

POLICY: ADMINISTRATIVE POLICIES AND PROCEDURES
SCOPE: FACULTY AND STAFF
POLICY NUMBER: 1.0
REVISED: September 1, 2005

- Purpose of the Policies Manual:** This manual comprises the official Lamar State College – Port Arthur Human Resources policies. Many policies cover both faculty and staff; some include student employees. The defined SCOPE of each policy defines which employees are covered. There may be additional faculty policies which are beyond the scope of this manual.

This published manual is an effort to create a better understanding of the policies of the College. It should enhance personnel decisions, protect the rights of all employees and assure uniformity of action throughout the College. Each member of management is responsible for administering these policies in a consistent and impartial manner.

Nothing in the Administrative Policy and Procedures in any way creates an expressed or implied contract of employment. Employment is terminable at will so that both the College and its staff employees remain free to choose to terminate their work relationship at any time. This Administrative Policy and Procedures can not be construed as a contract express or implied, for any purpose whatsoever, in the event of conflict between the provision(s) of this Policy and Procedure and The Texas State University System Rules Regulations or other System policies, the System rules, regulations, and policies shall govern.

Policies in the field of Human Resources are subject to modification and further development in the light of experience. The Administrative Policies and Procedures are subject to review and change by the President without notice.

- Distribution of Policies and Procedures:** The Policies and Procedures will be issued to appropriate management and supervisory officials. Each department shall have at least one copy. Employees shall have access to the department copy or may review the manual in the Human Resources Office. The person to whom the manual is issued shall be responsible for its safekeeping and maintenance. It is the responsibility of each employee to be familiar with the information contained in the Policies and Procedures and any amendments thereto. The Policies and Procedures must remain on the premises and in the department at all times. These policies and procedures may be found on the Human Resources web site. The Texas State University System Rules and Regulations may be found in administrative offices.
- Authority for Administrative Policies:** The Administrative Policies and Procedures have been approved by the President UN the authority delegated by the Board of Regents and are hereby established as official policy for Lamar State College – Port Arthur.
- Establishing New or Revised Policies:** Standard policies concerning the relationship between the College and its employees will be written and made available to all concerned through inclusion in the Administrative Policies and Procedures. The President may direct that the policy be issued and administered as he so directs.

The Office of Human Resources is responsible for disseminating all new or revised personnel policies. Each management official and supervisor who is furnished an Administrative Policies and Procedures is responsible for keeping that manual current by including all changes as they are issued.

POLICY: INSTITUTIONAL STATEMENT
SCOPE: FACULTY AND STAFF
POLICY NUMBER: 1.1
REVISED: NOVEMBER 2003

1. INSTITUTIONAL POLICY STATEMENT

Lamar State College - Port Arthur declares and reaffirms its policy of equal educational opportunity, and nondiscrimination in the provision of education, employment, and other services to the public.

2. EQUAL EMPLOYMENT OPPORTUNITY

Lamar State College - Port Arthur is an equal opportunity employer. Students, faculty, and staff members are selected without regard to their race, color, creed, sex, national origin or disability consistent with the Assurance of Compliance with Title VII of the Civil Rights Act of 1964; Executive Order 11246 as issued and amended; Title IX of the Education Amendment of 1972, as amended; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990, Civil Rights Act of 1991, and Family Medical Leave Act 1993.

Lamar State College - Port Arthur is mandated to provide EEO training to each new employee on policies regarding discrimination and harassment no later than 30 days after the date of hire. In addition, supplemental training is required every two years. A signed statement verifying attendance is required to be maintained in the employee's personnel file.

3. STATEMENT ON DIVERSITY

Lamar State College - Port Arthur believes that freedom of thought, innovation and creativity are fundamental characteristics of a community of scholars. To promote such a learning environment, Lamar State College - Port Arthur has a responsibility to seek cultural diversity, to install a global perspective in its students, and to nurture sensitivity, tolerance and mutual respect. Discrimination against or harassment of individuals on the basis of race, color, national origin, age, ethnicity, religion, sex or disability is inconsistent with the purpose of the College.

