

**RANGER COLLEGE
FACULTY & EMPLOYEE
HANDBOOK
2025-2026**



Welcome

Welcome to Ranger College! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our caring culture and mission, we hope you will take advantage of opportunities to enhance your career and further Ranger College's goals.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services/products in the industry. With your active involvement, creativity, and support, Ranger College will continue to achieve its goals. We sincerely hope you will take pride in being an important part of Ranger College's success.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources department.

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Introduction to Ranger College

Welcome to the Employee and Faculty Handbook—a comprehensive guide designed to support your journey and success within our institution. This handbook outlines the policies, expectations, and resources available to help you thrive both professionally and personally. Whether you're just beginning your career here or are a long-standing member of our community, this guide is a foundation for clarity, consistency, and growth. As you navigate your role, remember that each contribution you make helps shape our culture and future. This is more than a job—it's an opportunity to leave your mark and help build something meaningful for generations to come.

Institutional Mission Statement

The mission of Ranger College is to transform lives and give students the skills to be a positive influence in their communities.

Ranger College carries out its mission through a clearly defined set of programs, services, and community partnerships. These include:

- 6+6 Pathways to Success
- Caring Campus
- Continuing education programs
- Customized training
- Developmental courses
- Distance education programs
- Dual credit programs
- Hispanic-Serving Institution (HSI)
- International student program
- Ranger REACH
- Student-Athlete programs
- Texas Guided Pathways
- TRIO Student Support Services (SSS)
- University transfer programs
- Upward Bound
- Workforce education programs

Institutional Vision

Ranger College will be the trusted leader in meeting current and emerging needs for training and education that transforms lives, inspires hope, and builds communities.

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Core Values

Integrity: We commit to remaining fair, honest, ethical, and transparent in all of our dealings. We hold ourselves accountable to the communities we serve, and we diligently strive to ensure that what we say is always fully aligned and coherent with what we do.

Excellence: We strive to deliver programs, teaching, and service that are of the highest quality, and we commit to the continuous pursuit of improvement.

Community: We are committed to the cultivation of positive relationships and valuable common experiences among students, faculty, and staff. We are also committed to the cultivation of constructive partnerships and positive relationships with the communities we serve. We recognize both types of community-building as crucial to the fulfillment of our mission.

Unity: We believe everyone should be respected and are committed to the experience of cooperation and acting with purposeful reflection to uphold our vision and mission.

Leadership: We value the unique strengths of our students, faculty, and staff, and we encourage all members of our community to lead from where they are by seeking opportunities to create positive change.

Unity Statement

We stand united as a community committed to excellence, respect, and collaboration. We embrace our differences and recognize that together we are stronger. Through mutual support, understanding, and teamwork, we foster a culture of care where every individual is valued and empowered to achieve their full potential.

Caring Campus

Ranger College actively participates in the Caring Campus initiative, a program developed by the Institute for Evidence-Based Change (IEBC) aimed at fostering a more supportive and welcoming environment for students. Through this initiative, Ranger College engages staff and faculty in adopting intentional behaviors that promote stronger student connections, with the goal of improving retention and success rates. The college implements evidence-based strategies such as personalized student interactions, proactive outreach, and consistent relationship-building practices, all grounded in research showing that students are more likely to persist when they feel cared for and valued. By embracing the Caring Campus principles, Ranger College demonstrates its commitment to creating a culture where every student feels seen, supported, and encouraged to achieve their academic and personal goals.

Accreditation

Ranger College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Ranger College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Board of Regents

The nine members of the Ranger College Board of Regents are elected officials and serve six-year terms. The Board functions as the legislative and policy-making body charged with the governance and control of activities at Ranger College. The formulation and adoption of written policy is the method by which the Board exercises its leadership in the operation of the College. The Board delegates to the President of the College the function of specifying required actions and designing the detailed arrangements under which the College will be operated.

Strategic Plan

The Ranger College strategic plan is a multi-year, cohesive framework that aligns institutional priorities to the core values, mission, and vision.

Institutional Effectiveness

Institutional effectiveness (IE) at Ranger College encompasses accreditation, assessment, and institutional research and is linked to the institution's Quality Enhancement Plan (QEP). Assessment encompasses both the assessment of student learning outcomes at the program level and the assessment of annual outcomes for administrative units. In accordance with SACSCOC Standard 7.1, the College engages in ongoing, comprehensive, and integrated research-based planning and evaluation processes that (a) focus on institutional quality and effectiveness and (b) incorporate a systematic review of institutional goals and outcomes consistent with its mission.

SACSCOC

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is a recognized institutional accrediting body in the United States. It accredits degree-granting higher education institutions to ensure they meet rigorous standards of quality and effectiveness. As an accredited institution, Ranger College is responsible for demonstrating ongoing compliance with the SACSCOC *Principles of Accreditation* and participating in regular reviews, including a comprehensive reaffirmation every ten years and a fifth-year interim review.

Equal Opportunity and Commitment to Opportunity

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Equal Opportunity

Ranger College provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender, gender identity or expression, sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Ranger College expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Ranger College will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon Ranger College's business operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Human Resources Director. The College will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of the Human Resources Director.

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes, but is not limited to:

- (1) Shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
- (2) Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; *or*
- (3) Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Other examples of retaliation include firing, demotion, denial of promotion, unjustified negative evaluations, increased surveillance, harassment, and assault.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

Ranger College is committed to the fair and equal employment of individuals with disabilities under the ADA. It is Ranger College's policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the College. Ranger College prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from the HR department and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation to the extent permitted and in accordance with applicable law. The College then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made or if any other possible accommodations are appropriate. If medical documentation regarding the disability and possible accommodations is requested, the employee is responsible for providing such information. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of Ranger College to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. Ranger College prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed. For further information, refer to the [policy FA \(Legal\)](#) or [Employment of Individuals Under the Americans With Disabilities Act](#).

Commitment to Opportunity

Ranger College is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in College policy and the way we do business at Ranger College and is an important principle of sound business management.

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Harassment and Complaint Procedure

It is Ranger College's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or third party based on actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender, gender identity, sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws. Such conduct will not be tolerated by Ranger College.

Furthermore, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Ranger College will take all reasonable steps necessary to prevent and eliminate unlawful harassment.

Definition of "unlawful harassment." "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, a hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or another characteristic protected by state or federal law.

Definition of "sexual harassment." While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" can include all of the above actions, as well as other unwelcome conduct, and is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or an offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one's sex life; comments about an individual's body; and comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual or other harassment and retaliation against individuals for cooperating with an investigation of sexual or other harassment complaints violate Ranger College's policy.

Complaint procedure. If employees believe they have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, they are requested and encouraged to make a complaint. They may complain directly to their immediate supervisor or department manager, the HR director, or any other member of management with whom they feel comfortable bringing such a complaint. Similarly, if employees observe acts of discrimination against or harassment of another employee, they are requested and encouraged to report this to one of the individuals listed above.

All Title IX complaints will be handed over the Title IX Coordinator and investigated promptly, and confidentiality will be protected to the extent possible. A timely resolution of each complaint should be reached and communicated to the parties involved.

If the investigation confirms conduct that violates this policy has occurred, Ranger College will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

Title IX Coordinator: Patricia Woolam

pwoolam@rangercollege.edu
(254) 267-7135

Conflicts of Interest and Confidentiality

Conflicts of Interest

Ranger College expects all employees to conduct themselves and College business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interest.

Exactly what constitutes a conflict of interest, or an unethical business practice is both a moral and a legal question. Ranger College recognizes and respects the individual employee's right to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on the College.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises in which there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activities that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Carrying on College business with a vendor in which the employee, or a close relative of the employee, has a substantial ownership or interest.
2. Holding a substantial interest in, or participating in the management of, an entity to which the College makes sales or from which it makes purchases.
3. Borrowing money from customers or entities, other than recognized loan institutions, from which our College buys services, materials, equipment, or supplies.
4. Accepting substantial gifts or excessive entertainment from an outside organization or agency.
5. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the College.
6. Participating in civic or professional organization activities in a manner that divulges confidential College information.
7. Misusing privileged information or revealing confidential data to outsiders.
8. Using one's position in the College or knowledge of its affairs for personal gains; *and*
9. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of College business.

Confidential Information

The protection of confidential business and student information is vital to the interests and success of Ranger College. Confidential information is any and all information disclosed to or known by employees because of employment with the College that is not generally known to people outside the College about its business.

An employee who improperly uses or discloses confidential business and/or student information will be subject to disciplinary action up to and including termination of employment and legal action, even if the employee does not actually benefit from the disclosed information.

All inquiries from the media must be referred to Dr. Lindy Matthews. This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

Employee Requirements and Restrictions

Credentials and Records

The following documents are required to be submitted to the Human Resources department:

1. Application Form.
2. W-4 Form.
3. I-9 Form with copy of driver's license, social security card, or passport.
4. Official transcript, if applicable.
5. New Hire Form.
6. Instructor File Information Sheet.
7. Resume.
8. Employee Contact Sheet.
9. Direct Deposit Authorization Form.

Failure to submit the required documents could result in the withholding of one's paycheck.

Computer Software Policy

It is the policy of Ranger College to follow the United States Copyright Law of 1976 (Title 17, U.S. Code), the Term Extension Act of 1998, and the Digital Millennium Act of 1998, including complying with all proprietary software license agreements.

Accordingly, all employees (i.e. faculty and staff) and students of Ranger College should adhere to the following software policy guidelines.

- Faculty, staff, and students may not use unauthorized copies of software on Ranger College computers.
- Students may not copy or download any software on any Ranger College computers or equipment. · Only software registered through Ranger College may be downloaded on Ranger College computers by faculty or staff.
- Any copying or reproduction of copyrighted software on Ranger College computers must be in accordance with the Copyright Act and the pertinent software license agreement.
- Downloading and copying software by the faculty and staff is limited to the number of licensed copies purchased by Ranger College.
- Divisions may not use one set of disks to install software on several computers unless a multi-user license is purchased.
- Faculty and staff may not install College-owned software on their home computers unless an

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individual copy is purchased by the College for that purpose. This includes desktop and laptop computers obtained through the faculty/staff purchase program.

- Students and faculty cannot “borrow” or “rent” software for any purpose, including educational use.
- Copyrighted software may be copied without the copyright owner’s permission only in accordance with the Copyright Act (Section 117 of the Act permits making an archival back-up copy).
- Illegal use of software puts the College at risk for fines, lawsuits, loss of access to educational software pricing, and represents unethical conduct that harms the entire academic community.

