MATC, the Director of Communications should be informed of any requests for comment from the media regarding MATC, its personnel or operations.

Employees representing employee organizations or other organizations or simply commenting as an individual and not on behalf of MATC, may represent their respective organizations to the media, but should make sure they do so as representatives of their organizations or themselves and not MATC. In these instances, reporting to MATC is optional but encouraged.

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## **Campus Postings and Displays**

As members of the MATC community, employees are stewards of public resources, including the facilities, labs, offices and learning environments on campus. In order to provide a clean, safe and welcoming environment for all employees, students, prospective students, and members of the District community, work areas and MATC property should be maintained so as to present a clean, welcoming environment.

### Bulletin Boards

The College maintains bulletin boards to communicate information, including public meeting notices, equal employment opportunity, College events and a variety of other information related to the operations and programs of the College. Bulletin boards are placed at strategic locations throughout the various campuses, and are used to communicate to the larger campus community about news, events and College-related information. Specific bulletin boards are designated for designated College departments, student organizations and other College-related organizations.

Employees wishing to post materials of any kind, including written materials, photographs or notices, must receive prior permission from the Department responsible for the bulletin board, as described in Administrative Procedure AA0500. Anything posted must be done using approved methods.

The College's bulletin boards and display cabinets and other fixtures may not be used by employees or outside parties for the posting of commercial advertisements, business solicitations, announcements of a commercial nature, sale of personal property, or any other commercial purpose that is unrelated to the College.

### Common and Publicly Viewed Areas

Items that are posted outside of bulletin boards or in other common areas of the College open to public view, including walls, hallways, and floors may be removed and discarded.

While employees may display personal items in their individual offices or work areas, any material that is offensive, sexually explicit, obscene, hateful or which violates the College's nondiscrimination and anti-harassment policies is not permitted.

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## Political Activities

MATC values and protects the freedom of students, faculty, and staff to express political views, to exercise their right to vote, and to participate in political activities and the electoral process. The College will not participate or intervene in any electoral campaign on behalf of or in opposition to any candidate for public office.

Employees may engage in lawful political and electoral activities as long as the activities of the employee are conducted during non-work time and do not involve the use of the College's email system, phones, telecommunications equipment, computers, printing equipment, paper and supplies. Employees may not represent their political views or the views of any candidate, elected official or political party as being those of the College or its officials unless there is specific authorization from the District Board or the administration. In addition, employees may not use mailing labels or personnel records produced by the College for distributing political campaign materials. Employees should refrain from wearing clothing that advocates for or against any candidate for political office while performing their jobs.

Political activities should not interfere with College operations. The College may take a position on public policy that directly affects its mission and the ability to carry out its mission, or that affects the access of students to higher education or the fair and equitable treatment of students.

The College will provide designated areas for organizations to engage in political and electoral activities. Approved events will have access to required equipment. Such activities must not interfere with College operations. The College will maintain a written process to facilitate these activities and events.

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## **Sustainability & Resource Conservation**

The College is committed to sustainability and conservation of resources in its operations. Employees are expected to use their best efforts to make efficient use of resources. The College supports employees' efforts to reduce use of resources, reuse materials, and recycle supplies and materials whenever practical.

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## **Employee Performance**

In cases of issues of work performance, supervisors will work with the non-teaching employees to develop a performance improvement plan that will include specific areas of improvement, training opportunities, and timelines for needed improvement.

Coaching is the process that is currently utilized for probationary and non-probationary faculty. Issues involving discipline of faculty follow the progressive discipline policy when faculty violate College policies, procedures and/or work rules.

If the employee does not meet performance expectations, the supervisor will work with Human Resources to determine progressive steps.

## **Progressive Discipline**

MATC recognizes that most employees only need to be properly trained and be informed of the rules in order to be positive, productive employees. There are, however, times when the supervisor must use the discipline process in order to clearly outline deficiencies in work or actions that are unacceptable. Supervisors are encouraged to make sure that the employee has been properly trained and informed prior to resorting to the discipline process.

MATC will take appropriate disciplinary action when employees violate College policies, procedures and/or work rules, or conduct themselves in an inappropriate or unprofessional manner. Supervisors and managers are expected to address corrective measures in an appropriate time frame and manner.