4. EQUAL EDUCATIONAL OPPORTUNITY

Lamar State College - Port Arthur reaffirms its policy of administering all of its educational programs and related supporting services, and benefits in a manner which does not discriminate because of a student's or prospective student's race, color, creed or religion, sex, national origin, or other characteristics which cannot lawfully be the basis for provision of these services.

Further, Lamar State College - Port Arthur commits itself to a program of Affirmative Action, to encourage the application of minority and women students, to identify and eliminate the effects of any past discrimination in the provision of educational and related services, and to establish organization structures and procedures which will assure equal treatment and equal access to the facilities and educational benefits of Lamar State College - Port Arthur to all students as required by law.

5. AMERICANS WITH DISABILITIES

Lamar State College - Port Arthur is committed to providing "clear, strong, consistent, enforceable standards addressing discrimination against individuals with disabilities," in accordance with the Americans with Disabilities Act of 1990, which prohibits discrimination against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, compensation, training, and other terms, conditions, and privileges of employment.

A qualified individual with a disability is a person with a disability who, with or without reasonable accommodation, has the qualifications and ability to perform the essential functions of the employment position. Lamar State College - Port Arthur is responsible for making reasonable accommodations for persons with disabilities, and cannot deny those persons employment because of an unwillingness to provide reasonable accommodations, unless Lamar State College - Port Arthur can prove that such accommodations will cause an undue hardship which imposes significant difficulty or expense.

6. VETERANS PREFERENCE

Lamar State College - Port Arthur reaffirms its policy of giving preference in employment opportunities to qualified veterans in accordance with S.B. 646, as amended by the 74th Legislature. Veterans qualify for preference "if the veteran served in the military for not less than 90 consecutive days during a national emergency declared in accordance with federal law or was discharged from military service for an established service-connected disability." The veteran must also have been honorably discharged and must be competent. A veteran's orphan or surviving spouse who has not remarried qualifies for the veterans' preference if the veteran was killed on active duty; the veteran served in the military for no less than 90 consecutive days during a national emergency in accordance with federal law; and the spouse or orphan is competent.

Lamar State College - Port Arthur is required to file a quarterly report with the Comptroller stating hiring percentages and the current percentage of employees that are eligible for a veterans' preference. In addition, Lamar State College - Port Arthur must provide the Texas Workforce Commission information regarding open positions that may be subject to the hiring preference law.

7. NON-DISCRIMINATION IN SERVICES TO THE PUBLIC

Lamar State College - Port Arthur reaffirms its policy of non-discrimination on the basis of minority status, sex, or other impermissible grounds, in the provision or procurement of all services, respectively provided to or purchased from members of the public by facilities or programs under the control of Lamar State College - Port Arthur.

Further, Lamar State College - Port Arthur commits itself to a continuing program to assure that unlawful discrimination does not occur in the services it renders to the public and that those sectors of the public most affected by this policy be informed of its contents.

8. COMPLIANCE WITH LAWS

Through the policies and programs set forth by Lamar State College - Port Arthur, the institution undertakes to fully comply with all federal, state, and local laws relating to equal educational opportunity, equal employment opportunity, and affirmative action.

Institutional policies specifically address the obligations of Lamar State College - Port Arthur under federal and state laws and regulations including, but not necessarily limited to the following:

- Titles VI & VII of the Civil Rights Act of 1964 as amended
- Executive Order #11246 as amended
- Revised Order No. 4
- The Equal Pay Act of 1963
- The Vietnam Era Veterans Rehabilitation Act of 1974
- The Rehabilitation Act of 1973
- Title IX of the Education Amendments of 1972
- The Americans with Disabilities Act of 1990
- Civil Rights Act as amended 1991
- The Family Medical Leave Act 1993
- Veteran's Employment Preferences, Amended by Acts, 1995, 74th Legislature

POLICY: MISSION STATEMENT
SCOPE: FACULTY AND STAFF
POLICY NUMBER: 1.2
REVISED: NOVEMBER 2001

Lamar State College - Port Arthur is an open-access, comprehensive public two-year college offering quality instruction leading to associate degrees and a variety of certificates. The college, a member of The Texas State University System, has provided affordable, quality educational opportunities to residents of the Southeast Texas area since 1909.