Key Procedure

All Ranger College employees are required to sign an Employee Key Agreement Form upon hire. This form acknowledges receipt of assigned keys and outlines the responsibilities associated with their use.

In the event that issued keys are lost or stolen, the employee may be held responsible for any associated replacement costs. Additionally, the employee must complete a new Key Request Form, which is available on the Jenzabar website under the Human Resources section.

Hiring Practices

Hiring Process

A full-time employee is one who regularly works at least 30 hours per week and that schedule is comparable to other employees of Ranger College.

A part-time employee is one who works no more than 19 hours per week.

Full-time positions for administration and staff will be filled via a formal search process. Part-time positions will be chosen via an informal process.

All new administrative and staff positions must be advertised for ten days.

All applicants must submit a completed application form, an official transcript if applicable, a copy of their social security card, driver’s license, or passport.

The evaluation of applicants may include an assessment of their application form, resume, vitae, references, credentials, credit check, and criminal background check. Interviews of the top candidates will be conducted.

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5. A “New Hire Form” must be completed and submitted to Human Resources once a candidate is selected.

Employment at Will

Employment at Ranger College is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the President.

This means that either the employee or Ranger College may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no College representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Ranger College employees have the right to engage in or refrain from such activities.

Terms of Employment

Notice of employment status is issued to administration and staff from the Office of the President during the summer of each academic year. Administrative and staff evaluations must be complete prior to contract renewal. The specific offer of employment is made when a completed contract or letter of appointment is presented. The preparation of contracts and letters of appointment are dependent upon the adoption of the college budget and may be delayed pending the passage of an appropriations bill by the State Legislature or other circumstances.

Administrators are issued an indefinite letter of appointment at the beginning of employment with specific conditions stated in the letter.

Evaluation Process

At Ranger College, we believe that employees have improved job satisfaction and performance when they receive meaningful feedback on realistic, personalized goals they helped to create.

Professional Development

All employees will be required to participate in professional development throughout the academic year. Professional development is a set of tools, resources, and training sessions for faculty and staff to improve their quality and effectiveness inside and outside of the classroom. Professional development can also refer to faculty and staff participating in structured activities which assist in the developing and improving of their skills and knowledge to better meet the needs of the college's students. There will be designated days for required professional development, but with approval from the supervisor, you may also attend additional professional development that aligns with your duties and responsibilities.

Notice of Renewal and Non-Renewal

Full-time faculty and coaches will be notified by their immediate supervisors of contract renewal or nonrenewal no later than 45 days before the end of their contract, following the Board of Regents meeting at which the recommendation is made. Non-renewal of an employee's contract is considered a dismissal.

Evaluation Appeal

If an employee disagrees with a supervisor's evaluation, he/she may appeal to the President, who will either:

1. Deny the appeal and place the evaluation instrument in the employee's personnel file; or
2. Name (with the employee's concurrence) an Evaluation Team of three individuals who would conduct a special evaluation of the employee's work with the special evaluation instrument and/or summary being placed in the employee's personnel file.

New Employee Orientation

The Human Resources department is responsible for ensuring that appropriate orientation for employees take place.

Out-of-state Employment

Ranger College values its strong connection to the state of Texas and strives to ensure its workforce reflects the community it serves. To maintain this standard, this policy establishes residency requirements for employment at Ranger College.

1. Texas Residency Requirement:

To be eligible for employment at Ranger College, individuals must:

- Be a resident of the state of Texas prior to the first date of employment.
- Non-Texas residents may be considered for employment only through the Out-of-State Justification Process. This process requires approval from the appropriate administrative authority and must demonstrate that hiring the individual serves the college's best interests.

2. Notification of Residency Change:

- Employees relocating outside the state of Texas must provide written notification to their direct supervisor at least ten (10) business days prior to their move.
- Failure to notify the College of a residency change within the specified timeframe may result in disciplinary action, up to and including termination.

3. Employment Eligibility Upon Relocation:

- Employees who move out of state may become ineligible to continue employment at Ranger College.
- Eligibility for continued employment will be determined on a case-by-case basis and may require reassessment through the Out-of-State Justification Process.

4. Exceptions:

- Exceptions to this policy may be granted in extraordinary circumstances, subject to approval by the President of Ranger College or their designee.

5. Policy Reinforcement:

- This policy is enforced by Ranger College's Human Resources Department. Questions or concerns regarding this policy should be directed to Human Resources.

Resignation

Resignation at the end of a contract period: Should an employee resign his/her position with Ranger College, effective at the end of his/her contract period, adequate notice is expected in order

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for the college to advertise and fill the vacancy. This policy applies to all full-time and part-time employees. Letters of resignation should be addressed to the President. All letters of resignation should be turned into the Ranger College president, their direct report, and the Human Resources Director.

2. Resignation during a contract period: Should an employee wish to resign his/her position with Ranger College during a contract period, that employee must write a letter to the President requesting a release from the remaining period of his/her contract and including the reasons for the request. The Human Resources Director will make a recommendation to the Board of Regents regarding the request, and the Board of Regents will take official action.

3. Resignation by failing to sign and return a contract by the specified date: Should an employee fail to return his/her signed contract by the date specified on the contract, such would be considered as a resignation.

4. In order to be eligible to receive payment of unused vacation leave when a resignation is tendered, an employee must advise the President in writing at least two weeks prior to leaving. Verbal resignations to supervisors are considered unofficial. A resignation is only official when a written and signed document detailing both the resignation date and the last day of work is presented to the President. It is the responsibility of College Administration to determine whether any unused vacation time will be used prior to the last day the employee is on the payroll or whether the employee will be compensated for unused vacation leave. An employee must be employed with Ranger College for a minimum of 6 months to qualify for compensation of vacation leave.

Employment Relationship

Chain of Command/Organizational Chart

College employees are to attempt resolution of concerns/questions at the lowest appropriate level. Refer to the organizational chart as needed.

Open-Door Policy

Ranger College believes that open communication is vital to a successful work environment. Ranger College encourages all employees to share their ideas and opinions directly with their direct supervisor. Employees are also welcome to send their concerns or ideas to HR, in person, via e-mail, or by phone.

Employee Privacy

It is Ranger College's goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, employees may be

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requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the College and its employees: searches of personal belongings, searches of work areas, searches of private vehicles on College premises, medical examinations, and the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Employees are expected to make use of College facilities only for the business purposes of the College. Accordingly, materials that appear on College hardware or networks are presumed to be for business purposes, and all such materials are subject to review by the College at any time without notice to the employees. Employees should not have any expectation of privacy with respect to any material on College property. Ranger College regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, e-mail, and text communications, as well as Internet search and browsing history. Employees who make excessive use of the communications system for personal matters are subject to discipline. Employees are expected to keep personal communication to a minimum and to emergency situations.

Social Security Numbers

The College shall not use an employee's social security number as an employee identifier, except for tax purposes [see policy DC]. In accordance with law, the College shall keep an employee's social security number confidential

Video Surveillance

As part of its security measures and to help ensure a safe workplace, Ranger College has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as break rooms, restrooms, locker/dressing rooms, etc.

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Ranger College classifies its employees as shown below. Ranger College may review or change employee classifications at any time.

Exempt. Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.

Nonexempt. Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Regular, full time. Employees who are not in a temporary status work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, part time. Employees who are not in a temporary status and who are regularly scheduled to work less than 19 hours and who maintain continuous employment status. Part-time employees are not eligible for benefits offered by the College.

Temporary, full time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the College's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary, part time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than 19 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Workweek and Hours of Work

The standard workweek is from Monday 8:00 a.m. until Friday 1:00 p.m. and generally consists of 37 work hours. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Friday, with a one-hour lunch break, except on Fridays. Individual work schedules may vary depending on the needs of each department. A change in hours during the summer months may be approved by the President on a year-to-year basis.

Participation in College Events

Faculty and staff are encouraged to plan and participate in enrichment opportunities for the campus community as appropriate. Such opportunities may include (but are not limited to) performances, exhibitions, guest lectures, public readings, and discussion groups. Required events for all employees include the Day of Champions service event and All College Day.

Graduation

Attendance at commencement exercises is considered mandatory for all administrators, faculty, and staff. Non-attendance is acceptable only if the employee has been excused for good cause by the President.

Meal and Rest Breaks

Employees are entitled to a one-hour unpaid meal break Monday through Thursday. Any nonexempt employee who is required to work through a meal break will be paid for the one-hour period. Employees are also entitled to two 15-minute rest periods each day. Meal and rest breaks will be scheduled by the department supervisor or manager. During the summer hours, as approved by the President, employees may be entitled to a 45-minute unpaid meal break and two 15-minute rest periods each day.

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Time Records

All nonexempt employees are required to complete accurate weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular and overtime pay. At the end of each pay period, employees and their supervisors must approve the timesheet attesting to its correctness before it is sent to the Payroll and Benefits department.

Overtime

When required due to the needs of the College, employees may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one-half their regular rate of pay for all hours over 40 actually worked in a single workweek. Paid leave, such as holiday, sick time, paid time off (PTO), bereavement time, and jury duty, does not apply toward work time. All overtime work must be approved in advance by a supervisor.

Deductions from Pay/Safe Harbor Exempt Employees

Ranger College does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

Permitted deductions. The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes.
- Deductions for employee benefits when authorized by the employee.
- Absence from work for one or more full days for personal reasons other than sickness or disability.
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness.
- Offset for amounts received as witness or jury fees or for military pay.
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.
- Any full work week in which the employee does not perform any work.

During the week an exempt employee begins work for the College or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

Improper deductions. If an employee classified as exempt believes that an improper deduction has been taken from the employee's pay, the employee should immediately report the deduction

to the payroll and benefits office. The report will be promptly investigated, and if it is found that an improper deduction has been made, the College will reimburse the employee for the improper deduction.

Paychecks

Ranger College's date for all employees is once a month, on the 25th. If payday falls on a holiday or weekend, employees will receive their paycheck on the previous workday. Paychecks are directly deposited into employees' checking and/or savings accounts.

Access to Personnel Files

Employee files are maintained by the HR department and are considered confidential. The College President, Vice President, and direct supervisors may only have access to personnel file information on a need-to-know basis. Employees may inspect their own personnel files and may copy them but may not remove documents from their file. Inspections by employees must be requested in writing to the HR department and will be scheduled at a mutually convenient time or as required under state law. Personnel files are to be reviewed in the HR department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Employment of Relatives and Domestic Partners

Relatives and domestic partners may be hired by the College if (1) the persons concerned will not work in a direct supervisory relationship and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the College provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the College will attempt to reassign one of the employees to another position for which the employee is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the College.