Disciplinary actions should be preceded by discussion or counseling with the employee, unless the infractions are of a severe nature. Disciplinary actions could include progressive measures such as verbal warnings, written warnings, suspension, and termination. Depending upon the circumstances (i.e., time between instances, or severity of conduct), disciplinary steps may be skipped or a disciplinary level may be repeated. Each situation will be addressed on a case-by-case basis.

In all matters, supervisors will work with Human Resources to ensure employees receive equitable and fair treatment across the College.

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## **Review Process for Employee Complaints**

MATC's Equal Opportunity program and investigation process is available to all employees to resolve complaints concerning unlawful discrimination or harassment of any kind, including sexual harassment and sexual misconduct as described in the Equal Opportunity policy as set forth in this Handbook. Also, an appeal process has been developed to address discipline, discharge and workplace safety issues as set forth in this Handbook.

The following process has been developed for other employment and Handbook related complaints. Such complaints must be brought forward by the employee within thirty (30) work days from the date the employee knew or should have known of its existence. The employee's immediate supervisor may voluntarily agree to address complaints older than 30 days. The College has no obligation to proceed through subsequent steps, but may do so at its discretion and communicate any such decisions. Employees may have up to two advocates present during any or all steps of this review process unless otherwise mutually agreed upon. The employee may also indicate on the complaint form authorization for the College to copy the advocate on all written decisions.

### **Step 1 Supervisor**

For employment and Handbook provision-related concerns or complaints, employees should first discuss their concerns with their immediate supervisor. If the employee has concerns speaking to their supervisor, Human Resources is also available to assist.

Supervisors and managers are responsible to respond to such complaints within a reasonable period of time after considering the relevant facts and circumstances. When possible, the supervisor should inform the employee of the anticipated time frame for a response.

### **Step 2 Supervisor's Supervisor**

If the employee is unsatisfied with the response or lack of response by his/her immediate supervisor, the employee may request to meet with that supervisor's supervisor to discuss the complaint. That supervisor is then responsible to gather the relevant facts and let the complaining employee know the decision within a reasonable period of time.

Note: If the immediate supervisor is not the division head, Step 2 can be repeated at the request of the employee or division head. If the concern involves an academic lab or program (i.e., child care), the Provost will participate with the division head.

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### **Step 3 Internal Panel**

If the employee is not satisfied with the outcome of Step 2 and the complaint relates to a Handbook provision interpretation, the employee can seek review of the complaint by an internal panel. The employee must request a review within ten (10) working days from the date of the decision in step 2 to the Associate Vice President of Human Resources. The internal panel will consist of three members: a member selected by the employee, a member selected by the District, and a member independent of either party appointed by the President of the College. This individual will have experience in mediation and interest-based resolution in an academic setting or content area relevant to the case and be free of bias. The employee and/or advocate can provide feedback to the President regarding the independent panel member for consideration. The cost will be shared by the District and employee equally, only payable by the employee if the issue is not upheld.

Within ten (10) work days after the receipt of the appeal, the panel shall convene to address the complaint. The employee and advocate are given notice at least five (5) work days prior to the meeting. The employee and the College will be given an opportunity to present facts and reasons contesting or supporting the complaint before the panel.

Within five (5) work days after the panel convened, the Associate Vice President of Human Resources shall inform the employee in writing of its decision. The panel shall develop one decision from the deliberations. No votes will be disclosed from the panel. Two of the three panelists must agree upon the decision. If the Panel upholds the complaint, it will recommend remedies for the complaint and the College will work with all parties to implement the remedy. The College and/or employee can discuss with the Panel concerns of implementation of the remedy.

The Panel decision will be the final decision for such complaints.

This entire appeal process shall not be construed to create and is not intended to establish or give rise to any contractual rights between Milwaukee Area Technical College and any of its employees and is at all times subject to modification through a collaborative decision-making process and approval by the MATC District Board.