Lamar State College - Port Arthur embraces the premise that education is an ongoing process that enhances career potential, broadens intellectual horizons, and enriches life. The faculty, staff and administration share a commitment to a mission characterized by student learning, diversity, and community service. The foundations for student success include compensatory education programs designed to fulfill our commitment to accommodate students with diverse goals and backgrounds, technical education programs that provide for the acquisition of the skills and demeanor necessary for initial and continued employment, and a core curriculum that develops the values and concepts that will allow the student to make a meaningful contribution in the workplace or community. Student achievement is measured by the completion of courses and programs of study, successful performance following transfer to a baccalaureate program, and the attainment of individual goals.

Lamar State College - Port Arthur operates in the belief that all individuals should be:

- Treated with dignity and respect;
- Afforded equal opportunity to acquire a complete educational experience;
- Given an opportunity to discover and develop their special aptitudes and insights;
- Provided an opportunity to equip themselves for a fulfilling life and responsible citizenship in a world characterized by change.

POLICY: ADMINISTRATIVE OFFICERS
SCOPE: FACULTY AND STAFF
POLICY NUMBER: 1.3
REVISED: NOVEMBER 2001

PRESIDENT

The President is the chief executive officer of Lamar State College - Port Arthur and is appointed by the Board of Regents. The President reports to and is responsible to the Chancellor of the Texas State University System. Within the policies and regulations of the Board of Regents, and under the supervision and direction of the Chancellor, the President has general authority and responsibility for the administration of Lamar State College - Port Arthur. The President designates an executive officer to act for him in his absence from the campus.

VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Vice President of Academic Affairs is the chief academic officer of the College. The VPAA reports directly to the President and exercises broad leadership and administrative responsibilities over the administration of all academic programs, faculty development, and academic personnel issues. Position responsibilities include the library, institutional research and reporting, Information Technology Services, inmate instruction programs, small business development center, and developmental education and learning resources center. These responsibilities include planning, development, evaluation, policy initiation and implementation, and budget administration for all academic areas and support services. The VPAA supervises promotion and tenure review, academic standards reviews, faculty evaluation and development, faculty committee appointments and elections, faculty recognition, instructional support services, curriculum development and review, course inventory management, the academic calendar, and appeals concerning academic matters or personnel. The VPAA is the primary liaison with the Texas Higher Education Coordinating Board regarding academic matters and with accrediting organizations such as the Southern Association of Colleges and Schools. The VPAA assumes such other duties and responsibilities as are assigned by the President.

VICE PRESIDENT FOR FINANCE

The Vice President for Finance and Operations is the chief financial and operating officer of the College. The VP for Finance and Operations reports directly to the President and exercises broad leadership and administrative responsibility over the college's financial operations. The Vice President is the chief accounting officer responsible for all financial activities includes appropriations requests, disbursements, tuition and fee collection, accounting, budget development, budget control, payroll, purchasing, inventory control, investment, and financial reporting. The Vice President works in coordination with appropriate system and state agencies with regard to fiscal matters. The Vice President assumes such other duties and responsibilities as are assigned by the President.

VICE PRESIDENT FOR STUDENT SERVICES

The Vice President for Student Services is the chief student personnel officer for the College. The VP for Student Services reports directly to the President and is responsible for Financial Aid, Admissions and Records, Advising, Public Information, Student Activities, and Campus Security. The Vice President coordinates media promotion for the college. The Vice President coordinates the use of facilities, in relation to classes, curricular, and extra-curricular activities. The Vice President is responsible for residency certification, certifying enrollment, and other appropriate reporting functions required by the Texas Higher Education Coordinating Board. The Vice President assumes such other duties and responsibilities as are assigned by the President.