Workplace Safety

Drug-Free and Alcohol-Free Workplace

It is the policy of Ranger College to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the College.

The unlawful use, possession, purchase, sale, or distribution of or being under the influence of any illegal drug or controlled substance (including medical marijuana) while on College or client premises or while performing services for the College is strictly prohibited. Ranger College also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, Ranger College prohibits off-premises abuse of controlled substances (including medical marijuana), as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the College's reputation in the community.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

Pre Employment: As required by the College for all prospective employees who receive a conditional offer of employment.

For Clinical Clearance: As required by clinical agencies in the allied health programs for faculty to teach in the facilities.

For cause: Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or have adversely affected the employee's job performance; *and*

Random: As authorized or required by federal or state law.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

Tobacco-Free Workplace

Tobacco is not allowed in College buildings or work areas at any time. "Tobacco" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Workplace Violence Prevention

Ranger College is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, the College discourages employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse; attempts to intimidate others; menacing gestures; stalking; or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at College-sponsored functions.

All Ranger College employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or HR department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the College, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

Ranger College is committed to providing a safe environment for students, employees, and visitors, and to respecting the right of individuals who are licensed to carry a handgun as permitted by Texas state law. On August 1, 2017 individuals who are licensed to carry may do so on campus premises except in locations and at activities prohibited by law or as is specified by Ranger College. Ranger College implemented a Taskforce to make recommendations on the Campus Carry policies that are appropriate for Ranger College-based on-campus population, specific safety considerations, and the uniqueness of the campus environment of Ranger College. Please note that open carry of firearms is not allowed on Ranger College Campuses. For more information: [Carryreport.pdf](#) SB 11 Text, [Policy CHF \(Legal\)](#).

The College reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on College property. In addition, Ranger College may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all College property and other items that are in violation of College rules and policies.

Commitment to Safety

Protecting the safety of our students, employees, and visitors is the most important aspect of running our business.

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All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel, then dial 911 to activate the medical emergency services.

Emergency Closings

Ranger College will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise supervisors to notify their departments that the office is not officially closed, but employees may choose to leave the office if they feel uncomfortable.

If the office is officially closed during the course of the day to permit employees to leave early, nonexempt employees who are working on-site as of the time of the closing will be paid for a full day. If employees leave earlier than the official closing time, they will be paid only for actual hours worked, or they can take PTO time. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

Visitors

In order to maintain security and safety for our employees, Ranger College has the following policy with respect to visitors:

All visitors must check in with the front desk, and must be escorted by an employee.

This policy applies to anyone who is not an active employee, including employees on leave, former employees, vendors, and suppliers.

Incident Report for Injury or Illness

In the event of injury or illness while at work, employees are to notify their immediate Supervisor, and complete the reporting form within 24 hours. If seeking medical attention, please reach out to the Payroll and Benefits office for further information.

FERPA Requirements

FERPA stands for Family Educational Rights and Privacy Act of 1974, as Amended. It is commonly known as FERPA, the Privacy Act or the Buckley Amendment. It is a federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

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In order to remain in compliance with FERPA requirements, **do not:**

1. At any time use the social security number, institutional identification number, or any portion of these numbers in a public posting of grades;
2. Link the name of a student with the student's social security number in any public manner;
3. Leave graded tests or papers in a stack for students to pick up by sorting through the tests or papers of all students;
4. Circulate a printed class list with student name and social security number/institutional identification number or grades as an attendance roster;
5. Discuss the progress of any student with anyone other than the student (including parents/guardians) without the consent of the student;
6. Provide anyone with lists of students enrolled in your classes for any commercial purpose.
7. Provide anyone with student schedules or assist anyone in finding a student on campus.

NOTE: Many RC dual credit students are minors, which gives their parents legal access to records and information. For purposes of answering questions to parents of dual credit minors, faculty members are to refer the parent question/concern to the Director of Dual Enrollment.

Title IX Requirements

If a student discloses that he or she is/may be a victim of sexual assault:

- Listen with empathy.
- Offer help.
- Refer the student for further help.
- Report the information to the Title IX Coordinator, Ms. Patti Woolam. (Cell: 254-433-1617)

RC Title IX Policy Manual, National Website, RC Sexual Assault Webpage

Workplace Guidelines

Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible as well as request leave in the Bamboo system. Voicemail, text, and e-mail messages are not acceptable except in certain emergency circumstances. Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval also may result in discipline up to and including termination. If an employee fails to report to work or call in to inform the supervisor of the absence for three consecutive days or more, the employee will be considered to have voluntarily resigned from employment.

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Job Performance

Communication between employees and supervisors is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted twice a year for all full-time employees and annually for all part-time employees. These reviews include a written performance appraisal and a discussion between the employee and the supervisor about job performance and expectations for the coming year.

Code of Professional Ethics

All College District employees shall perform their duties in accordance with state and federal law, College District policy, and ethical standards. All College District personnel shall recognize and respect the rights of students, other employees, and members of the community, and shall work cooperatively with others to serve the best interests of the College District.

[Code of Professional Ethics](#).

Standard of Conduct

All College employees shall perform their duties in accordance with state and federal law, College policy, and ethical standards. All College personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interest of the College. Consensual relationships between employees in positions of authority and their subordinates or between faculty and their students shall not be permitted by the College. [Policy DH \(Local\)](#)

Outside Employment

Employees generally are permitted to work a second job as long as it does not interfere with their job performance or create a conflict of interest with Ranger College. All full-time employees must obtain prior approval from their department supervisor by completing the *Outside Employment Form* before undertaking any outside employment or other work activity. This form must be updated annually.

Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. In addition, employees who have accepted outside employment may not use paid sick time to work on the outside job. However, an employee on a leave of absence may continue to work in the outside job if this employment has been

approved by the College under this policy and the employee's reason for leave does not preclude the outside employment.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action up to and including termination.

Dress and Grooming

Ranger College provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our students, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense.

Certain employees may be required to wear special dress attire, such as wearing uniforms or safety equipment/clothing, depending on the nature of their job. Any questions or complaints regarding the appropriateness of attire should be directed to the employee's direct supervisor or HR. Decisions regarding attire will be made by the President of the College and not by individual departments or supervisors.

Cell Phone Safety and Driving

Safe driving is the first priority when operating a vehicle while driving on Ranger College business. Employees' first responsibility is to pay attention to their driving. They should never allow a cellphone or another mobile device to distract them from concentrating on driving.

Under no circumstances should employees feel that they need to place themselves or others at risk while driving to fulfill business needs. Employees should follow these procedures to avoid distracted driving:

1. Follow all applicable state and local laws that address the use of cellphones and other mobile devices while driving.
2. Avoid using cellphones while driving, and avoid using them as a hand-held device. Find a safe place to pull over to make or receive phone calls, send or receive text messages, or manipulate navigation apps.
3. Program their destination into navigation apps or GPS devices before they start driving.
4. Do not read or respond to text messages or e-mail or browse social media or the Internet while driving.
5. Be aware of distractions from in-car "infotainment" systems. Just because they are built into the vehicle does not mean they do not create a hazardous distraction.

Employees who fail to follow safety guidelines are subject to discipline.

Cell Phones/Personal Phone Calls

The use of cell phones for non-work-related activities is strictly prohibited during working hours to minimize distractions and maintain a productive work environment. We recognize, however, that occasional personal phone calls may be necessary. In such cases, employees are expected to handle these calls discreetly by stepping into a private office with a closed door or utilizing designated break room areas. This ensures that personal matters are handled respectfully without disrupting coworkers or the workflow.

Social Media Acceptable Use

Ranger College encourages employees to share information with coworkers and with those outside the College for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public, and therefore, the College has established the following guidelines for employee participation in social media.

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Snapchat, among others.

Off-duty use of social media. Employees may maintain personal websites or blogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the College considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas. In addition, employees may not post on a personal blog or webpage or participate on a social networking platform for personal purposes during work time or at any time with Ranger College equipment or property.

On-duty use of social media. Employees may engage in social media activity during work time provided it is directly related to their work and approved by their supervisor and does not identify or reference College students, co-workers, customers, or vendors without express permission. The College monitors employee use of College computers and the internet, including employee blogging and social networking activity.

Respect. Demonstrate respect for the dignity of the College, its board, its students, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge Ranger College confidential information such as students or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates the College’s policies.

Post disclaimers. Employees who identify themselves as College employees or discuss matters related to the College on a social media site must include a disclaimer on the front page stating that it does not express the views of the College and that the employees are expressing only

personal views—for example, “The views expressed on this website/blog are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position, and repeat it for each posting expressing an opinion related to the College or the College’s business. Employees must keep in mind that if they post information on a social media site that is in violation of College policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Competition. Employees should not use social media to criticize the College’s competition and should not use it to compete with the College.

Confidentiality. Employees should not identify or reference College clients, students, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, employees should refer to the confidentiality policy. When in doubt, ask before publishing.

New ideas. Employees should remember that new ideas related to work or the College’s business belong to the College. Do not post them on a social media site without the College’s permission.

Trademarks and copyrights. Employees should not use the College’s or others’ trademarks on a social media site or reproduce the College’s or others’ material without first obtaining permission.

Avoid statements about the College’s future. Because the College is a local government, writing about projected growth, sales and profits, future products or services, marketing plans that may violate federal and state rules, regulations, or other applicable laws.

Legal. Employees are expected to comply with all applicable laws, including, but not limited to, Federal Trade Commission (FTC) guidelines and copyright, trademark, and harassment laws.

College restrictions. Because the College is a local government, it may require that employees temporarily confine social media commentary to topics unrelated to the College or that employees temporarily suspend such activity to ensure compliance with the laws and regulations. The College may also require employees to delete references to it on a website or blog and to stop identifying themselves as employees of the College.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees’ rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Bulletin Boards

All required governmental postings are posted on the boards located in a specific area of each campus. These boards may also contain general announcements.

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Employees may submit to HR notices of general interest, such as for-sale notices; recreational-type announcements and/or club functions (e-mail should not be used for the aforementioned); postcards; expressions of gratitude or sympathy; and notices looking for/offering carpools, tickets, roommates, or pets. HR approves, posts, and takes down all notices. All notices posted by employees will be removed after 2 weeks unless otherwise stipulated. The College reserves the right to refuse permission to post or to take down any announcement.

Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on “working time.” “Working time” is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after a shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in “working areas,” which include all office areas. “Working areas” do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nonemployees may not trespass or solicit or distribute materials anywhere on College property at any time.