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## **Discipline, Discharge, and Workplace Safety Appeal Process**

### **Section 1 – Purpose**

The purpose of this process is to comply with Wisconsin Statute, Section 66.0509, and to provide for the exclusive internal method of resolving all employee appeals concerning discipline, discharge and workplace safety.

### **Section 2 – Definitions**

Advocate - An “Advocate” is defined as: an uninvolved person who knowingly and voluntarily without expectation of payment makes himself/herself available as a resource to the affected employee. The employee may have up to 2 advocates unless otherwise mutually agreed to. Advocates may be:

- Another employee of the College (provided he/she is not the employee’s supervisor/manager and is not a witness to the situation being investigated); or
- An employee organization representative.

Appeal - Any appeal regarding discipline or workplace safety as defined in this policy. Employees eligible to bring appeals as set forth under this process are any full-time, part-time, temporary or limited term employee on the payroll of the District, and who has a personal appeal as defined in this policy.

Days - All days listed in this procedure are regular business days when the District is open for business, unless otherwise defined. Weekends, holidays and days when the District is closed for business are excluded.

Discipline - Employment action that includes oral or written discipline or performance and disciplinary non-renewal submitted to an employee’s personnel file, suspension without pay, disciplinary demotion, or disciplinary discharge. Discipline may not begin or continue when an employee is on an approved leave. In cases of less than 52 week employees, discipline process may continue into these periods.

Pool - A group of employees consisting of VP-Student Services, VP-Academic Affairs (Provost), VP-Mequon Campus, VP-Oak Creek Campus, VP-West Allis Campus, VP-Finance, and AVP-Information Technology.

Workplace Safety - Conditions of employment relating to safety of the individual employee’s physical work environment, tools and equipment, protective equipment, training and warning requirements. All employees are encouraged to report unsafe conditions to public safety or by utilizing the Speak Up For Safety link on matc.edu. No determination relating to workplace safety involving an employee’s case or



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independent review by any state or federal agency or regulatory body may be the subject of an appeal. Safety appeals may be filed by an employee who is presently affected by the issue in conjunction with an advocate.

### **Section 3 - Covered Employees**

Full-Time and Part-Time Employees (including limited term employees) - may be disciplined or discharged for just cause.

Probationary Employees- may be disciplined or discharged at any time, with or without cause, during the probationary period.

### **Section 4 - Appeal Process**

Employees have the right to have an advocate at any step of the appeal process. An employee may provide approval on the appeal form for the College to copy the advocate on all written decisions at all steps of this process.

Any time limit in the procedure may be extended by mutual consent in writing. Failure of the employer to communicate the decision on an appeal at any step of the procedure within the specified time limit shall permit the employee to submit an appeal at the next step of the procedure.

Whenever it is necessary to hold hearings on an appeal during the work day, employees whose presence is deemed necessary by the employee or the College to properly process the appeal shall be allowed time without loss of salary.

The final step for resolving discipline up to and including a written warning will be Step 3. The final step for resolving discipline involving disciplinary suspensions, terminations, or workplace safety issues will be at District Board review as set forth below.

#### **Step 1. Supervisor**

Employees may discuss their appeals with their immediate supervisor directly and individually or accompanied by their advocate. These discussions should be conducted during the meeting in which discipline is being administered to determine if any resolution can be reached. In the event the disciplinary action is discharge, and no resolution is reached, the discharge is effective immediately. In the case of workplace safety, discussion should take place within five (5) days of the event of concern.

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## Step 2. Supervisor's Immediate Supervisor

If the appeal is not resolved satisfactorily, the employee may submit their appeal, in writing, to the supervisor's immediate supervisor within five (5) work days after receipt of the discipline.

The supervisor's immediate supervisor shall hear the appeal with the employee and his/her advocate within five (5) work days after the receipt of the appeal in writing.

Within five (5) work days after the hearing, the supervisor's immediate supervisor shall inform the employee in writing of his/her decision.

Note: If the immediate supervisor is not the division head, Step 2 can be repeated at the request of the employee or division head.

## Step 3. Pool Administrator

If the appeal is not resolved satisfactorily, the employee appeals in writing within ten (10) work days to the Associate Vice President of Human Resources. The employee may provide three choices from the executive-level administrator list from outside their division to review the case.