DIRECTOR OF THE PHYSICAL PLANT

The Director of the Physical Plant is responsible for the day to day operation of the facility maintenance, housekeeping, lawn care, supply center, fleet management and construction contract services. The Director provides administrative and management leadership in the development, use, maintenance, and operation of the physical environment of the campus. The Director is responsible for shipping and receiving of materials, equipment, and capital expenditure items. The Director of the Physical Plant assumes such other duties and responsibilities as are assigned by the President.

DEAN OF ACADEMIC AND CONTINUING EDUCATION PROGRAMS

The Dean reports directly to the Vice President for Academic Affairs. The Dean is responsible for all activities in the Academic Division, which includes the supervision of Liberal Arts, Business, Math, Science, and Allied Health. The Dean is responsible for the maintenance and enforcement of academic standards and policies, program development, and budget and salary administration within the division. The Dean is responsible for non-credit activities that fall under the control of Continuing Education Programs and distance learning activities. The Dean assumes such other duties and responsibilities as are assigned.

DEAN OF TECHNICAL PROGRAMS

The Dean reports directly to the Vice President for Academic Affairs. The Dean is responsible for all activities in the Technical Division, which includes the supervision of Business Technology, Advanced Technology, Industrial Technology, Career Development and Placement, Special Populations, and Tech Prep Programs. The Dean is responsible for the maintenance and enforcement of academic standards and policies, program development, and budget and salary administration within the division. The Dean is the campus liaison with those state and federal agencies involved in occupational and vocational education and administers all federally-funded programs associated with technical programs. The Dean assumes such other duties and responsibilities as are assigned.

DEAN OF LIBRARY SERVICES

The Dean reports directly to the Vice President for Academic Affairs. The Dean is responsible for library services and the day to day operation of the library. The Dean is responsible for the administration of the library program, including the development of library policies and practices, budget management, and supervision of personnel. The Dean will develop appropriate special collections and displays as needed. The Dean assumes such other duties and responsibilities as are assigned.

DEPARTMENT CHAIRS/PROGRAM COORDINATORS

The Department Chairs and Program Coordinators assist their respective Deans and the VPAA in maintaining the standards and policies of the college. They are responsible to their Deans in the discharge of their duties. They coordinate courses that have multiple sections, and make recommendation concerning promotion, tenure, salary administration, scheduling of classes, maintenance of course inventories in their areas, program development, budget building, and other appropriate academic matters.

APPOINTMENT AND TERM OF APPOINTMENT OF ADMINISTRATIVE OFFICERS

By affirmative vote of a majority of the Board of Regents, the Board shall elect the president. The president shall hold office without a fixed term and at the pleasure of the Board. The president shall not have tenure as president, but may hold tenure as member of the faculty when such tenure has been approved by the Board.

The Board has delegated to the Chancellor and the Chancellor has delegated to the President the responsibility for the appointment and dismissal of all other administrative officers of the College, including vice presidents, deans, directors, department chairpersons, and their equivalents. All such administrative officers serve without fixed terms and subject to the pleasure of the President