Computers, Internet, E-Mail, and Other Resources

Ranger College provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voicemail, scanner, Internet, intranet, e-mail, text messaging, portable electronic devices, or any other College-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of College computers, phones, portable electronic devices, or other communication tools. All communications made using College-provided equipment or services, including email and Internet activity, are subject to inspection by the College. Employees should keep in mind that even if they delete an email, a voicemail, or another communication, a copy may be archived on the College’s systems.

Employee use of College-provided communication systems, including personal email and Internet use, that is not job-related has the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through email and the Internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage the College’s systems, as well as the reputation and/or competitiveness of the College. To protect against possible problems, delete any email messages before opening that are received from unknown senders and advertisers. It also is against College policy to turn off

antivirus protection software or make unauthorized changes to system configurations installed on College computers. Violations of this policy may result in termination for a first offense.

The College encourages employees to use email only to communicate with fellow employees, suppliers, customers, or potential customers regarding College business. Internal and external emails are considered business records and may be subject to federal and state recordkeeping requirements, as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the College.

All use of College-provided communications systems, including email and Internet use, should conform to our College guidelines/policies, including, but not limited to, the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest. So, for example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees should not divulge confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites.

Because email, telephone and voicemail, and Internet communication equipment is provided for College business purposes and is critical to the College's success, your communications may be accessed without further notice by IT department administrators and College management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Employees should pay particular care to the use and security of portable electronic devices when used for business-related purposes, such as laptops, tablets, smartphones, and other data storage media, whether provided by the employer or the employee. Lost or stolen portable electronic devices containing College information may cause breaches of security that result in the loss of College confidential commercial data, the loss of vital research data, the unauthorized disclosure of sensitive employee data, lawsuits against the individual, and lawsuits against the College. Employees should use appropriate password protections for such devices and physically secure them as recommended by IT department administrators.

Office telephones are for business purposes. While the College recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Abuse of these privileges is subject to corrective action up to and including termination.

The College reserves the right to monitor customer calls to ensure employees abide by College quality guidelines and provide appropriate levels of customer service. Should the subject matter of any telephone conversation become personal while monitoring is taking place, monitoring of the call will immediately be discontinued.

Zoom Meeting Protocol

All employees are expected to follow proper Zoom meeting protocol to maintain a professional and engaging virtual environment. This includes having your camera on for the duration of the meeting, unless previously approved otherwise, to promote accountability and presence. Participants should give their full attention to the presenter, avoiding distractions such as multitasking or checking emails. Active participation is encouraged and expected—this means contributing to discussions, asking questions when appropriate, and being responsive throughout the meeting. Maintaining these standards helps ensure effective communication and collaboration across the team.

Lactation Accommodations

Ranger College will provide a reasonable amount of break time to accommodate employees who wish to express breast milk for their child. Such time should run concurrently with existing meal and break times, and if that is not possible, the time will be unpaid.

Disciplinary Procedure

Ranger College expects employees to comply with the College's standards of behavior and performance and to correct any noncompliance with these standards.

Under normal circumstances, Ranger College endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees at will or in any way restrict the College's right to bypass the disciplinary procedures suggested.

The following steps are suggested in the discipline procedure. All steps should be documented in the employee's personnel file.

Step 1: Informal discussion. When a performance problem is first identified, the nature of the problem and the action necessary to correct it should be thoroughly discussed with the employee.

Step 2: Coaching. If a private informal discussion with the employee has not resulted in corrective action, following a thorough investigation, the supervisor should meet with the employee and (a) review the problem, (b) permit the employee to present information regarding the problem, (c) advise the employee that the problem must be corrected, (d) inform the employee that failure to correct the problem will result in further disciplinary action that may include discharge, and (e) issue a counseling notice to the employee.

Step 3: Reprimand/Written. If satisfactory performance and corrective action are not achieved under Steps 1 and 2, the supervisor and vice president or a representative from the Human Resources department should meet with the employee in private and proceed via (a) through (d) above and issue a reprimand notice to the employee.

Step 4: Suspension. Supervisors have the authority to temporarily remove employees from the workplace, with or without pay, if approved in advance by the Ranger College President and the Human Resource Director has been notified. An exempt employee generally may not be suspended without pay for less than a full day, and the suspension must be related to written workplace conduct rules applicable to all employees, such as a written policy prohibiting sexual harassment or workplace violence.

Step 5: Failure to improve. Failure to improve performance or behavior after the written warning or suspension can result in termination.

****Steps 3-5 must always have two administrators at the meeting with the employee.****

The progressive disciplinary procedures described above also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Typically, the Human Resources Director with Ranger College President's approval should suspend the employee immediately (with or without pay), and an investigation of the incidents leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

Student Support Services

Academic Advising

Academic Advising is provided and available to all new and returning students. First Time In College (FTIC) students are required to use college advising services when registering for their first semester of classes, and students who have not demonstrated college readiness are required to use advising services during each semester's registration until such readiness has been achieved. Transfer students are also required to meet with an advisor to register for their first semester at RC.

Academic Advising Centers have been established at the home campus in Ranger (in the library), and also at the Erath County Center in Stephenville and the Brown County Center in

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Early, to assist students in attaining their educational goals. These centers provide guidance to students in planning and scheduling their coursework, and in monitoring their progression towards completion of their chosen educational program. Each Academic Advising Center is staffed by full-time and part-time faculty advisors representing various academic and workforce programs. These Centers are charged with monitoring the progress of all students located on their campus. Advisors reach out to students via email, phone, and text message to check on their progress in courses. Academic Advising is supported by academic mentors who are also able to build relationships with students and provide the necessary guidance for them to succeed at RC. The Lead Advisor is Ms. Stephanie Worrels (sworrels@rangercollege.edu) with oversight by the Senior Vice President of Instruction, Dr. Dayna Prochaska. (dprochaska@rangercollege.edu).

Admissions and Records

The Registrar's Office is the initial entry point for students seeking degrees, certificates, or individual courses. Students can apply online through the College's website. Additional services include requests for transcripts, grades, class schedules, and term schedules (times, room assignments, etc.). These services can be accessed through the college's MyRanger portal, the College's website, and in-person at the Registrar's Office or at off-site student services offices located at the College's Erath County and Brown County Centers. The Dean of Enrollment Management is Ms. Shayla Honeycutt (shoneycutt@rangercollege.edu).

Bookstore

Ranger College hosts a third-party owned and operated bookstore (Follett). Course supplies, school merchandise, and more can be purchased in the physical bookstore on the Ranger campus or through the bookstore website. Since 2016, Ranger and Follett have collaborated in a partnership entitled Access (formally known as IncludEd), through which required course materials are purchased through the College. Students receive course materials at a much lower cost than industry standards, and they receive the materials by the first day of class — something that has been shown by research to be linked to improved student success. Dual credit students, however, do not participate in the Access program.

Student Payment Center

The Student Payment Center serves as the central collection center for student financial transactions. The primary purpose of this center is the billing, receiving, depositing, disbursing,

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accounting, and financial record-keeping of student tuition, fees, and related charges as well as other funds deposited. Online tuition payment is available to students through their MyRanger Portal. Off-site locations are staffed with personnel to complement the Student Payment Center, thus allowing in-person payments to be made at the College's two larger off-site locations in Brown and Erath Counties.

Cafeteria

Cafeteria food service on the home campus in Ranger is provided by contracted vendors, Great Western Dining. Breakfast, lunch, and dinner are available to students, faculty, staff, and community members during regular operating hours, including weekends.

Computer Labs

Each Ranger College facility maintains a general use computer lab available to all students. Computer labs are designed to house 20+ computer stations. Computer stations are maintained and upgraded by the Information Technology department. Printers, scanners, and other hardware is also available to students. Various software programs are available to students, including electronic mail services. All labs are wired with Internet connection services, in addition to wireless connection services throughout most RC's facilities.

Counseling Services

Ranger College makes counseling services available to all students. Information about these services is made available on the College website, in the College Catalog, in the Counseling Services offices located on the home campus, at the Erath County Center, and in the Business Office at the Brown County Center. The Director of Counseling is available to assist students with academic and personal concerns and to facilitate educational, career, and future planning. Counseling services include occupational information, services for students with disabilities, career/personal assessments, and placement testing.

The Director of Counseling, Mr. Gabe Lewis (glewis@rangercollege.edu), offices in the library on the home campus and is available for individual appointments for any Ranger College Student.

Counselor, Ms. Stephanie Worrels (sworrels@rangercollege.edu), offices in the athletic building and is also available for individual appointments as needed.

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The College also contracts with outside providers such as the Eastland County Crisis Center to supplement the services provided by the Counseling Services office, and it makes students aware of third-party mental health services available in their geographical areas. Dual credit students, while they most often make use of the counselor services at their high schools, are free to access and use RC counseling services as well.

Disability Services

Ranger College is committed to ensuring that students with disabilities have equal access to and participation in all programs of study. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, students receive reasonable accommodations to assure equal access to all programs and activities. They have access to the legal, procedural, and educational information regarding disability services through the Counseling Services office.

Financial Aid and Veteran Services

Financial Aid is available to both traditional and distance learning students. The Financial Aid Office offers a comprehensive program of student assistance, which includes federal, state, institutional, private, and local funding sources. Financial Aid includes the Federal Pell Grant, Supplemental Educational Opportunity Grant, work-study, and state-approved grants.

The Financial Aid Office also oversees Veteran Services. The college is approved to certify curriculum courses for veterans' educational assistance under the Montgomery G.I. Bill (MGIB). Each semester the college's Veteran Services coordinator assists students in initiating and certifying their educational benefits with the Veterans Administration (VA). The Director of Financial Aid is Mr. Don Hilton (dhilton@rangercollege.edu).

Pregnant and Parenting Students Liaison

The College President or designee shall develop procedures addressing protections and accommodations, consistent with law, for students who are pregnant or parenting, including procedures addressing early registration or pre-registration and leaves of absence.

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The College President shall designate a pregnant and parenting students liaison for current and incoming students at the who are pregnant or who are the parents or guardians of children under 18 years old. The liaison shall provide the students information on and access to resources designed to help them successfully and timely complete a degree or certificate. The liaison shall also serve as the point of contact for a student requesting a protection or accommodation under Education Code 51.982.

The liaison's contact information:

Patti Woolam Phone: (254)267-7135

Email: pwoolam@rangercollege.edu

Location: Ranger College Welcome Center

<https://www.rangercollege.edu/student-services/title-ix/pregnancy-and-parenting.php#gsc.tab=0>

Student Life

The Office of Student Services offers leadership, social, cultural, and recreational opportunities that enhance students' educational experience. The Phi Theta Kappa (PTK) organization (the international honor society for two-year college students), student clubs, and the Presidential Scholar programs are examples of leadership opportunities available to students at RC.