Within ten (10) work days after the receipt of the appeal, the administrator shall hold a hearing on the appeal. The employee and advocate are given notice as soon as the hearing time and date are set and at least five (5) work days prior to the hearing. The employee and the College will be given an opportunity to present facts and reasons contesting or supporting the discipline before the administrator. The administrator shall consider the information presented by both sides and decide whether to uphold, alter, or dismiss the recommended discipline. Within five (5) work days after the hearing, the administrator shall inform the employee in writing of his/her decision. If the issue involves discipline other than discharge, it will be administered accordingly at the conclusion of this step.

## Step 4. Review by Impartial Hearing Officer

If the appeal involves a disciplinary suspension, a disciplinary discharge, a disciplinary demotion or a workplace safety issue, as defined herein, the employee may appeal the decision to an Impartial Hearing Officer (IHO). The appeal must be in writing to the Associate Vice President, Human Resources and Labor Relations within ten (10) working days of the issuance of the final decision set forth in Step 3. The appeal must include the name and signature of the appealing employee, a clear and concise statement of the action or decision being appealed, and reason(s) why the aggrieved employee disagrees with the action or decision. Employees at Steps 4 and 5 of this may be

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represented by legal counsel or other external third party advocate. However, in no event will the District be responsible for payment of attorney's fees or any other costs associated with such representation.

During a pre-hearing conference with the IHO, the employee with his/her advocate or legal counsel and College will be directed by the IHO to provide the following by the date set by the IHO: the date of the event or issue giving rise to the appeal; any documentary evidence that supports their position; if applicable, names of relevant witnesses; and the relief or remedy requested.

The IHO assigned to hear the appeal shall be appointed through a computer-generated random process from the IHO pool, which is developed through a collaborative decision-making process and shall be a disinterested person, external to the College. The cost will be shared by the District and employee with a maximum cost to the employee of \$500, only payable by the employee if unsuccessful in the appeal. If the employee prevails, the District shall assume full responsibility for the IHO fees. The District has the authority to hire a court reporter if it deems necessary. Charges for this service will be paid by the District. The employee may request a copy of the transcript at his/her own cost.

The hearing will be held as soon as practical according to the following procedures. The employee and the District will be allowed a maximum of three (3) hours to present necessary information at the hearing. The IHO may extend the amount of time for the hearing if deemed necessary. Evidence may be presented, witnesses may be sworn in and give testimony, and subpoenas may be issued. The rules of evidence do not apply to this process. Both Parties will be allowed to provide clarifying questions regarding any written or verbal evidence to the IHO, parties, or witnesses. The IHO is allowed to ask clarifying questions of the parties and witnesses. The IHO shall provide a written decision to the parties within fifteen (15) work days of the hearing.

With respect to issues involving suspension and discharge for non-probationary employees, the IHOs decision shall be based on whether the decision of the College was for just cause.

With respect to discharge issues involving probationary employees, the IHO will review whether or not the District's action was taken within the probationary period.

With respect to issues involving workplace safety, the IHO's decision shall be based on whether there is/was an unhealthy or unsafe condition at the College. If the IHO concludes a workplace safety issue still exists, they will instruct the College to remedy the situation. The College will provide the IHO with the information of the issue being resolved.

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The decision of the IHO shall be limited to denial of the appeal or granting the appeal. The decision of the IHO shall be limited to the precise issue raised in the appeal at the time of the appeal to the IHO. The IHO shall have no authority to add, modify or delete from the policies, procedures, rules and guidelines of the District.

#### Step 5 Review by the District Board

If the appeal is not resolved at Step 4, either party may appeal in writing the IHO's decision to the District Board. The appeal must be filed within ten (10) working days of receipt of the IHO's decision to the Associate Vice President, Human Resources and Labor Relations.