1. **Organization and Jurisdiction:** The Office of Human Resources provides human resource administrative and support services to all offices and departments of Lamar State College – Port Arthur. The activities of the Office of Human Resources are supervised by the Director of Human Resources. The Office of Human Resources reports to the President.
2. **Responsibilities:** The Office of Human Resources has responsibilities in the following areas:
 - 2.1 Recruitment and Employment: Human Resources is responsible for maintaining a centralized employment office. The recruitment and employment functions of Human Resources include, but are not restricted to, the following:
 - 2.1.1 Accepting requests from all offices and departments of the College for employment of staff personnel, both supervisory and non-supervisory and faculty.
 - 2.1.2 Recruiting and screening applicants for vacant positions.
 - 2.1.3 Referring qualified applicants to the hiring department.
 - 2.1.4 Review screening/selection procedures used by departments prior to hiring approval and process all new employees.
 - 2.2 Administrative Policies and Procedures: Human Resources is responsible for the formulation of new or revised policies and/or procedures within the scope of existing statutes and regulations.
 - 2.3 Job Classification and Compensation Administration: Human Resources is responsible for the development and maintenance of the institution’s Classification System/Pay Plan. They will monitor classification and compensation of positions in order to insure standardization and consistency in the system, internal equity of positions within the College, and salary relationship to market pricing. Human Resources will attempt to maintain uniform salary treatment of employees engaged in comparable work, recognizing the variable of market pricing. For purposes of recruitment, testing, orientation, training, transfer and promotion of employees, Human Resources will verify, by written descriptions and job analysis, the requirements of all classified positions.
 - 2.4 Equal Employment Opportunity Program: Human Resources will assist with the equal employment efforts outlined in the Lamar State College – Port Arthur EEO Program.
 - 2.5 Employee Relations: The Office of Human Resources shall strive to maintain good staff-management relationships and promote a problem-solving work environment by administering the college policies, provide counseling for supervisors and employees, provide mediation services and Employee Assistance Program referral, and oversee the Appeal and Grievance Policy/Procedure (APP.#5.5)
 - 2.6 Staff Performance Evaluation Program: The Office of Human Resources is responsible for the development and maintenance of procedures for evaluating the performance of staff members. It assists other College offices and departments in the evaluation process, particularly in encouraging standardization of evaluation areas and uniformity of interpretation; investigating the relation of such appraisals to wage and salary administration; and submitting appropriate recommendations. *This program is offered for the purpose of staff development and communication only and shall not be construed as limiting in any way the College’s authority to terminate employees “at will”.*
3. **General Responsibilities to Faculty and Staff:** Human Resources is responsible for both faculty and staff members in the following areas:
 - 3.1 Personnel Records: Human Resources is responsible for the development and maintenance of a centralized personnel records file. All requests from outside sources for employee information,

employee reference checks, and verification of employment, are the direct responsibility of Human Resources.

- 3.2 Training Programs: Human Resources is responsible for developing and conducting training programs for the improvement of job performance of managers, supervisors, and employees.
- 3.3 Employee Benefits (Insurance and Retirement Programs): Human Resources is responsible for administering the College's Group Insurance and Retirement programs, making these programs available to employees, and assisting employees in the resolution of problems. Human Resources will provide assistance with the completion of retirement forms for employees.
- 3.4 Unemployment Compensation: Human Resources is responsible for compliance with the Texas Unemployment Compensation Act, handling all unemployment compensation claims, and developing procedures to insure that claims are held to a minimum.
- 3.5 Workers' Compensation: Human Resources is responsible for administering the State Workers' Compensation Program, processing claims, and maintaining required records.
- 3.6 Family Medical Leave: Human Resources is responsible for counseling employees, approval of, and administration of the Family Medical Leave Act and the associated benefits.
- 3.7 Compliance with State and Federal Regulations: Human Resources is responsible for insuring that the College, its offices and departments comply with the various State and Federal regulations regarding all human resource procedures.
- 3.8 New Faculty/Staff Orientation: Human Resources is responsible for providing New Employee Orientation which includes: the mandatory distribution of certain policies and, an explanation of and enrollment in the College's benefit programs. These orientation sessions will be scheduled regularly to insure that new employees are familiar with the College and are enrolled in the available insurance and retirement programs in a timely manner.
- 3.9 Exit Interview: Human Resources is responsible for administering the exit interview process for employees terminating employment. Terminating employees will be advised regarding withdrawal of their retirement contributions, processing retirement forms if they are terminating due to retirement, canceling insurance, or converting from group to individual coverage, etc. At the time of the exit interview, Human Resources will record the reason(s) for the employee's termination.