The Vice President of Student Services is Mr. Ahmy Arca (aarca@rangercollege.edu). The sponsor of PTK is Dr. Lance Hawvermale (lhawvermale@rangercollege.edu). The sponsor of the Presidential Scholar program is Dr. Lindy Matthews (lmattthews@rangercollege.edu).

Testing Centers

Led by the Testing Coordinator, Ranger College offers proctored testing services at its home campus and off-site Centers in Brown and Erath Counties. Trained proctors at each location oversee all operations involving the administration of proctored exams. All proctors are required to abide by a formal agreement regarding proctor duties and responsibilities.

Each testing center provides testing services to meet a wide range of needs. College readiness is assessed through the administration of the Texas Success Initiative (TSIA2) Assessment per the Texas Education Code. RC is an official TSIA2 testing site, and such testing currently makes up the bulk of testing activities for all centers. TSIA2 testing is provided on a weekly schedule, with the schedule being increased during enrollment periods. TSI testing is also available by appointment, by emailing testing@rangercollege.edu.

Ranger College testing centers also serve as proctored testing sites for regular classroom

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exams, final exams, and exams for distance education and hybrid courses. Proctored testing services are also made available to the community, including the offering of proctoring services for students from other colleges, universities, or agencies. Dual credit students receive proctored testing at their high school sites during the fall and spring academic semesters. During the two mini-mesters (Maymester and Wintermester) and the summer semesters, they generally travel to RC locations for proctored testing (usually final exams).

RC has also contracted with the online proctoring service ProctorU to provide another option, especially for distance students. ProctorU provides professional test proctors who supervise students through their computer webcam. This option is available to dual credit students in addition to all other RC students.

The testing centers assist RC programs by administering admission and certification exams, such as the Test of Essential Academic Skills (TEAS) for entry into the Nursing programs. Additional services include the administration of tests for students with testing accommodations approved by the Director of Counseling.

Online Tutoring Service

Brainfuse is the online tutoring service used at Ranger College since 2018. In addition to providing live one-on-one tutoring for students in a multitude of academic subject fields, it provides pre-created lessons on a variety of topics, an online writing center with 24-hour turnaround, lessons calibrated to ESL needs, an online meeting room for student academic collaboration, and integration with Canvas so that individual faculty members can use Brainfuse to assign and track student work in the system.

TRIO Student Support Services

Ranger College participates in the grant-funded TRIO Student Support Services program, which is available to students on the home campus and is a federal program that helps students stay in college, thus improving retention and graduation rates. Its basic strategy is to enhance students' academic skills through a combination of academic advising and tutoring, accompanied by training and assistance in such things as applying for financial aid, transferring to a four-year institution, researching possible career directions, and improving study skills, time management, and financial literacy. The program strives to make the transition to college as smooth as possible for participating students. To be eligible for TRIO SSS, students must be enrolled full-time, show a need for academic support, and be classified as either low-income, first-generation college students, or disabled. A review of RC's TRIO SSS reports shows the

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College regularly serving its funded number of 140 students, with the most heavily used services being 1) academic tutoring and academic advising/course selection, 2) education for financial/economic literacy, and 3) assistance in applying for admission to a four-year institution and obtaining Federal student aid.

An important part of TRIO SSS is the Upward Bound program, which provides tutoring, enrichment activities, a residential on-campus summer experience, and financial incentives for first-generation college students who come from disadvantaged economic circumstances. All participants in upward bound are current high school students.

Employee Benefits

Retirement Benefits

A newly hired administrator or staff member has 90 days to notify the Payroll & Benefits office of the retirement fund that he/she chooses to participate in; Teacher Retirement System (TRS) or Optional Retirement System (ORP) if the employee is an ORP approved position. Once a fund has been chosen, the member must remain in that retirement system.

A deduction will be made each month at the percentage rate required by legislation during the academic year.

Health Insurance

Ranger College participates in group health insurance through the State of Texas, Employee Retirement System. Ranger College provides major medical insurance at no cost to full-time employees. An employee may purchase additional coverage for his/her dependents through pre-tax payroll deductions.

Insurance benefits will cease in the month that the employee last worked for Ranger College. Example: If an employee resigned on the 10th of the month, they will still be covered until the last day of the same month that they ended their employment.

Retiree Insurance

Employees retiring from Ranger College will remain eligible to participate in the group health/medical and \$2,500 life insurance plans if they meet the following criteria:

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1. Have participated in the group health/medical insurance of the Uniform Group Insurance Program for employees of Texas institutions of higher education offered through Employees Retirement
2. System for a period of ten (10) years before retirement.
3. Meet the requirements of the State of Texas retirement policy.

Unemployment Insurance

Ranger College is required to participate in the state and federal unemployment insurance programs. Former Ranger College employees may be eligible to receive unemployment compensation benefits.

Educational Benefits

Tuition will be waived for full-time employees desiring to take courses at Ranger College. These courses must be taken outside their normal working hours.

The spouse, children, stepchildren, and adopted children will also be able to attend Ranger College on a full-time basis with all tuition waived. Children must be 25 years of age or younger to be eligible for the tuition waiver. If the spouse or child receives a Pell Grant, then that Grant is applied prior to family member benefits for tuition.

All course materials and fees for these courses are not waived and must be paid.

Application for Waived Tuition must be made at the Financial Aid Office within two weeks of the start of class. Anyone receiving the tuition exemption must meet satisfactory progress standards as defined by the Financial Aid office. A minimum grade point average of a 2.0 must be maintained in all classes attempted before additional waived tuition will be approved.

Additional Employee Benefits

The following additional insurance programs are available to employees at their own expense:

1. Family Cancer Care Plan
2. Family Intensive Care Plan
3. Life Insurance
4. Voluntary Accidental Death and Dismemberment
5. Dependent Life Insurance
6. Long Term Disability
7. Short Term Disability
8. Dental Insurance
9. Vision Insurance

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Please direct insurance questions to the Payroll & Benefits Office.

Life Insurance

Ranger College provides \$5,000 basic term life insurance through the State to all full-time employees at no cost. Additional life insurance can be purchased. For additional information pertaining to life insurance, please contact the Business office.

Time Off and Leaves of Absence

Holidays

Official holidays for Ranger College are published in the college calendar.

Holiday pay

Full-time regular employees are eligible for holiday pay. Hourly nonexempt employees become eligible after they have been actively with the College for 3 months. Exempt salaried employees may receive holiday pay immediately upon joining the College. Part-time and temporary employees, including summer employees, are not eligible for holiday pay.

Holiday pay shall be at the employee's regular straight-time rate, inclusive of shift premiums, times the employee's regularly scheduled hours (not to exceed 8 hours).

To receive holiday pay, an eligible employee must be at work or taking an approved absence on the workdays immediately preceding and immediately following the day on which the holiday is observed. An approved absence is a day of paid vacation or paid sick leave. If an employee is absent on one or both of these days because of an illness or injury, the College may require verification of the reason for the absence before approving holiday pay.

In the event of an early release, any employee with a previously approved leave of absence will not have their leave status adjusted, and the early release hours will not be applied to the approved absence period.

Religious observances

Employees who need time off to observe religious practices or holidays not already scheduled by the College should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, take

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vacation time, or take off unpaid days. The College will seek to reasonably accommodate individuals' religious observances.

Bad Weather Days

Closure announcements for bad weather will be determined by the appropriate college administrator and will be announced by 7:00 a.m. to RAVE (emergency communication software) and the Ranger College website. In some instances, employees will not be able to travel due to local conditions in the place of residence. These leaves of absence will not be deducted from sick leave.

Vacation

Ranger College recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The College provides paid vacation time to full-time staff for this purpose, and employees are encouraged to take vacation during the year. Academic Faculty, nine-month employees, coaches, and part-time employees are not eligible for vacation.

Full-time eligible employees will accrue 3.83 hours a month of paid vacation.

Employees may not take paid vacation until they have earned or accrued the vacation time. New employees accrue paid vacation at the start of employment but may not take vacation until they have completed at least six months of employment.

Generally, employees should submit vacation plans to their supervisor at least four weeks in advance of the requested vacation date. Vacation may be scheduled in increments of .5 hours up to a maximum of two weeks in a row. Managers have the right to designate when some or all of vacations must be taken.

Employees can accrue up to 160 hours of vacation.

Vacation cannot be taken in the months of January, August or December without written approval from the President of the College.

Employees whose employment terminates may be paid for unused vacation time if they have been with the College for a minimum of six months, and have given proper notification See [DMD \(Local\)](#) and [DEC \(Local\)](#) for further information.

Sick Leave

Sick leave protects the employee from loss of income during periods of illness or disability. Full-time employees accrue sick leave from the date of employment on the basis of one day per month of employment. A 12-month employee will accrue 12 sick days per year. A maximum of 60 days or 480 hours can be accrued.

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Sick leave may be used in one-hour increments and may be used to care for family members. A medical excuse must be provided to the Human Resource Department for sick leave absences of more than three consecutive days.

The employee must contact their immediate supervisor to let them know that you are ill and will not be at work. A sick leave request must be submitted via Bamboo HR to the supervisor for approval and then submitted to the department of Human Resources. All Sick Leave request forms must include the number of hours taken, the date(s) affected and the reason for the absence.

Failure to provide proper notice of absence, unless justified by compelling circumstances, results in the absence being unexcused, subjecting the employee to disciplinary action. Three consecutive days of unexcused absence is regarded as job abandonment and is grounds for termination of employment.

Except as required by state law, unused sick days are forfeited when an employee's employment ends for any reason.

Sick Leave Bank

An employee may donate sick leave days to another Ranger College employee that has used up his/her sick leave. Donations may only be made when a need arises, and the donation will be made directly to the individual in need. The employee must contact Human Resources and complete the proper paperwork to donate sick leave. An employee (who is not employed under a grant-funded position) may receive a total of 20 days of donated sick leave for the total duration of his/her employment at Ranger College.

Personal Leave

Ranger College provides regular, full-time staff and faculty with two days of personal leave per year and cannot be accumulated. The employee must submit a personal leave request on the Bamboo HR portal in advance if the employee anticipates being absent. If the leave is unexpected, call the supervisor immediately and complete the personal leave request when you return.

Maternity Leave

Maternity leave shall be granted to employees for a reasonable period of time, normally no more than one month prior to and three months after the birth of a child. Extension of these normal limits may be made by the President for up to one additional month. Maternity leave occurs without pay, except that employees may use accrued sick leave, and where applicable, accrued vacation leave if they desire.