The review of the District Board will be limited to a paper review of the evidence from the IHO hearing and a review of the IHO's decision. Parties will not be allowed to call witnesses to testify. The District Board shall review the IHO hearing record and IHO decision and determine whether a rational basis exists for the IHO's decision based upon the standards set forth in this policy. The decision of the IHO shall not be overturned unless clearly erroneous. In the event the District Board does not sustain the IHO's decision, then the District Board may take any of the following actions: 1) render a new decision and remedy, including compensation for lost wages and earnings, in whole or in part, and modification or removal of documents, to the extent permitted by law; 2) request the IHO to take further evidence and issue a new decision; or 3) assign an IHO to create a recommendation for the District Board's review and consideration.

Within forty-five (45) days of receipt of the appeal, the District Board shall issue a written decision. The decision of the District Board shall be final and binding.

#### **Section 5 - Discipline, Discharge, Workplace Safety Issues of the College President**

A decision to discipline, suspend or terminate the President by the District Board shall be subject to review in a hearing before an IHO. In accord with the procedures set forth in Section 4, said IHO shall hear the appeal and determine whether the discipline, suspension or discharge of the President is consistent with the terms of the President's employment agreement and nothing contained in the policy shall modify the terms of the President's employment agreement and/or the basis upon which the President's employment agreement may be terminated.

The IHO shall issue a determination regarding the discipline, suspension or discharge of the President. This determination shall be forwarded to the District Board which shall

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affirm, reverse or modify the IHO's determination at its discretion. The decision of the District Board shall be final.

Any workplace safety concern raised by the President shall be reviewed by the Chair of the District Board who may at his/her discretion resolve the issue raised by the President. The President may then appeal the Chair's decision to an IHO. In accord with the procedures set forth in Section 4, the IHO shall hear the appeal and determine if the Chair's decision is arbitrary and capricious. If so, the Chair's decision shall be reversed by the IHO. Either party may appeal the decision of the IHO to the full District Board. The full District Board shall determine at its sole discretion whether to sustain, reverse or modify the IHO decision. The decision of the District Board shall be final.

### **Section 6- Role of Human Resources**

A representative from Human Resources may attend any of the meetings authorized by this procedure. All documents filed in accordance with this policy shall be copied to Human Resources.

### **Section 7- Compensation for Non-Exempt Employees**

A non-exempt employee will not be compensated for time spent pursuing an appeal during non-scheduled hours.

### **Section 8- Time Limits Substantive**

Failure of an employee to file and process the appeal within the time limits set forth in this policy shall be deemed a waiver of the appeal. The time limits in this policy may, however, be extended by the mutual consent of the College and the employee. Further, the College may extend deadlines for its performance, as it deems necessary, and provide the employee notice of such extensions.

This entire appeal process shall not be construed to create and is not intended to establish or give rise to any contractual rights between Milwaukee Area Technical College and any of its employees and is at all times subject to modification through a collaborative decision-making process and approval by the MATC District Board.

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## Acknowledgement of Receipt

I understand that this Handbook is not a contract of employment and that the College may modify, amend or terminate any policies, procedures or benefit programs described in this Handbook according to the process as outlined in the Introduction: Handbook Policies & Procedures (Policy #3) and subject to approval by the District Board. I understand that the purpose of this Handbook is to communicate current information regarding the College's Human Resources procedures.

I understand that as an employee of MATC, I am responsible to adhere to the policies and procedures of MATC, as set forth in this Handbook and District Board policies. I acknowledge and understand that the College prohibits all forms of harassment and discrimination based upon race, sex, gender, identity, sexual orientation, age, disability, marital status, national origin, veteran status or any other basis prohibited by law. I also understand that if I feel that I am being harassed or discriminated against, or denied equal opportunity because of any protected characteristic (age, sex, race, or any other protected class) that the College provides an investigation and resolution process to address such matters and I have received information regarding that process. See MATC District Board Policy C0200 and C0201 located at: <http://www.matc.edu/administration/legal.cfm>.

I also understand that the Handbook outlines a procedure for grievances resulting from discipline, discharge and workplace safety as well as a complaint procedure for issues concerning Handbook interpretation and application.

I understand that no manager, supervisor, individual District Board member, or other representative of the College, other than the District Board itself, has any authority to enter into any agreement guaranteeing employment for a specific period of time.

I acknowledge receipt of the MATC Employee Handbook

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Name of Employee (please print)

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Employee Signature

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Date