Family and Medical Leave

Ranger College complies with the federal FMLA, which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The College also

abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

Employees should note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Employees should contact the HR department to discuss options for leave.

The FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools) to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered service member with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period measured forward from the date an employee first takes that type of leave.

Basic leave entitlement. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military family leave entitlements. Eligible employees with a spouse, child, or parent on active duty or called to active duty status in the National Guard or reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to 7 days of leave); (2) attending certain military events and related activity; (3) arranging child care and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to 5 days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the armed forces, including a member of the National Guard or reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating and for which the servicemember is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

Benefits and protections during FMLA leave. During FMLA leave, the College will maintain the employee's health coverage under any "group health plan" under the circumstances that the employee will be responsible for the cost of all benefits. Upon return from FMLA leave, most

employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to the College’s operations. A “key” employee is an eligible salaried employee who is among the highest-paid 10 percent of the College’s employees within 75 miles of the worksite. Employees will be notified of their status as key employees, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued before the start of an employee’s leave.

Employee eligibility. The FMLA defines eligible employees as employees who (1) have worked for the College for at least 12 months; (2) have worked for the College for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite that has 50 or more employees or is within 75 miles of College worksites that, taken together, have a total of 50 or more employees.

Definition of “serious health condition.” A serious health condition is an illness, an injury, an impairment, or a physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a healthcare provider or one visit and a regimen of continuing treatment, incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of “continuing treatment.”

Use of leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies also may be taken on an intermittent or a reduced work schedule basis.

Substitution of paid leave for unpaid leave. Employees may choose or employers may require the use of accrued paid leave while taking FMLA leave. Accordingly, the College requires employees to use any accrued paid vacation, personal, and sick days during an unpaid FMLA leave taken because of the employees’ own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In addition, employees must use any accrued paid vacation or personal days (but not sick days) during FMLA leave taken to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member’s active duty or call to active duty status in support of a contingency operation.

In order to use paid leave for FMLA leave, employees must comply with the College's normal paid leave procedures found in its Vacation and Sick Leave policies.

Employee responsibilities. Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, employees must provide notice as soon as practicable and generally must comply with the College's normal call-in procedures. The College may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the College to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. Employees also must inform the College if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The College also may require a second and, if necessary, a third opinion (at the College's expense) and, when the leave is a result of the employee's own serious health condition, a fitness-for-duty report to return to work. The College also may delay or deny approval of leave for lack of proper medical certification.

College responsibilities. The College will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required, as well as the employees' rights and responsibilities. If employees are not eligible, the College will provide a reason for the ineligibility.

The College will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employees' FMLA leave entitlement. If the College determines that the leave is not FMLA-protected, the College will notify the employees.

Other provisions. Under an exception to the FLSA in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employees' exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the College has approved the employment under its Outside Employment policy and the employees' reason for FMLA leave does not preclude the outside employment.

Unlawful acts by employers. The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA or (2) to discharge or

discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

Military Leave

Ranger College supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the HR department and the employee's supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will retain certain rights with respect to reinstatement, seniority, layoffs, compensation, length of service promotions, and length of service pay increases, as required by applicable federal or state law. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of five years and still retain employment rights.

Bereavement Leave

Employees may take up to two days (if local funeral or four days if out of town) of paid bereavement leave, upon the death of a member of their immediate family. "Immediate family members" are defined as an employee's spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild. All regular, full-time employees may take up to one day off with pay to attend the funeral of an extended family member (aunts, uncles, and cousins).

The College may require verification of the need for the leave. The employee's supervisor and HR will consider this time off on a case-by-case basis.

Payment for bereavement leave is computed at the regular hourly rate to a maximum of 8 hours for 1 day. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

Jury Duty/Court Appearance

The College supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Employees will be provided time off for jury duty in accordance with applicable laws. If an employee is released from jury duty after four hours or less of service, the employee must report to work for the remainder of that workday.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days or vacation days will be used for this purpose.

Time Off for Voting

Ranger College recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, employees will have sufficient time outside working hours to vote. If for any reason an employee thinks this will not be the case, they should contact their supervisor to discuss scheduling accommodations.

Safe Time

An employee with more than three months' service may be granted up to three days of unpaid leave (if other leave has been exhausted) in any 12-month period if the employee or a family or household member of the employee is the victim of domestic violence, sexual assault, or stalking. Such leave may be used to seek an injunction; obtain counseling or services from a victim-services organization; make the home secure or seek new housing; or seek legal assistance arising from the domestic violence, sexual assault, or stalking.

Employee Benefits-In Depth

Ranger College recognizes the value of benefits to employees and their families. The College supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the benefits guide found in your onboarding packet, or contact the Payroll & Benefits office.

Medical, Dental, and Vision Insurance

Full-time employees working 30 hours or more per week are eligible for optional benefits on the first of the month following 30 days of service. To keep coverage in force, every insured employee must work a minimum of 30 hours per week.

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Group Life Insurance

Ranger College provides life insurance for full-time employees who work a minimum of 30 hours per week. Employees are eligible for this benefit on the first of the month following 60 days of service. The life benefit is equal to an employee's annualized base rate. The cost of this coverage is paid for in full by the College.

Short-Term Disability

Short-term disability is offered to full-time employees working a minimum of 30 hours per week. Employees are eligible for this benefit on the first of the month following 30 days of service. Short-term disability is meant to bridge the 90-day period until long-term disability can cover an employee. If an employee becomes disabled and cannot work for a short period of time, this coverage pays 60 percent of the employee's salary up to the policy limits. This is a voluntary benefit and is funded solely by the employee. In addition, employees will not be paid vacation or sick leave for approved absences covered by the College's program, except to supplement the short-term disability benefits.

Short-term disability benefits may run concurrently with FMLA leave and/or any other leave when permitted by state and federal law.

Some states have a mandatory disability program whereby you may be charged a premium in the form of a payroll tax. You may elect to purchase the College disability benefits as a supplement to the state program.

Travel Leave

All employees traveling for Ranger College business or for professional development must submit a request to their supervisor, for approval, prior to the event. All Travel Request forms must include the name(s), date(s), destination(s), and reason(s) for the travel. All Hotel rooms costing more than \$149 per night must be approved by the President before booking and can be paid with the college credit card or personal credit card to be reimbursed. To receive travel reimbursements, all receipts including meal receipts, if any, must be turned into the business office.

Expenses without receipts will not be paid. Travel may be by personal vehicle, College vehicle, or commercial transportation depending upon the circumstances. Employees may check out a college

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Citibank credit card with an approved travel request. Meals can either be paid with the Citibank card or reimbursed to the employee at the per diem rate. If the Citibank card is used for the employee's meal, the employee must show the tax exemption form (if in Texas), must be less than the approved rate, and must not include alcohol.

Leave Without Pay

The employee may take leave without pay for unusual circumstances when sick leave or vacation leave is not available or appropriate. Submit a Request for Leave form as soon as possible to your supervisor.

Long-Term Disability

Long-term disability benefits are offered to full-time employees working a minimum of 30 hours per week. If an employee becomes totally disabled and cannot work for an extended period of time, this coverage pays 60 percent of the employee's salary up to the policy limits. This is a voluntary benefit and is funded solely by the employee.

Long-term disability benefits will run concurrently with FMLA leave and/or any other leave when permitted by state and federal law.

403 B Plan

Ranger College recognizes the importance of saving for retirement and offers eligible employees a 403 B plan through a variety of outside vendors.

Eligibility, vesting, and all other matters relating to these plans are explained in a variety of packets found in the Payroll & Benefits office.

Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

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Ranger College pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The College abides by all applicable state workers' compensation laws and regulations. If an employee sustains a job-related injury or illness, it is important to notify the supervisor and HR immediately. The supervisor will complete an injury report with input from the employee and return the form to the Payroll and Benefits Office. The Payroll and Benefits Office will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, when permitted by state and federal law. In addition, employees will not be paid vacation or sick leave for approved absences covered by the College's workers' compensation program, except to supplement the workers' compensation benefits, such as when the plan only covers a portion of the employees' salary as allowed by state law.

Instructional Information

Teaching Load

All 12-month academic faculty members will be assigned a teaching load of 14 over the course of 12 months. Four-hour classes that include a lab (ex. BIOL 2401) will be considered a 1.5 load. All 12-month workforce faculty accrue vacation and do not qualify for overloads. Nine-month contracts normally span the first week of August to the first week of May with specific dates notated in the contract. Nine-month contracts require the faculty member to teach 15 load hours per semester in both the fall and spring, for a total of 30 load hours

Regular Adjunct Teaching Policy

Adjunct instructors will be allowed to teach a maximum of 29 semester hours (or nine courses) per calendar year (September 1 to August 31). Adjunct instructors are considered part-time employees regardless of the number of hours taught per semester and will not receive retirement, educational, or insurance benefits. Adjuncts earn \$500 per credit hour for academic classes for classes with 8 or more students (see Regular Adjunct Pro-rated Pay). Science labs are with 8 or more students will receive \$750.

Overloads

Overloads occur in two ways:

1. Excessive student enrollment in a single academic class is an overload. See table.

Credit Hours	Student Numbers (Summer)	Additional Pay
1	45-59 (32-47)	\$250
1	60-89 (48-78)	\$500
1	90+ (79+)	\$750
2	45-59 (32-47)	\$500
2	60-89 (48-78)	\$1000
2	90+ (79+)	\$1500
3	45-59 (32-47)	\$750
3	60-89 (48-78)	\$1500
3	90-119 (79-99)	\$2250
3	120+ (100+)	\$3000
1 hour lab	45-59 (32-47)	\$375
1 hour lab	60-89 (48-78)	\$750
1 hour lab	90-119 (79-99)	\$1125
1 hour lab	120+ (100+)	\$1500

For ITV and internet classes, where multiple sections meet at the same time under a single instructor, students from all sections are added together to obtain a total.

2. Teaching more than 18 academic load hours per long semester is an overload unless other arrangements have been made to meet student needs (must be approved by the Dean if the division). Every hour beyond 18 results in an extra \$500 being paid to the instructor. Teaching more than 6 academic load hours in the summer (if the 6/6/2 has already been met) is an overload. Every hour beyond 6 results in an extra \$500 being paid to the instructor.

3. If an instructor qualifies for overload in both areas, the instructor will receive the higher of the two amounts.

Regular Adjunct Pro-Rated Pay

The minimum class size for a regular class is eight (8) students. Adjunct-taught classes and overload classes with fewer than 8 students are taught at a prorated pay rate with approval from the Vice President of Instruction. If a class size is fewer than 8 and is approved by the VPI pro-rated pay is \$62.50 per student per SCH. Labs with fewer than 8 students will receive \$93.75 per student.

Embedded Dual Credit Adjunct Pay

The minimum class size for an embedded Dual Credit class is ten (10) students. Embedded classes with fewer than ten (10) students are taught at a prorated pay rate of \$50 per student per SCH. Labs with fewer than 10 students will receive \$75 per student.

Embedded welding pays \$50 per student up to \$750 per four-credit hour course. Embedded Dual Credit cosmetology pays \$100 per student up to \$1500 per semester.

Determining Class Enrollment

The official count day for determining official class enrollment for load calculations will be the official state reporting date for a given semester or term.

Combined Classes

Classes of similar content that are combined and taught within the same timeframe will be treated as a single class for load purposes, as determined by the Dean and the Vice President of Instruction.

Committees: The Role of Faculty

The decision-making process at Ranger College is grounded in respect for the roles and scope of authority of each of our constituent groups that participate in collegial consultation through institutional standing committees. Faculty representation on assigned committees is the means through which faculty influence institutional policy. Information concerning meeting agendas and official meeting minutes shall be a matter of record and is available to all members of the faculty and administration. All full-time faculty members are required and expected to serve annually on one or more committees. Committee assignments are made annually before the start of the fall semester.

Faculty Association

The Ranger College Faculty Association is open to all faculty members, including instructors, assistant professors, associate professors, professors, and coaches who have no administrative responsibilities above the level of Dean or Program Director. The purpose is to promote learning, facilitate communication, initiate recommendations, and assist members in understanding their rights and responsibilities. The Association holds periodic meetings during the semester and

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operates under a constitution and bylaws. Meeting agendas and official meeting minutes shall be a matter of record and are available to all members of the faculty and administration.

Academic Freedom

The Board of Regents of Ranger College believes it is essential that the faculty have freedom in teaching, research, and publications. Faculty members are free from the fear that others might threaten their professional careers due to differences of opinion regarding such scholarly matters. Faculty members of Ranger College have a right to expect the Board of Regents and the college's administrators to uphold vigorously the principles of academic freedom and to protect the faculty from harassment, censorship, or interference from outside groups and individuals. [Policy DGC \(Local\)](#), [Statement of Principles on Academic Freedom and Tenure](#).

Freedom of Expression

Because Ranger College is committed to free and open inquiry in all matters, it guarantees all members of the Ranger College community the broadest possible latitude to speak, write, listen, challenge, and learn. Except insofar as limitations on that freedom are necessary to the functioning of Ranger College, Ranger College fully respects and supports the freedom of all members of the Ranger College community "to discuss any problem that presents itself." Freedom of Expression Resolution, [Foundation for Individual Rights in Education Article on RC](#). [Policy DG \(Legal\)](#)

Academic Responsibility

The academic freedom of Ranger College faculty members is accompanied by equally compelling obligations and responsibilities to their profession, their students, the college, and their community. Faculty members must defend the rights of academic freedom while accepting willingly the responsibilities enumerated below:

1. Faculty members of Ranger College shall be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy.
2. Faculty members of Ranger College are entitled to all rights and privileges of academic freedom in the classroom while discussing the subjects they teach. No faculty member, however, shall attempt to force on his/her students a personal viewpoint intolerant of the rights of others to hold or express diverse opinions.
3. Faculty members of Ranger College recognize that the public will judge their institution and their profession by their public conduct. Therefore, faculty members should always make

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clear that the views they express are their own and shall avoid creating the impression that they speak or act on behalf of Ranger College or of their profession.

Guidelines for Retention of Student Exams, Papers, and Grade Books

Under FERPA, exams, papers, and grade books are educational records and should be maintained in a secure location. Please adhere to the following retention schedule:

- Exams/ graded course work: one (1) year after course completion (if the work is not returned to the student)
- Faculty member's grade books: three (3) years after course completion

For those courses stored in Canvas: Instructors' materials remain in their Canvas courses for three (3) years after the last day of the semester; however, all student information in a Canvas course becomes unavailable 60 days after the last day of the semester. To retain important information including student submissions and grade book entries, instructors must download the material. Please see the information below.

Faculty members who leave the institution are responsible for leaving Ranger College student records with the appropriate department/program/school chair or dean.

Ranger College (as published in the institution's academic catalogs) specifies that: "Grades are deemed correct unless notification to the contrary is received by the institution Registrar within three (3) months after the close of the term specified."

Any document containing personally identifiable information must be disposed of properly through some means of confidential disposal. For information on confidential disposal, please contact the Registrar's Office.

Sixty days after the last day of each semester, instructors' students will disappear from that semester's Canvas courses. In general, this means students will disappear from fall courses early the next February and will disappear from spring courses the following July.

If you are an instructor using Canvas, we strongly recommend that you create an archive of your course that you retain and that you also download students' grades and discussion board interactions. The best time to do this is after instructors have completed grading but before the 60-day mark arrives.

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Other than student interactions and grades, all materials will remain in your course until you request its removal or five years has passed (whichever comes first).

To Download Grades in Canvas (if problems are encountered, reach out to your dean for assistance):

- 1) Go to the gradebook
- 2) Go to actions & select download

Intellectual Property Rights

It is assumed that Ranger College shall retain intellectual property rights to all work created by Ranger College employees for use at Ranger College. See Policy CT for more information. [Policy CT \(Local\)](#), [Policy CT \(Legal\)](#).

Curriculum

The scope and nature of the curriculum shall be directly related to the stated purpose of the College, requirements of the Southern Association of Colleges and Schools, the Texas Higher Education Coordinating Board, and shall be in keeping with the available and projected resources both financial and academic. To avoid the proliferation of course offerings and degree programs, new courses and programs shall be established only after a need has been demonstrated and the necessary resources secured. Specific procedures involving input from faculty and administration will be followed in all curricular changes.

All programs of study will be designed to meet the requirements of appropriate licensing, regulatory or accrediting agencies.

Proposal to Add a New Course/Curriculum/Program

In the event that a faculty member wishes to add a new course or revise the existing core, a formal request is submitted in writing from the Dean to the Vice President of Instruction, who reviews the request and considers if it fulfills a student need. Assuming the course meets the requirements listed above, the VPI submits the proposal for consideration to the Curriculum Committee. The Committee votes and if passed it is sent to the President for final approval. If the Curriculum Committee approves of the addition, it is taken before the Administrative Council. Once the Administrative Council approves the addition, it is taken to the Board of

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Regents for approval. Once all approvals have been received, the change is submitted to the THECB for approval.

All new program additions must also conform to SACSCOC requirements for substantive changes. Anyone seeking to initiate a new program should consult the appropriate SACSCOC documentation and establish contact with the College's Vice President of Accreditation and Institutional Effectiveness.

Course Syllabi

All instructors are required to use Simple Syllabus within Canvas to complete their syllabus.

Program Directors will establish well-defined and explicit Learner Outcomes for each course offered with the assistance of the faculty members. This syllabus will be available to each class member at the beginning of each semester via Canvas.

All faculty members teaching the same course within a department and/or program shall use the syllabus adopted for that department. Adjunct faculty, both on-campus and off-campus, will utilize the same syllabus as full-time faculty members. It is important that each section of the same course has the same learning outcomes.

Instructors of record are responsible for developing course syllabi. The College requires consistent elements in each syllabus as well as a standardized template that mirrors the legislatively-mandated information, including a brief description of each course requirement, including each major assignment and examination, learning objectives, required/recommended reading, and a general description of the subject matter of each lecture or discussion. Simple Syllabus will provide the foundation for this process.

Syllabi are uploaded to the institution's website through a simple file transfer protocol (FTP) process, managed by the institution's webmaster. Syllabi must be uploaded by the seventh class day in a given semester. Public access is available at <https://rangercollege.simplesyllabus.com/en-US/syllabus-library> by clicking on the instructor's last name or course number.

Course Materials

The course materials are selected by the faculty of the department in which the course is taught. All courses will utilize the same required course materials and supplementary materials regardless of where they are taught. The type of textbook may vary and can include OER, online textbooks, etc.

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Grades

The instructor assigned to a course has the responsibility for determining a grade and for judging the quality of academic performance. The following requirements have been established for grade parameters:

- Final exams are not to be administered before the designated finals week.
- At least 25% of the final grade must be based upon proctored exams or assignments that require the student to provide identification (i.e. video of them presenting, etc.)
- Canvas will serve as the official gradebook for Ranger College.
- Grades are to be updated in Canvas in a timely manner.
- For Canvas to accurately calculate a student's grade, zeroes must be entered for missing assignments.

A grade can be formally appealed only when there is demonstrable evidence that prejudice or arbitrary or capricious action on the part of the instructor has influenced the grade. The burden of proof that such an unfair influence has affected a grade rest with the student who appeals the grade. Grades may be formally appealed according to the academic hearing procedures, found in the Student Handbook.

Incomplete Grades

Giving an "I" is strongly discouraged and may only be given in extenuating circumstances where the student experiences undue hardships beyond his/her control. The Instructor must provide a detailed explanation of any "I" grade given and have the prior approval of the Dean and the VP of Instruction before assigning an "I" grade.

Absence Policy

Regular and punctual attendance in all classes and labs is advisable. Instructors may, at their discretion, drop a student who is not passing without consultation with the student when absences accrued from the first day of class exceed the equivalent of two weeks of the class meetings. For classes that include a separate laboratory, a student may be dropped when absences exceed two weeks of the laboratory meetings or two weeks of the lecture meetings. An instructor cannot drop a student after 12 weeks of class instruction has been completed for the traditional 16-week term.

During a regular Fall or Spring semester, the following allowances apply:

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- For a class that meets two times per week, a student is allowed four absences.
- For a class that meets one time per week, a student is allowed two absences.
- For an online or hybrid class, a student may be dropped after he/she fails to access the course website and/or participate in the class for a two-week period, and the professor deems the student to be failing.

Unofficial absences are counted from the first day of class as listed in the College Calendar regardless of the date of the student's registration. The only official absence is an authorized college activity or an approved leave of absence (leave of absence must be approved by the President). All work and/or assignments missed because of an official absence must be completed within one week, or the official absence will count as unofficial. An official absence during the two-week period does not extend the deadline for the completion of assignments. Attendance policies for Nursing and Cosmetology Programs are detailed in their respective Program Handbooks.

Administrative Drop

Regular attendance is necessary for satisfactory achievement. Therefore, it is the responsibility of the student to attend class in accordance with the requirements of the course as established by the instructor. Attendance and/or participation requirements in courses delivered electronically (telecourses and online courses) will be unique to the individual course. Students who do not attend class on or prior to the census date will be administratively dropped from the classes they have not attended.

Dropping Students for Non-attendance

The college will be required to submit a return of Title IV funds for all students receiving federal aid who receive no grade higher than 'F' due to non-attendance unless faculty can document that the student attended a class through the 60% date of the enrollment period. Faculty must maintain accurate attendance records, including first and last dates of attendance for all courses, regardless of location or format. Roster certification occurs, and course procedures are in place to minimize the amount of Title IV returns. See information under Census Date & Certification of the Official Class Roster and under Course Procedures & Submitting Course Records.

Faculty should drop students who have exceeded the absences allowed by the attendance policy published in the college catalog and who is failing. Drops should occur at the point in the semester that a student exceeds the allowed number of absences. Faculty should ensure that all students in excess of allowed absences and failing have been dropped by the W date for each term, but faculty should not wait until the W date to enter drops cumulatively for the term.

Faculty are not required to drop students who are failing but have not exceeded the absences allowed by the attendance policy. Faculty should engage students who are failing and approaching the allowed number of absences to plan accordingly for the student's best chance of successfully completing the course. Faculty should consult the dean regarding any issues regarding the decision to drop a student. Faculty should notify the Dual Credit office of any dual credit students not attending class, in danger of being dropped due to non-attendance, or that have been dropped.

Learning Management System-Canvas

At a minimum, each course must be set up in Canvas and contain a welcome announcement as well as the course syllabus. For failing students, faculty shall use New Analytics to inform and update students of their status in class.

Student/Work Hours

Full-time faculty members are expected to maintain at least seven (7) office hours per week of their choosing during the fall and spring semesters between the days of Monday through Thursday. Faculty members are asked to be available to the students during the activity periods on Tuesdays and Thursdays. Full-time faculty teaching face-to-face during a summer term shall maintain two (2) office hours per week. Face-to-face faculty members are to be on campus during their class times and during student hours. All virtual instructors are required to provide a Zoom schedule outlining their available student hours each week. Other times are flexible in order to provide faculty the opportunity to best serve students and the College. Meetings may be scheduled for Fridays and will be called as needed by the Vice President of Instruction.

All full-time face to face faculty must have their student hours posted on their door and must be shared with the Dean and VPI. Off-site/Virtual instructors shall share their designated times through email.

Email Account

Each employee (full-time and part-time) will be issued a Ranger College email account. Instructors shall use their official Ranger College email accounts for all email communications with students. The Student Handbook (page 6) requires students to use their Canvas account or Ranger College email account for all electronic communication with faculty members.

Technology Assistance

For technology assistance, submit a help ticket on the linked website. [Submit help ticket here](#)

Firearms on Community College Campuses

Ranger College is committed to providing a safe environment for students, employees, and visitors, and to respecting the right of individuals who are licensed to carry a handgun as permitted by Texas state law. On August 1, 2017 individuals who are licensed to carry may do so on campus premises except in locations and at activities prohibited by law or as is specified by Ranger College. Ranger College implemented a Taskforce to make recommendations on the Campus Carry policies that are appropriate for Ranger College-based on-campus population, specific safety considerations, and the uniqueness of the campus environment of Ranger College. Please note that open carry of firearms is not allowed on Ranger College Campuses. For more information: [Carryreport.pdf](#) SB 11 Text, [Policy CHF \(Legal\)](#).

Fund-raising

All program fund-raising must be pre-approved by the Vice President or Dean over that program with final approval provided by the CFO. All money raised will be deposited in a Ranger College “Restricted” account for the specific program and used to supplement the school budget as approved by the administrator over the program. A written request must be submitted and approved before any fundraising may begin.

Purchasing/Travel

All purchases and travel must be approved by the immediate supervisor. Procedures, Tax-Exempt Form, Travel Request Form, Hotel Tax Exempt Certificate, can all be found on the My Ranger Portal under the “Business office” tab. [MyRangerPortal](#) [Policy DEE \(Local\)](#).

Title

All full-time faculty are eligible to receive titles at Ranger College. Faculty rank is based on satisfactory years of service and will automatically be applied with no application necessary. Degrees held will not affect the title. A change in title will not result in a monetary award. All titles will be recorded in the faculty member’s personnel file in the Human Resources office

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and will appear on the annual employment contracts.

For full-time faculty, there are four levels of academic rank:

- Instructor: 0 to 2 years at Ranger College
- Assistant Professor: 2 to 6 years at Ranger College
- Associate Professor: 6 to 15 years at Ranger College
- Professor: 15+ years at Ranger College

The title for adjunct faculty will be “Instructor” for the duration of their service at Ranger College.

Student Evaluation of Faculty

Student evaluations of faculty will be initiated by the Vice President of Institutional Effectiveness and will take place during the fall or spring term. Student evaluations forms/instruments will be approved by an assigned committee and completed forms will be retained by the Vice President of Institutional Effectiveness for a period of time. Faculty will view a summary of the evaluation during the formal faculty evaluation session.

Duties and Responsibilities

Full-time Faculty Duties and Responsibilities

Each faculty member reports to his/her Dean or Program Director and then to the Vice President of Instruction. All duties and responsibilities apply to all courses and programs, regardless of delivery method or location, including dual credit. The major duties and responsibilities include:

1. Providing quality learning experiences for students and maintaining the integrity of course standards and objectives.
2. Meeting class punctually and keeping class throughout the scheduled time as appropriate to provide quality learning experiences.
3. Preparing course syllabi for each course taught following the College’s guidelines which are located at the Vice President of Instruction Office.
4. Preparing and submitting personal vita for placement online. All full-time faculty members are required to have a CV posted on the college website.
5. Submitting budget requests to the immediate supervisor.

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6. Maintaining records of attendance, student progress, and grade distributions of students enrolled in the faculty member's classes and making all required student reports to the registrar and administrators on the dates required.
7. Maintaining required office hours in order to assist students. Post hours on the office door and submit hours to the Dean and Vice President of Instruction.
8. Notifying the Dean or Program Director and the Vice President of Instruction if a scheduled class/lab will be canceled or moved to another location.
9. Maintaining discipline and order during instructional activities and reporting all student problems in need of attention to the Vice President of Student Services.
10. Supporting the mission of the College by serving on College committees, attending division and faculty meetings, and submitting all required paperwork by due date.
11. Participating in academic advising and registration with a positive attitude toward helping students and staying current on advising policies.
12. Counseling students when there is a need and opportunity, realizing that the faculty member is often in the best position for effective guidance.
13. Assisting with divisional duties including but not limited to scheduling, program planning, and curriculum and catalog development.
14. Seeking to stay current in the instructional discipline and in teaching by participating in professional development.
15. Analyzing library holdings and making recommendations for purchase of library materials.
16. Attending graduation, the two Phi Theta Kappa induction ceremonies, and the Day of Champions.
17. Assuming other duties assigned by the Vice President of Instruction, the Dean or Program Director.

Adjunct Faculty Duties and Responsibilities

Each faculty member reports to his/her Dean or Program Director and then to the Vice President of Instruction. The major duties and responsibilities include:

1. Provide quality learning experiences for students and maintain the integrity of course standards and objectives.
2. Meet class punctually and keep class throughout the scheduled time as appropriate to provide quality learning experiences.
3. Follow the College's guidelines for course syllabi and state clear learning objectives and assessment criteria.
4. Maintain records of attendance, student progress, and grade distributions of students enrolled in the faculty member's classes and make all required student reports to the registrar and administrators on the dates required.
5. Notify the Dean or Program Director and the Vice President of Instruction if a scheduled class/lab will be canceled or moved to another location.

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6. Participate in special staff development activities for adjunct faculty.
7. Maintain discipline and order during instructional activities and reporting all student problems in need of attention to the Dean of Students.
8. Counseling students when there is a need and opportunity, realizing that the faculty member is often in the best position for effective guidance.

Dean Duties and Responsibilities

Each Dean serves in an administrative/supervisory position with the following duties and responsibilities for all courses and programs, regardless of delivery method or location, including dual credit:

1. Serve as spokesperson for the department and promote interdepartmental cooperation and effective formal communication within the Division of Instruction.
2. Assist the Vice President of Instruction in formulating Educational Goals and Outcomes for the Division of Instruction and lead in the development of learner outcomes and goals of the instruction in the department.
3. Projecting to the VP of Instruction the personnel needs of the department, recruiting qualified candidates for both full-time and adjunct faculty for all on-campus and off-campus positions, and participating in the search committee process when new employees are to be hired in the respective department and recommending faculty for employment.
4. Assist in conducting course and/or program development, evaluation, and revision as needed in order to meet the needs of students served by the department/program.
5. Orient all full-time and part-time faculty assigned to the division and provide the resources available for support of their assignment.
6. Recommend the annual division budget and maintaining effective budgetary control over the programs/disciplines for which the Dean is responsible.
7. Prepare the class schedules in conjunction with the other Deans for each term of instruction.
8. Assist the administration in formulating policy and procedures affecting faculty and instruction.
9. Ensure academic standards are maintained within all on-campus and off-campus disciplines/courses in the division and assist the Vice President of Instruction in ascertaining that all full-time and part-time faculty, both on-campus and off-campus, fulfill their instructional assignments as stated in their respective job descriptions.
10. Report any issues and/or concerns within the department and assist the Vice President of Instruction in resolving any problems which may arise.
11. Assume any other duties as assigned by the Vice President of Instruction or the President.
12. Maintain a teaching load of 4/4/0/0.

Dean Position

Faculty members interested in the position of Dean or Program Director should submit letters of application to the Vice President of Instruction. Deans will be recommended to the President. A Dean or Program Director may be reappointed indefinitely. Criteria for the selection of a Dean are as follows:

1. The candidate's academic preparation and/or occupational experience.
2. The candidate's successful teaching experiences and/or prior experiences in instructional administration.
3. The candidate's rapport with faculty and administrative colleagues.
4. The candidate's demonstrated leadership ability.
5. The candidate's demonstrated support for the administration's approach to delivering a cost-effective instructional program.
6. The special needs of the department and its programs for administrative leadership at that point in time.
7. The candidate's being approved by a state agency as a program director where applicable.

FACULTY/EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of Ranger College. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

FACULTY/EMPLOYEE ACKNOWLEDGMENT AND RECEIPT OF HARASSMENT POLICY

I have read and understand the College's Harassment Policy. My signature below confirms my knowledge, acceptance, and agreement to comply with the policy.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE