Policy and Procedure Manual
2023-2024
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MOHAVE COMMUNITY COLLEGE
POLICIES AND PROCEDURES MANUAL

MOHAVE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

District #1 (Portion of Kingman, Lake Mead, Arizona Strip)

   Candida Hunter
   Current term expires:  December 31, 2028 (Current appointment ends 12/31/2024)

District #2 (Bullhead City)

   Julie Bare
   Current term expires:  December 31, 2026

District #3 (Southern Lake Havasu City)

   Ashley Pascual
   Current term expires:  December 31, 2024

District #4 (Portion of Kingman, Davis Dam area)

   Susan McAlpine
   District Term expires:  December 31, 2024

District #5 (Mohave Valley, Northern Lake Havasu City)

   Diane Singer
   District Term expires:  December 31, 2026

ADMINISTRATION

Stacy S. Klippenstein, Ed.D.  President
Tim Culver, Ph.D.  Executive Vice President
Tramaine Rausaw, Ed.D.  Vice President, Engagement
Jennifer Dixon, PHR, SHRM-CP  Vice President, Administration
MISSION, VALUES AND VISION

MCC Bighorn Intrepid Goal (BIG)

All adults who have not yet completed a post-secondary degree will be inspired to attain the credential, certificate, or degree they seek from Mohave Community College by 2030.

Mission

MCC serves our communities, empowering students to succeed through innovative pathways and quality education.

Vision

Improving lives. Improving communities. Bridging possibility to purpose and prosperity.

Values

Create the Future. We cultivate relentless curiosity in our students and each other to unlock new opportunities and break barriers. We take risks, adapt to oncoming challenges and opportunities, and engineer new ideas as we learn together from our mistakes and successes.

Engage Fearlessly. We bring passion and energy to our work by dreaming big, being bold, having fun, and fostering a caring environment. Celebrating each other and our results with enthusiasm makes our work meaningful and exciting.

Build Together. Our individual differences and backgrounds strengthen our teams, where we seek input and ensure every voice is heard. We amplify our impact when we empower each other to take ownership and work together toward common vision.

Live Authentically. We are at our best when we share information openly, create clarity, invite stakeholders to participate in decision-making, and communicate with utmost respect.
FOREWORD

The Policies and Procedures Manual of the Mohave County Community College District contains policies approved by the Governing Board for the governance (Board’s role) of the institution.

The policies are the basis for rules, regulations, and procedures developed by the administration and used to manage the institution (management’s role).

“Policy” is general in nature, adopted by the Board, and establishes what is to be accomplished by the college. From policy, the administration develops rules, regulations and procedures that define more specifically how policy is to be realized or implemented. By definition, policies are the domain of the governing board (what shall be done), and rules, regulations, and/or procedures (how to) are in the realm of management. Typically, for every policy there exists a rule or regulation and a procedure for implementation.

Governing board policies tend to be more permanent in nature and to remain static versus being changed annually. However, policies are subject to change for compliance with applicable law, with best practices, and with applicability to the institution.

The Policies and Procedures Manual is not a substitute for the Arizona Revised Statutes which apply to the operation of the community colleges of Arizona. Indeed, state statutes that bind the college are, legally, policies and/or procedures that must be followed by the institution.

In this manual, bylaws and policies approved by the Governing Board are shown in bold print.

X.XXX Policy

Rules, regulations and/or procedures developed by the administration in support of Board policy are shown in regular print, under the applicable policy:

X.XXX.XX Regulations and Procedures

Regulations and procedures will be of two types: (1) procedures and regulations primarily applicable to students and (2) procedures and regulations primarily directed to staff. Procedures and regulations for students will often be written in second-person informal language, such as is found in the student handbook or catalog. Procedures and regulations for staff will usually be written in more formal third-person language. In some cases both types of procedures will address implementation of the same policy – one from the perspective of the student and the other from the perspective of staff. Finally, staff operating procedures are included that detail how certain operations of the college are to be accomplished.

This manual is to be a living manual. As changes take place in policies and procedures, and in a dynamic institution such as Mohave Community College that will be an ongoing process, those changes must be reflected in this manual as they occur. The numbering scheme used leaves room for insertion of new sections wherever they are needed without disturbing the numbering of existing sections.

Subsequent changes to Policies in this manual require Governing Board action. The Board shall be periodically advised of changes to the Procedures contained in the manual.

Use of the terminology “The College” throughout the manual is defined as the administration empowered by the shared governance hierarchy of the committee and communication structure.
The Board shall maintain membership with the designated regional accreditation agency and make every possible effort to achieve and maintain full accreditation with this organization.

Mohave Community College is accredited by the Higher Learning Commission, 230 S. LaSalle Street., Suite 7-500, Chicago, IL 60604-1411. Telephone number 800.621.7440 or 312.263.0456; email: info@hlcommission.org. MCC has been accredited since 1981. MCC’s last Assurance Review visit was in April 2023.

Boards of Trustees are considered the primary governance body of the institution and trustees are responsible for maintaining membership with HLC through the following: (1) Obligations of Membership (2) Assumed Practices and (3) Core Criteria. The Governing Board is key in maintaining accreditation and overall institutional health. A trustee, once elected, should act in good faith to support the institution’s continued accreditation, and to be part of a team responsible for meeting all HLC and federal regulatory requirements for continued accreditation. (Tom Bordenkircher, Vice President of Accreditation Relations, Presentation to the Arizona Association of Community College Trustees, April 2023)
Board members have authority only when acting as a district governing board legally in session, or when expressly granted authority by vote of the Board during a legally convened meeting. The Board cannot be bound by any statement or action of individual Board members except when such statement or action is pursuant to instructions by the Board.
The Board expects itself, as a whole and of its members, ethical and professional conduct and appropriate decorum in group and individual behavior during lawfully convened meetings of the Board, and when representing the College in the community as an elected or appointed member of the Board.

A. Recognize that authority rests only with the District Governing Board as a whole in lawfully convened meetings; consistent with this principle, outside of lawfully convened meetings, Board members shall not represent that they speak for or may act on behalf of the Board or the District unless expressly authorized to do so by a vote of the Board taken in public during a lawfully convened meeting.

B. Recognize that only the district governing board as a whole has the legal status to act for the governing board and the district.

C. Do not participate in activities or meetings of the board not posted and convened in accordance with the Arizona Open Meeting Law, Arizona Revised Statutes Section 38-431, et. seq.

D. Refrain from making commitments on any matter which should properly come before the governing board as a whole.

E. Accept the principle of majority rule in governing board decisions.

F. Do not use their positions on the governing board for personal gain.

G. Refuse to bring personal matters into governing board considerations.

H. Maintain a professional demeanor and respect the opinions of citizens, fellow Board members, and staff members.

I. Respect citizens who wish to be heard at official meetings.

J. Understand that their basic roles are that of policymaking and not administration.

K. Insist on written policies and procedures as the basis for governance.

L. Make decisions based on all available facts.

M. Insist that all college business transactions be based on considerations of ethical behavior and in compliance with applicable law and district policy and procedure.

N. Information requests of the college from individual Board members must be addressed to the President.

O. Respect the President’s authority, and support the President’s decisions in administrative matters, day-to-day operations, and supervision of all other employees.

P. Recognize that the President reports to the governing board, not an individual Board member, and that the President supervises all other employees. Do not become involved at any level in conducting personal investigations into college personnel matters.

Q. Refer all complaints, problems, personal criticism, and administrative questions to the President of the college for disposition in accordance with the policies and procedures of the college and applicable law.

Date of Policy Adoption: March 2023
Last Date of Procedure/Process Review: March 2023
References: ARS 38-501, et. seq.
Accountability
Each Board member must represent non-conflicted loyalty to the interests of the entire community of Mohave County. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups, membership on other boards and staff, and an individual’s employment or profession. Board members are elected to serve on an impartial and nonpartisan basis, and this accountability supersedes the personal interest of any Board Member acting as an individual consumer of the organization's services and when serving as a steward on behalf of the college district.

Conflict of Interest
Each Board member shall always avoid any conflict of interest with respect to the Board member’s fiduciary responsibilities. The Arizona Conflict of Interest laws shall be always followed by Board members and College staff. No Board member shall use his or her position to obtain employment in or contracts with the District for the Board member, family members, or close associates.

Communications
Individual Board members shall deal positively and respectfully with each other, including the use of open and honest communication. The Board as a whole in its meetings shall provide sufficient opportunities for open, respectful, and honest communication with its internal and external communities. Each Board member’s interaction with the public, press or other entities shall recognize the same limitation and the similar inability of any Board member or group of Board members to speak for the Board except as authorized by law and explicitly set forth in Board policies.

Interaction with College Employees
Each Board member’s interaction with the President or with staff shall recognize the lack of authority in any individual Board member or group of Board members except as authorized by law and explicitly set forth in Board policies. No Board member shall express public judgments of the President’s or any other staff member’s performance except as that performance is assessed against explicit Board policies by the evaluation process set forth in adopted policies and procedures, and the Board is lawfully convened in a properly posted meeting.
Violations

When the conduct or behavior of a member is perceived by another member to violate applicable law or the Board’s own established policies, the complaining member may submit the complaint in writing to the President with a request for inclusion as a Board agenda item at the next regular meeting of the Board.

The Board may then provide for an independent review of the alleged violation of law or policy by directing the President to arrange such an independent review or take other action which may be required by law or District policy. After the independent review is reported to the Board, the Board may address the findings at a public meeting, and if the report findings indicate that a violation of law or District policy has occurred, make specific recommendations to reasonably ensure that the violation of law or District policy will not recur.

The Board recognizes that as a Board, it has no authority to remove or otherwise sanction an elected or appointed Board member, but also that it may be required to initiate remedial or corrective action, carried out in accordance with the Open Meeting Law and applicable law and District policies, in instances where actions of a Board member may have jeopardized the interests of the District and the College.

Date of Policy Adoption: March 2023
Last Date of Procedure/Process Review: March 2023
References: ARS 38-501, et. seq.
The Mohave County Community College District, or Mohave Community College (MCC), is a single college created by the voters of the county and organized under the statutes of the State of Arizona. The college may be structured as multiple campuses and outreach centers as deemed necessary and approved by the Board.
Each member of the Board is subject to the conflict-of-interest provisions of Arizona law. No member of the board shall directly or indirectly receive any compensation or remuneration, or derive any profit or gain, by reason of his/her membership on said board or by reason of his/her services to the college district.
Board members will be elected or appointed in a manner compliant with the laws of the State of Arizona

Number of Members: The Governing Board (Board) shall consist of five (5) members, each of whom shall be elected for a term of six (6) years. (ARS 15-1441.A)

Precincts: The Mohave County Board of Supervisors shall establish electoral precincts within the Community College District. (ARS 15-1441.A)

Rotation: Statute has set the order of elections for members of the governing board so that an election will be held every two years with no more than two board members being elected at any one time. Board members are elected on a 2-2-1 basis: the representatives from District Two and District Five are elected the same year; the representatives from Districts Three and Four are elected in the same year; and the representative from District One is elected separately. (ARS 15-1441.C)

Qualifications: Subject to the restrictions of statute, any person who is a qualified elector of the state and who resides in an electoral precinct of the community college district is eligible for election to the office of District Governing Board Member. (ARS 38-201, 15-1441.G, 15-1441.H)

General Election: Members of the district board shall be elected at the time and place and in the manner of general elections. The elected person shall be the person to whom the County School Superintendent issues the certificate of election. (ARS 15-1442.B)

Nominating Petitions: Candidates for membership on the Board must file nominating petitions pursuant to Arizona statute. Pursuant to statute, nominating petitions shall be signed by not less than one-half of one percent (0.5%) of the qualified electors of the district for which the candidate is nominated. The percentage of qualified electors necessary to sign the nominating petition shall be determined by the total vote cast for the governor in the district in the last general election. (ARS 15-1442.C)

Vacancies: Any vacancy on the Board shall be filled pursuant to statute. Vacancies shall be filled by a qualified elector of the state, who resides in the district to be represented, who is appointed by the Mohave County Superintendent of Schools, for the un-expired term for the electoral district where the vacancy occurs as provided by law. (ARS 15-1441.E)

Oath of Office: All members of the governing board shall be required to take and subscribe to an oath of office as prescribed by statute. (ARS 38-231-234)
Annually, the President of the college will demonstrate the alignment of the budget with the Strategic Plan and fiscal sustainability goals of the Board.

It shall be the District’s financial policy to expend State Appropriations first, Property Tax revenue second and all other tuition and fee-based revenue third in conducting the financial business of the college, with any remaining funds rolling to a fund balance at fiscal year-end.

As required by the issuer of the bonds, the District’s tuition and fees revenue (in addition to bookstore, food service, rental and auxiliary revenues) is pledged against outstanding debt in the form of Pledged Revenue Obligations and Revenue Refunding Bonds.

In regard to the continued maintenance and planned expenditure of existing and future fund balances, the District shall act in accordance with the approved strategic plan that is reviewed annually, with consideration to relevant financial ratios including, but not limited to the Primary Reserve Ratio, Viability Ratio and the Net Financial Assets Ratio.

The District will also establish defined allocations for fund balance according to the strategic plan which may include, but not be limited to Compensated Absences, a Deferred Maintenance Plan and a Fiscal Stability Policy.
The Mohave County Attorney is the legal counsel for the College and is required by law to advise the Board and college President on legal issues. The Board may from time to time appoint other counsel for specific projects. A request by any Board member for a legal opinion from legal counsel shall be made at an open Board meeting.
Meetings of the Mohave County Community College District Board will be compliant with the laws of the State of Arizona.

Open Meeting Law: All meetings of the Board shall be public meetings subject to the provisions of statute, and all persons, to the extent provided by law, shall be permitted to attend and listen to the deliberations and proceedings. All minutes of such meetings as are required by law shall be properly and accurately recorded and open to public inspection, except as provided by law. (ARS 38-431.09, 38-431.01.A, 38-431.01.B)

Notice: The official Mohave Community College Governing Board Agenda will be posted at least 24 hours in advance of the meeting. No new business shall be transacted by the Board unless the item is on the agenda. However, upon the concurrence of the majority of the Board members present and subject to the provisions of statute, a new business item may be brought up for Board action if, in their opinion, an actual emergency requires action by the Board. (ARS 38-431.02)

Agendas: The college President shall prepare Board meeting agendas and informational material about agenda items in consultation with the President of the Board. The agenda shall be provided to the Board members at least three (3) days prior to the meeting. Requests for placing items on the agenda shall be given to the President in sufficient time to place the items on the agenda and to prepare any required backup materials. Agendas may be revised up to twenty-four (24) hours before a Governing Board meeting begins.

Order of Business: The order of business, unless modified by the Board, shall include, but not be limited to, the following: (1) Call to Order/Roll Call, (2) Audience of Any Citizen (38-431.01.H) (3) Consent Items (Minutes of Previous Meeting, etc.), (4) Board Reports, (5) President’s Report, (6) Reports of Administrative Divisions, and (7) Adjournment.

Number of Meetings: Eight regular meetings of the Board shall be held on dates designated at the June Board meeting for the ensuing fiscal year. (ARS 15-1443.B)

Quorum: At all meetings of the governing Board, whether regular or special, a majority of the entire membership of the Board shall constitute a quorum to do business. (ARS 1-216)

Voting: All members of the Board are eligible to vote on any issue before the Board, and each member shall have one vote.

Rules of Order: In all matters involving the conduct of Board meetings which are not addressed in Arizona law and the by-laws and policies of the Board, Robert’s Rules Simplified shall be used as a guide, but the Board is not required to comply with it.

Date of Policy Adoption: June 2023
Last Date of Procedure/Process Review: June 2023
References: as cited
Executive Sessions: Pursuant to statute and subject to its provisions, executive sessions may be held. (38-431.03)

Special Meetings: Meetings other than regularly scheduled meetings may be held at the call of the president of the Board or upon a call, issued in writing, signed by a majority of the members of the Board. Notice of the special meeting should be given to each member by phone or by email at least 72 hours before the appointed time; however, in case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances and as provided in statute. (15-1443.B)

Committees: No individual member and no group of less than the full membership shall be designated as a permanent committee to perform any of the Board functions. (1.110) The Board may appoint temporary committees comprised of less than the full membership for special purposes. These committees shall be discharged on the completion of their assignment.

Immunity: Members of the district board are immune from personal liability with respect to all acts done and actions taken in good faith within the scope of their authority during duly constituted regular and special meetings. (15-1443.B)
All members of the Governing Board shall be required to take and subscribe to an oath of office.

Before any officer or employee enters upon the duties of the office or employment, the officer or employee shall take and subscribe the following oath or affirmation:

State of Arizona, County of __________________ I, __________________________

type or print name)

do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona, that I will bear true faith and allegiance to the same and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of __________________________

(name of office) __________________________ according to the best of my ability, so help me God (or so I do affirm).

____________________________________

(signature of officer or employee)

Any officer or employee who fails to take and subscribe to the oath or affirmation provided by this section within the time limits prescribed by this section is not entitled to any compensation until the officer or employee does so take and subscribe to the form of oath or affirmation prescribed by this section.

When a different time is not prescribed, the oath of office shall be taken and subscribed as follows:

1. If appointed, at or before commencement of the term of office.

2. If elected, at any time after receiving the officer's certificate of election, and at or before commencement of the term of office.

The official oaths of all officers and employees of each public educational institution except school districts shall be filed of record in the respective offices of the public educational institutions. The official oath or affirmation required to be filed of record shall be maintained as an official record throughout the person's term, appointment or employment plus a period of time to be determined pursuant to sections 41-151.15 and 41-151.19.
At the first Board meeting following January 1 of each year, the Board shall elect from its membership a president and a secretary for a term of one year and shall hold office until a successor is elected.

Officers shall assume office at the conclusion of the meeting at which they were elected.

It shall be the duty of the Board president to preside over the meetings of the Board, to call meetings as herein provided, and to perform such other special duties as shall be vested in him or her by the Board. In the absence of the Board president, the secretary shall preside over the meetings of the Board.

It shall be the duty of the secretary to record or ensure to be recorded, all proceedings of the Board and to perform such other duties pertaining to his/her office as the Board may from time to time require. In case of a vacancy in any office, the vacancy shall be filled by the Board as soon as practicable by electing a successor to the un-expired term of office.
The formulation and adoption of written policies constitutes the basic method by which the Board exercises its leadership in the operation of the College.

Board policies provide guides for the discretionary action of those to whom it delegates authority to administer the College. The study and evaluation of reports concerning the execution of its written policies is how the Board exercises its control over the operation of the College.

A policy shall not be voted on at the first meeting during which it is discussed. After discussion has revealed the sentiment of the Board regarding the proposed policy, or change of policy, the college President shall be instructed to prepare the policy statement, and, if the President or the Board deems it necessary, the college President shall have prepared a staff report on the implications of the policy if adopted. If circumstances require immediate action, the Board may temporarily adopt, amend, or repeal a policy, until final action can be taken at the next regularly scheduled meeting.

Recognizing its own function as the lawful and final authority in policy matters, the Board accepts the principle that those who are affected by policy should be involved in the formulation of those policies, unless such policies are mandated by federal or state law. The Board, therefore, directs that a procedure be utilized whenever appropriate whereby staff and administration work together in this process (MCC Policy 5.010)
The Board shall have all the powers and duties provided to it under the laws of the State of Arizona.

A. Except as otherwise provided, each district board shall:

1. Maintain each community college under its jurisdiction for a period of at least eight months each year and, if the monies of the district are sufficient, maintain each community college for a longer period.

2. Adopt policies in a public forum to offer programs that meet the educational needs of the population served by the community college. (MCC Policy 1.065, Policy Formulation)

3. Enforce the courses of study prescribed by the district board. (2.020 Educational Programs)

4. Visit each community college under its jurisdiction and carefully examine its management, conditions and needs. (1.040 Meetings)

5. Exclude from each community college all books, publications or papers of a sectarian, partisan or denominational character intended for use as textbooks. (2.025 Academic Freedom)

6. Appoint and employ a chancellor or chancellors, vice chancellors, a president or presidents, vice presidents, deans, professors, instructors, lecturers, fellows and such other officers and employees it deems necessary. The district board may enter into employment contracts with chancellors, vice chancellors and presidents for a duration of more than one year but not more than five years. (1.100 President’s Specific Duties)

7. Determine the salaries of people it appoints and employs. A district may not compensate an employee for work performed on behalf of an elected employee representative organization and may not provide more favorable terms and conditions of employment to any employee because that individual belongs to an elected employee representative organization. (1.100 President’s Specific Duties)

8. Remove any officer or employee if in its judgment the interests of education in this state require the removal. (1.100 President’s Specific Duties)

9. Award degrees, certificates and diplomas on the completion of courses and curricula as it deems appropriate. (2.020 Educational Programs)

10. Appoint or employ, if it deems necessary, police officers who shall have the authority and power of peace officers. The police officers who have received a certificate from the Arizona peace officer standards and training board are eligible for membership in and benefits under either title 38, chapter 5, article 2 or the public safety personnel retirement system under title 38, chapter 5, article 4.
11. Determine the location within the district of a community college and purchase, receive, hold, make and take leases of, sell and convey real or personal property for the benefit of the community colleges under its jurisdiction. (5.200 Financial and Business Services)

12. Obtain insurance or be self-insured, or a combination of insurance and self-insurance, against loss, to the extent it is determined necessary on community college buildings of the district. The local district shall have an insurable interest in the buildings. (5.125 Insurance and Risk Management)
The Board shall have all the powers and duties provided to it under the laws of the State of Arizona.

B. The district board may:

1. Administer trusts declared or created for the district and receive by gift or devise and hold in trust or otherwise property wheresoever located, and if not otherwise provided, dispose of the property for the benefit of the district.

2. Lease real property, as lessor or as lessee. If a district is the lessee, the lease may contain an option to purchase the property. The district board may adopt policies as are deemed necessary and may delegate in writing to the chancellor or president of the district, or their designees, all or any part of its authority to lease property under this paragraph. Any delegation by the district board pursuant to this paragraph may be rescinded in whole or in part at any time by the district board.

3. Sue and be sued.

4. Contract. The district board may adopt such policies as are deemed necessary and may delegate in writing to the chancellor or president of the district, or their designees, all or any part of its authority to contract under this paragraph. Any delegation of authority under this paragraph may be rescinded by the district board at any time in whole or in part.

5. Construct, remodel and repair buildings.

6. In conjunction with other districts, establish policies for procuring goods and services.

7. Provide a plan or plans for employee benefits, which may include optional retirement programs pursuant to section 15-1451, subsection A, which allow for participation in a cafeteria plan that meets the requirements of the United States internal revenue code of 1986.

8. Accept grants or donations of monies from the United States or any of its agencies, departments or officers, this state, political subdivisions of this state, tribal governments, school districts, special taxing districts, persons, corporations, foundations or associations. The district board shall deposit the monies into a specific fund or account and shall administer the monies in accordance with the purpose of the grant or donation with specific policies or restrictions as described or stipulated in the grant or donation. In the case of personal property granted or donated to or for the benefit of a community college district, the district board shall immediately transfer possession and ownership of the property to the designated district. Monies received pursuant to this paragraph are not considered local revenues for the purposes of article IX, section 21, Constitution of Arizona.
9. Enter into intergovernmental agreements or contracts pursuant to section 11-952.01 for participation in programs offered by public agency pools or separately contract with a trustee or board of trustees that provides a common self-insurance program with pooled funds and risks pursuant to section 15-382, subsection B, paragraph 2. The district board is not required to engage in competitive procurement in order to make the decision to participate in these programs.

10. Name a building or a group of buildings that is located on a community college campus on behalf of a person or entity that has made a significant contribution of monies or other property to the community college or the community college district.

11. Enter into research and development agreements, royalty agreements, development agreements, licensing agreements and profit-sharing agreements concerning the research, development, production, storing or marketing of new products developed or to be developed through community college district research. Monies received pursuant to this paragraph are not considered local revenues for the purposes of article IX, section 21, Constitution of Arizona.

12. Enter into an intergovernmental agreement pursuant to section 15-1747 to participate in a reciprocity agreement subject to the terms of the reciprocity agreement.

13. Engage in entrepreneurial and commercial activities. Monies received pursuant to this paragraph are not considered local revenues for the purposes of article IX, section 21, Constitution of Arizona.

14. Collect auxiliary fees, including cafeteria fees, food service fees, bookstore fees and dormitory fees. Monies received pursuant to this paragraph are not considered local revenues for the purposes of article IX, section 21, Constitution of Arizona.

15. Provide goods and services pursuant to a contract with a political subdivision of this state or with a tribal government. Monies received pursuant to this paragraph are not considered local revenues for the purposes of article IX, section 21, Constitution of Arizona.

16. For a community college in a county with a population of seven hundred fifty thousand persons or less, offer four-year baccalaureate degrees that are accredited by a regional accreditation agency approved by the United States department of education.
17. For a community college in a county with a population of more than seven hundred fifty thousand persons, offer four-year baccalaureate degrees that are accredited by a regional accreditation agency approved by the United States department of education as follows:

(a) For the first four years that a community college offers four-year baccalaureate degrees, the community college may not offer more than five percent of its total number of degree and certification offerings for four-year baccalaureate degrees. For the fifth and subsequent years that a community college offers four-year baccalaureate degrees, the community college may not offer more than ten percent of its total number of degree and certification offerings for four-year baccalaureate degrees.

(b) Tuition per credit hour for the third and fourth years of a four-year baccalaureate program may not exceed one hundred fifty percent of the tuition per credit hour of any other district program.
The Board shall have all the powers and duties provided to it under the laws of the State of Arizona.

C. If a district acquires real or personal property, whether by purchase, exchange, condemnation, gift or otherwise, the district shall pay to the county treasurer any taxes on the property that were unpaid as of the date of acquisition, including penalties and interest. The lien for unpaid delinquent taxes, penalties and interest on property acquired by the district:

1. Is not abated, extinguished, discharged or merged in the title to the property.

2. Is enforceable in the same manner as other delinquent tax liens.

D. In a district whose boundaries encompass a vehicle emissions control area as defined in section 49-541, the district board shall require all out-of-county and out-of-state students to sign an affidavit at the time of course registration that the student's vehicle meets the requirements of section 49-542. The district board on property under its jurisdiction within a vehicle emissions control area shall prohibit the parking of those vehicles that fail to comply with section 49-542.

E. A community college district and a career technical education district governing board may enter into agreements to provide administrative, operational and educational services and facilities.

F. Each district may establish a program for the exchange of students between the community colleges under its jurisdiction and colleges and universities located in Sonora, Mexico. The program may provide for in-state tuition for Sonora students at the community colleges under the jurisdiction of the district in exchange for similar tuition provisions for Arizona students enrolled or seeking enrollment in Sonora colleges and universities. The community colleges may work in conjunction with the Arizona-Mexico commission in the governor's office to coordinate recruitment and admissions activities to provide for in-state tuition for up to fifty Sonora students at the community colleges under the jurisdiction of the district in exchange for similar tuition provisions for up to fifty total Arizona students enrolled or seeking enrollment in Sonora colleges and universities.

G. Each district shall facilitate transfer articulation coordination pursuant to section 15-1824.
The Board shall have all the powers and duties provided to it under the laws of the State of Arizona.

A. A community college district board may allow its members and spouses and dependents of members to participate in the plan providing health, accident, life and disability benefits for employees of the district and their dependents. A district board member is eligible to participate in the plan provided as an employee benefit if the member pays the full premium and the participation of the member does not result in an expenditure of district monies.

B. If the community college district board allows its members to participate in the plan, as provided in subsection A of this section, a district board may also adopt a policy allowing participation in the plan provided as an employee benefit for board members after they leave the board and for surviving spouses and dependents of board members or former board members under the following conditions:

1. The community college district board may allow a board member and spouses and dependents of members to continue to participate after the board member leaves the board if all of the following apply:
   (a) The board member served at least six consecutive years on the board.
   (b) The board member was covered under the plan while serving on the board.
   (c) The board member pays the full premium.
   (d) The board member's participation does not result in an expenditure of district monies.

2. The district board may allow the surviving spouse and dependents of a deceased board member to continue to participate in the plan if all of the following apply:
   (a) The surviving spouse or dependents were covered under the board member's or former board member's participation in the plan.
   (b) The surviving spouse or dependents pay the full premium.
   (c) The participation of the surviving spouse and dependents does not result in the expenditure of district monies.
The secretary of the Board may request that the College President designate a person to act as the official recorder of the Board.
Board members serve without remuneration, except for reimbursement for travel and incidental expenditures under the same general policies as college employees.

The district board may permit a member, member-elect, officer or employee to travel within or without the state for a community college district purpose and receive reimbursement for lodging and subsistence and transportation expenses according to the procedures and amounts established by the district board as long as the reimbursement rates do not exceed the maximum amounts established pursuant to section 38-623 and section 38-624, subsection C.

The district board may pay for the traveling, lodging and other travel related expenses of candidates for employment with the district according to the policies and procedures established by the district board.

Date of Policy Adoption: March 2023
Last Date of Procedure/Process Review: March 2023
References: ARS 15-1406; compensation; payment of expenses for employment candidates
The Board is authorized under statute to employ a President as the chief executive officer of the college and may enter into an employment contract for a duration of more than one year but no more than five years.

The board delegates to the President, as its chief executive officer, its authority for administering the laws and policies governing the college.

The President of the college shall be responsible for the complete organization and administration of the college.

The President may delegate any powers and duties entrusted to him/her by the board, but he/she shall be specifically responsible to the board for the execution of such delegated powers and duties.

The Board shall be responsible for conducting an evaluation of the College President annually.

Among other duties, the President shall:

1. Document and report to the Board at least semi-annually on the efficiency and effectiveness of all college operations.

2. Act as the professional advisor to the Board.

3. Have the power to act in areas where no policy exists, subject to review by the board at the next regularly scheduled board meeting.

4. Attend all board meetings unless excused by the president of the Board. Prepare the board meeting agenda in consultation with and on advisement of the president and secretary of the Board. Have timely prepared for adoption minutes of board meetings.

5. Sign, when legally allowed all documents which otherwise would require the signature of the president and/or secretary of the board subject to the limitations imposed by law or regulation (ARS 15-1444 and the Arizona Administrative Code).

6. Establish a college management structure that ensures the college is demonstrably managed in an efficient and effective manner and that such committees, councils, and advisory groups as deemed necessary are in place.

7. Keep the citizens of the county informed on a timely basis via a public information program.

Date of Policy Adoption: March 2023
Last Date of Procedural Review/Revision: March 2023
References: ARS 15-1444
8. Lead the development of programs and curriculum.

9. Participate in the selection of faculty and staff. The office of the President may promulgate office-specific procedures which provide incentives for recruitment of persons to fill in-demand positions at the college.

10. Appoint employees, subject to subsequent ratification via consent by the Board.

11. Lead in the evaluation of employees.

12. Make final determinations regarding promotion, retention, and/or discharge of employees.

13. Be responsible for presentation of the annual budget to the Board.

14. Provide leadership for physical plant development and maintenance.

15. Serve as the official representative of the college at professional meetings.

16. Keep the board informed on important matters that pertain to the general welfare of the college.
The college shall provide an effective and efficient organizational structure to provide and support instruction for the students of Mohave Community College.

The current organizational structure for Instruction and Academic Support can be located on the College’s website at: https://www.mohave.edu/about/administration/organizational-structure/
The college shall provide a program of study not exceeding two years’ training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

The college shall offer associate degree programs in the arts, sciences, and humanities leading to transfer to a four-year college or university, associate degrees and certificates in occupational and technical subjects leading to immediate employment, college preparatory programs for students who are not prepared for college-level work, and adult basic education in English and mathematics, including English Language Acquisition for Adults. A full listing of degree and certificate programs offered by the college can be found in the current college catalog at: [http://catalog.mohave.edu/](http://catalog.mohave.edu/)
The college shall provide a program of study not exceeding two years’ full-time training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

Definition

MCC has chosen to align with ABOR Policy on Credit Definition:

A. Definition of a Unit of Credit

   An hour of work is the equivalent of 50 minutes of class time (often called a "contact hour") or 60 minutes of independent study work. A minimum of 45 hours of work by each student is required for each unit of credit. Ordinarily, a course must cover a 1-week period for every unit of credit given. During summer sessions, however, 6 units of credit may be given over a 5-week period.

   1. At least 15 contact hours of recitation, lecture, discussion, testing or evaluation, seminar, or colloquium, as well as a minimum of 30 hours of student homework is required for each unit of credit;
   2. Workshops must involve a minimum of 45 hours for each unit of credit, including a minimum of 15 contact hours, with the balance of the requirement in homework;
   3. Studios must involve at least 30 contact hours and at least 15 hours of homework for each unit of credit;
   4. Laboratory courses require a minimum of 45 contact hours per unit of credit;
   5. Field trips will be counted hour-for-hour as laboratory meetings;
   6. Each unit of internship or practicum must require a minimum of 45 clock hours of work; and
   7. Music instruction and specialized types of music performance offerings must conform to the requirement for accreditation of the National Association of Schools of Music.
   8. Off-campus courses, regardless of mode of delivery, may be assigned credit based on competencies or learning outcomes that
are acquired through coursework and are equivalent to those of students in a traditional classroom setting. An equivalent of 45 hours of work by each student is required for each unit of credit.

Definition of Lecture: Course focuses on principles, concepts or ideas, lecture, discussion and demonstration. A semester credit hour is earned for fifteen, 50-minute sessions of direct faculty instruction and a minimum of two hours of student preparation time outside of class per week throughout the semester.

Definition of a Laboratory: Practical application type course where the major focus is on “hands on” experience to support student learning (use of equipment, activities, tools, machines generally found in a laboratory).

Definition of Internship: Courses developed for independent learning and the development and application of job related or practical skills in a particular discipline. These courses allow for observation, participation, and fieldwork, and are generally offered off campus. Internship time includes a combination of supervised time by approved experts outside the college, student assignments, and time supervised by a college instructor.

Definition of Externship: An externship or job shadowing experience is an opportunity for a student to engage in practice based learning by actively participating in a field of interest. It is very similar to an internship but is generally of a very short duration. Externships and job shadowing experiences are generally not done for academic credit and such experiences are unpaid. Examples of job shadowing include:

- Tour the facility
- Sit in on staff meetings
- Observe customer/client interactions, if applicable
- Conduct informational interviews with colleagues and/or key staff members
- Assist with projects or general office tasks

Date of Policy Adoption: Adoption of Manual- July 2008
Date of Last Procedural Review/Revision: November 18, 2022
References: HLC Policy Number: FDCR.A.10.020
Overview of company mission and procedures
Visit with the Human Resources Department and/or meet with recruiters
Introduce extern to a new employee to give him/her a “fresh perspective”
Meet with any MCC Alumni who work at the organization
Provide marketing materials about company/organization for student
Demonstrate industry-specific software or tools

Definition of Clinical Placement: Supervised experiences where students are afforded an opportunity to apply skills and techniques acquired from assessment and intervention-oriented course material. Number of hours varies by academic program based on clinical placement site hour requirements and student assignments.

References:

Definition of Practicum: Courses developed for independent learning and the development and application of job related or practical skills in particular discipline. These course allow for observation, participation, client evaluation, fieldwork, and are offered off campus.

References:

Definition of Studio: Studio describes a class in which all students are engaged in creative or artistic activities, which are new and unique and not formulated in a lecture setting. Every student in the room is performing a creative activity to obtain specific outcomes. Because it is not typically lecture-based, this requires more minute-to-minute responsibility for the faculty member to engage individual students towards their goals.

References:
The college shall provide a program of study not exceeding two years’ training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

Mohave Community College offers the Associate of Arts (AA), Associate of Business (ABus), Associate of Science (AS), Associate of General Studies (AGS) and the Associate of Applied Science (AAS) degrees.

**Associate of Arts (AA), Associate of Business (ABUS), and Associate of Science (AS)**

The Associate of Arts, Business, and Science degrees are designed to enable students to transfer qualifying course credits to a college or university granting a baccalaureate degree. Students following these programs will have taken the university parallel requirements in general education.

The Course Equivalency Guide and the transfer guides are designed to help students, in consultation with an advisor, to understand the transfer process. Each student is ultimately responsible for the acceptance of course credits at a college or university to which the student seeks to transfer.

Some specific programs have higher grade requirements for graduation. It is the student’s responsibility to be aware of these program requirements. No degree (or course) is transferable to an in-state university unless students earn a “C” or better in each course.

**Associate of Applied Science (AAS)**

The Associate of Applied Science degree is intended to prepare the student for entry into a vocational area or to upgrade skills of persons already employed. The 15 hours of general education courses introduce skills needed and desired by employers and employees. The remaining hours include course work to develop skills in the vocational and related areas. Some specific programs have higher grade requirements for graduation. It is the student’s responsibility to be aware of these program requirements. No degree (or course) is transferable to an in-state university unless students earn a “C” or better in each course.

**Associate of General Studies (AGS)**

The Associate of General Studies degree is intended to prepare the student for entry into an occupational area. All course work is related to the student’s occupational goal with general education requirements embedded within the courses. Some specific programs have higher grade requirements for graduation. It is the student’s responsibility to be aware of these program requirements. No degree (or course) is transferable to an in-state university unless students earn a “C” or better in each course.

Date of Policy Adoption: Adoption of Manual- July 2008
Date of Last Procedural Review/Revision: November 18, 2021
References: ARS 15-1444 (1)(2)(3)
The college shall provide a program of study not exceeding two years’ training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

Receiving Additional Degrees

A student may earn multiple degrees.

Once a student has earned one degree at MCC, any of the other degrees can be earned by completing the additional degree requirements with a minimum of fifteen (15) additional credits beyond the previous degree. Degrees may be earned concurrently.

A student who elects to pursue an additional degree is subject to the degree requirements of the catalog in effect at the time the student declares the new degree.

When multiple degrees have been declared simultaneously, graduation applications may occur at different times for each degree. If a student was awarded only one of the declared degrees, they will continue the second degree under the catalog in which it was declared, so long as the student meets the ongoing enrollment requirements of the current MCC catalog.

Since AAS programs are designed to prepare students for employment in the respective occupational areas, it is necessary that the student follow the program content and sequence as outlined. Any departure from the outlined program must be approved by the appropriate faculty and administration. The specific occupational content is set forth in the program outlined within the respective areas of study.
The college shall provide a program of study not exceeding two years’ training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

Certificates

The college offers certificates of completion and certificates of proficiency programs.

Certificate of Completion

MCC offers, in selected occupational and academic areas, a Certificate of Completion that is intended to define entry-level competencies. The certificate is awarded after successful completion of a series of specific courses and is clearly identified in the catalog.

Certificate of Proficiency

MCC offers, in selected occupational and academic areas, certificate programs that are intended to improve students’ existing skills or provide competencies for employment.

Certificates are awarded after successful completion of a series of specific courses in a selected certificate program. Students must have successfully completed all courses in the certificate and have a cumulative grade point average of 2.0 or better in all work completed at MCC, including courses not applicable to the certificate.
The college shall provide a program of study not exceeding two years’ training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

General Education Philosophy

Mohave Community College’s general education emphasizes breadth of knowledge and academic skills to complement the depth of knowledge students will acquire in the individual major. The general education curriculum at MCC is designed to provide students with the following:

- **Aesthetic Sensibilities**: An awareness of creative expression in the world around us.
- **Communication Skills**: The ability to effectively convey meaning through various media on both personal and professional levels.
- **Critical Thinking Skills and Problem-Solving**: The ability to analyze data and arrive at logical and defensible conclusions.
- **Cultural Diversity and Global Awareness**: Recognition of relationships and differences in values, customs, and norms of diverse global communities.
- **Techniques of Inquiry**: The ability to use of standardized methodological framework to collect, analyze, interpret, and present findings.
- **Technological Competency**: A proficiency in utilizing technology on both personal and professional levels.
The college shall provide a program of study not exceeding two years’ training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

General Education Core for Associate of Arts degrees (AGEC-A)

The AGEC-A, a minimum block of 35 credit hours of lower-division general education course work. The approved courses will fulfill lower-division, general education requirements at any state of Arizona community college or state of Arizona university. This block of courses represents only the general education portion of a degree; see your specific program of study for total credit hour requirements.

General Education Core for Associate of Business degrees (AGEC-B)

The AGEC-B, a minimum block of 35 credit hours of lower-division general education course work. The approved courses will fulfill lower-division, general education requirements at any state of Arizona community college or state of Arizona university. This block of courses represents only the general education portion of a degree. See your specific programs of study for total credit hour requirements. Associate of Business degree core business courses may not be used to satisfy AGEC-B requirements.

General Education Core for Associate of Science degrees (AGEC-S)

The AGEC-S, a minimum block of 37 credit hours of lower-division general education course work. The approved courses will fulfill lower-division, general education requirements at any state of Arizona community college or state of Arizona university. This block of courses represents only the general education portion of a degree. See your specific programs of study for total credit hour requirements.

General Education Core for Associate of Applied Science degrees

A minimum block of 15 credits hours of lower-division general education coursework must be completed. The block of courses represents only the general education portion of an AAS degree. See your specific program of study for total credit hour requirements. The AAS is not a transfer degree program; however, many of the individual courses listed in the core may transfer to any state of Arizona community college or university.

Date of Policy Adoption: Adoption of Manual- July 2008
Date of Last Procedure/Process Review/Revision: June 27, 2022
References:
The college shall provide a program of study not exceeding two years’ training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

College Preparatory Services at Mohave Community College offers academic development, remediation and support for MCC students. Services include transitional studies, precollege studies and supplemental instruction.

Transitional Studies

Transitional classes include Transitional English (TRE) and Transitional Math (TRM). These courses are for students who need to refresh and increase their skills in English and/or math before advancing to the rigor of college transfer courses.

Precollege Studies

Precollege Studies include English Language Acquisition for Adults (ELAA), Adult Basic Education (ABE), and General Education Development (GED) programs. Enrollment into Precollege Studies classes is based on assessment placement screening.

   English Language Acquisition for Adults Program (ELAA): These classes are designed for students whose native language is not English.

   Adult Basic Education Program: These classes are designed for students who need more intensive academic preparation for college in reading, math, written, and oral communications.

   General Education Development (GED) Program: These classes are designed for students who wish to complete their high school diploma. Classes include instruction in the five areas on the GED test: writing, math, social studies, science and reading.

Supplemental Instruction

The college offers additional instruction and support for students, particularly in the areas of reading, grammar, punctuation, writing and mathematics which are essential skills needed to be successful in any course.
The college shall provide a program of study not exceeding two years’ training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

Culinary Arts Program

The culinary arts program is an instructional program of the college and is not involved in catering to outside groups except as part of the instruction of students. As part of the Culinary Arts curriculum, the program may cater up to two on-campus college-sponsored functions per semester. All expenses will be charged to the culinary arts program. Culinary Arts will not charge another college department or an outside party for the cost of catering.

Automotive Service Technology and Automobile Collision Repair Programs

The automotive service technology and automobile collision repair programs are instructional programs of the college and are not involved in service or repair of college-owned vehicles, the vehicles of college employees, or the vehicles of private citizens.
The college shall provide a program of study not exceeding two years’ training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

Community Education

The Community and Corporate Outreach mission is to provide residents of the Mohave Community College service area with relevant, market driven, quality educational services and programs through non-credit workshops and seminars.

Corporate Education

The corporate outreach program provides business, industry, and government on-site and on-ground workshops tailored to the needs of employers and employees. The program incorporates needs assessment for businesses to identify skill sets which need improvement, continuing education units (CEU), and consulting and technical assistance in a “one-stop shopping” package.

Small Business Development Center

MCC features a variety of programs designed to assist its students and the communities it serves. Business owners and those who would like to start their own business are encouraged to use the free counseling services that are available through the Small Business Development Center (SBDC).

Non-Credit Definition

As defined by the State of Arizona (ARS 15-1410), noncredit courses are courses that do not meet the criteria established for credit courses. Noncredit courses are the financial responsibility of the district.

Date of Adoption:       Adoption of Manual- July 2008
Date of Last Procedure/Process Review/Revision:   June 27, 2022
References:   ARS 15-1410
The college shall provide a program of study not exceeding two years’ training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

Accreditation

To attain the status of accredited, a college or university must meet the criteria established by its regional accrediting body. The U.S. Department of Education recognizes the Council of Higher Education Accreditation, or CHEA, as the agency that organizes all accrediting agencies.

Programs within the College must meet the standards set by one of the private organizations that govern specific programs.

Faculty Minimum Qualifications

All faculty teaching at Mohave Community College (MCC) must meet minimum qualifications to assure quality college-level instruction across the College. The Higher Learning Commission (HLC), the accrediting body for MCC, provides general guidelines and principles for qualifying all faculty.
The college shall establish procedures for minor children's participation in college programs and access to campus facilities.

Mohave Community College strives to conduct its operations and maintain its facilities in a manner consistent with its mission. The college has the responsibility to provide a place of instruction that is conducive to learning. The presence of minors on campus and in its facilities raises safety and liability issues therefore appropriate consideration must be taken regarding minors on any college campus, site, or facility.

The core of Mohave Community College’s mission is to provide educational opportunities for all constituencies of Mohave County. Generally, two types of courses are offered in which minors may be participants:

1. Credit courses – With the appropriate signature of a legal parent or guardian, minor students may enroll in credit courses if the student meets all requirements of admission and the individual course.

2. Non-credit courses – With the appropriate signature of a legal parent or guardian, minor students may enroll in non-credit courses that occur in one of two categories:
   A. Courses intended for adults for which minor students aged 8-17 may enroll and attend.
   B. Courses explicitly intended for minor students aged 8-17 in which adult students are not allowed to attend unless the adult student is the legal parent or guardian of the minor student.

Definitions:

Minor: any individual under the age of 18

Minor Student: any individual enrolled in coursework, who is under the age of 18.

Authorized Adult: a parent, legal guardian or other adult, including but not limited to an employee, who is responsible for escorting and/or supervising the minor(s) while on campus or while participating in any College-sponsored activities.

General Provisions:

Parents and students should be aware that course content is selected based on educational purpose, and student maturity is expected when addressing courses that may have frank discussions about sensitive or offensive topics and/or graphic audio-visual presentations.
Parents and guardians are ultimately responsible and liable for all injuries or damages sustained to or by their minor while on any Mohave Community College campus.

Minors under the age of eight (8) must be always supervised by an authorized adult while on campus or participating in a college-sponsored activity and should not be left unattended anywhere on campus.

Any minor who is not a minor student is not allowed in a classroom while a class is in session.

Even when accompanied by an authorized adult, minors under the age of eight (8) not participating in a program on college premises or a college-sponsored activity are prohibited from laboratories and other areas where significant potential safety hazards and liabilities may exist, and where strict safety precautions are required.

It is the responsibility of minor students to contact their parents or guardian in the event of a class cancellation or early release. Campus phones will be made available for this purpose.

Minors and authorized adults not meeting Mohave Community College conduct standards will be asked to leave the campus.

In addition to the requirements of this procedure, minors are subject to the same conditions as any other visitor.
Mohave Community College occasionally offers programs designed specifically for minors. These programs have great value to its various constituencies and are an important part of the College’s mission of community outreach. All employees must be mindful of the obligation to protect these minor visitors to campus and act in proactive ways to make their visit safe.

Program Approval

Prior to the beginning of the College’s fiscal year for ongoing activities and at least ninety (90) days prior to the first scheduled date of new youth programs or activities, apply for approval from the Dean of Student and Community Engagement by submitting a request containing the details of any program or activity in which minors are expected to participate. Information provided shall include, at a minimum:

1. The College employee in charge of the program;
2. The name and contact information for persons representing third parties offering programs;
3. The dates and locations where minors will be participating;
4. The general nature of the activities to be undertaken or offered in the program;
5. The names of all adults who will be participating directly with minors in the program; and
6. The administrative requirements associated with the program, including but not limited to waivers and permission slips to be obtained from the parents/guardians of participating minors and medical emergency forms.

The Dean of Student and Community Engagement will approve or deny the request based on the following:

- The inherent dangerousness of the activity at issue;
- The age and skill level of those participating;
- The maturity and number of children involved;
- The inherent dangerousness of the surroundings and whether adequate measures have been taken to ensure the safety of the premises and equipment used;
- Whether the children have special needs; and
- Whether the activity is supervised by staff appropriate to the number, age and skill of participants.
Staffing Levels and Other Safety Requirements

Every minor must be provided with reasonable and appropriate supervision by an authorized adult while that minor is on campus. Every program at which minors are present must have a minimum authorized adult to minor ratio of the following:

- Ages 8-12 – one (1) employee to eight (8) minors, minimum of two (2) authorized adults
- Ages 12-14 – one (1) employee to ten (10) minors, minimum of two (2) authorized adults
- Ages 15-17 - one (1) employee to twelve (12) minors, minimum of two (2) authorized adults

Every program should establish security and emergency measures for minors including, but not limited to:

- Drop off and pick up procedures; Where to go if lost; Steps to take in the event of an emergency on campus (i.e. fire, tornado, etc.);
- Volunteers (any authorized adult who is not a current employee of Mohave Community College) in a program for minors meet the background, training and conduct criteria as defined below and may not serve as the primary supervision for minors.
- At no time may an authorized adult leave a minor in the care of a person that is not an authorized adult or in an area that is off-limits to minors.
- Authorized adults may not release a minor under the age of 15 to any individual other than a legal parent or guardian without written authorization from the legal parent or guardian stating that the minor may be released to that specific individual.
- Ensure that parents and minors are given information regarding how to make a complaint.

Criminal History Report

It is the responsibility of the person in charge of the program to ensure that each participating adult has submitted the required criminal background release form and has subsequently received clearance to participate. The College may accept successful documented background clearances in the form of an Arizona Department of Public Safety Clearance Card.

A decision not to permit an individual to participate in a program for minors based on the results of a background report will be made by the Director of Employee Services. Copies of background check reports will be retained in the Office of Human Resources.

Date of Policy Adoption: Adoption of Manual- July 2018
Date of Last Procedure/Process Review/Revision: June 27, 2022
References: § 46-454
Staff Training

Employees who will be participating with minors in a youth program or activity shall participate in mandatory training on the conduct requirements of this procedure, protecting minors from abusive emotional and physical treatment, and mandatory reporting of suspected child abuse.

Conduct Requirements

Authorized adults shall read and sign a Code of Conduct agreement that includes prohibitions against authorized adults: Having one-on-one contact with minors outside the presence of others; Showering, bathing, or undressing with or in the presence of minors; Engaging in abusive conduct of any kind toward, or in the presence of, a minor; Striking, hitting, administering corporal punishment to, or touching in an inappropriate or illegal manner any minor; Engaging in the use of alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs during programs; Making pornography in any form available to minors or assisting them in any way in gaining access or allowing access to pornography; Engaging in intimate displays of affection in the presence of minors, parents/guardians, and other authorized adults; Taking any photographs or videos of minors or posting photographs or videos on a digital, electronic, hosted media, web-based service or any other medium without first obtaining a release in this regard from the minor’s legal parent or guardian.

Mandatory Reporting Requirements

Any Mohave Community College employee or authorized adult who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted on the minor by other than accidental means shall immediately report or cause reports to be made of this information to a peace officer or to Child Protective Services in the Department of Economic Security.

A person who fails to report child abuse or neglect is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense (as defined in A.R.S. § 13-3620(P)(4)), the person is guilty of a class 6 felony.

Third Party Programs

Many community entities utilize Mohave Community College’s facilities for programs at which minor children may be in attendance. Third parties that offer programs are required to sign facilities use agreement that indemnifies the college from legal action and provide proof of appropriate insurance coverage for the program. Materials advertising the program or activity must clearly distinguish the operator (the third party) from the location (the college campus).
The board recognizes that a body of laws, a legislative system, and judicial review provide criteria and methods for differentiating license from freedom and that no individual or groups of individuals should be permitted to force its tastes, morality, or beliefs upon even the smallest minority.

Academic freedom is the right of the instructor to interpret their findings and communicate their conclusions in the pursuit of truth within the course and scope of the instructor’s assigned curriculum free from any interference, molestation, or fear of penalty because their conclusions may disagree with those of individuals, constituted authorities, or organized groups outside the college. However, in exercising this right, the instructor must not confuse liberty with license.

Academic freedom carries with it a corresponding responsibility which emphasizes the obligation, within an instructor’s assigned curriculum, to study, to investigate, to present and interpret, and to discuss facts and ideas concerning humanity, society, and the physical and biological world in all branches and fields of knowledge. Since human knowledge is limited and changeable, the instructor will acknowledge respect for opinions held by others. While striving to avoid bias, they will nevertheless present conclusions to which they believe the evidence points.

Likewise, the academic freedom of the student is the freedom to express and to defend their views and beliefs and the freedom to differ, without authoritative repression and without scholastic penalty by the faculty or the college.

Furthermore, it is recognized that the college instructor is a member of a learned profession and professional employee of an educational institution. Their position in the community, therefore, imposes special obligations since the public may judge the profession and the institution by what the instructor says or writes as a citizen.

Regarding the general purposes of the courses offered by the college, all staff members of the college will be guided by the recommendations of the Curriculum Committee, Academic Standards Committee, the administration, and the policies approved by the governing board.

To support for Mohave Community College these principles of academic freedom, the administration of the college and the Governing Board will always demonstrate its support by actively and openly working toward a climate which will foster this freedom. Such participation will extend to the point of defending and supporting any faculty member who, while in the course and scope of performing their assigned duties and maintaining the high standards of the profession within the instructor’s assigned curriculum, finds their freedom of expression attacked or curtailed.

Date of Policy Adoption: Adoption of Manual- July 2008
Date of Procedure/Process Review/Revision: June 27, 2022
References:
It is the intent of the Governing Board of the Mohave Community College district to adhere to the
provision of the U.S. copyright law (Title 17, United States Code, Section 101 et. seq.), including the
Digital Millennium Copyright Act (DCMA) and the Technology Education and Copyright Harmonization
Act (TEACH Act), and other federal copyright laws as they are adopted. The College will develop
guidelines that clearly discourage violation of copyright law and inform employees and students of their
rights, responsibilities and possible civil and criminal penalties in accordance with that law.

To ensure compliance with copyright law, the college will implement the following measures:

1. The college will provide information and/or train faculty, staff and student about copyright
   compliance.

2. The college will provide notice to students that materials used in connection with a course may be
   subject to copyright protection.

3. The college will maintain technology-based deterrents to protect against illegal digital
   transmissions.

4. The college will promote legal alternatives to copyrighted content and will make those available
   to faculty, staff and students.

5. The college will maintain consumer information related to copyright and inform faculty, staff and
   students about possible sanctions. This notice will be sent to students annually via U.S. mail or e-
   mail and will include:

   a. An explicit notice that unauthorized distribution of copyrighted material, including P2P file-
      sharing, may subject the user to criminal and civil liabilities.
   b. A summary of the penalties for violating Federal copyright law.
   c. A description of the institutions policies regarding P2P files sharing and disciplinary actions.

6. On a case-by-case basis, the college will discipline faculty, staff and students who violate
   copyright law, college policy, the employee handbook, and/or the student code of conduct
   according to the severity of the infringement.
Copyright Guidelines for Using Copyrighted Materials

It is the intent of the Governing Board of the Mohave Community College district to adhere to the provision of the U.S. copyright law (Title 17, United States Code, Section 101 et. seq.), including the Digital Millennium Copyright Act (DCMA) and the Technology Education and Copyright Harmonization Act (TEACH Act), and other federal copyright laws as they are adopted. The College will develop guidelines that clearly discourage violation of copyright law and inform employees and students of their rights, responsibilities and possible civil and criminal penalties in accordance with that law.

General Guidelines for Using Copyrighted Materials

1. The amount of a work disseminated should be no greater than what is needed for the particular educational use.

2. Copies of copyrighted works should include proper attribution and copyright notices.

3. Access to the portion of a course website containing copyrighted materials should be limited to students enrolled in the course or other individuals requiring access to the course materials for purposes of conducting the course. This can be achieved through the use of passwords or other technological means.

4. Student access to copyrighted content should terminate when the student has completed the course.

Works Not Protected by Copyright

Assistance in determining whether a work has passed into the public domain can be obtained by e-mailing askalibrarian@mohave.edu.

Date of Policy Adoption:      Adoption of Manual- July 2008
Date of Last Procedure/Process Review/Revision:    June 27, 2022
References:  Title 17, United States Code, Section 101 et. seq.
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General Guidelines for using Copyrighted Materials through the Learning Management System (LMS)

Mohave Community College supports instruction with electronic reserves or similar electronic services. The function of these electronic services is to assure that students and instructors have access to course-related library resources.

1. All instructors must announce when materials are copyrighted and that students may not copy, distribute, exhibit or otherwise share copyrighted materials. This announcement will be made in the syllabus and in the learning management system.

2. Materials made available on electronic reserves will include a citation or link to the original source of publication and a form of copyright notice.

3. Students should be instructed to return or destroy copyrighted materials when its classroom purpose has been served, no later than the end of the semester.

4. The instructor, library or other unit of the institution must possess a lawfully obtained copy of any material submitted for electronic reserves. If the instructor is relying on the fair use exception for material that is not licensed by the college and is under copyright, instructors should confer with their librarian to verify if fair use applies to the content.

5. Access to course material on electronic reserves should be restricted by password to students and instructors enrolled in and responsible for the course. Access should be terminated as soon as the student has completed the course.

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Date of Last Procedure/Process Review/Revision: June 27, 2022
References: Title 17, United States Code, Section 101 et. seq.
Digital Millennium Copyright Act (DMCA)
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6. Library reserves staff should check to see whether materials submitted for electronic reserves are available through an electronic database or are otherwise legally available. If so, staff should provide a link rather than scanning and posting the material.

7. The course instructor or administrator will expire or delete materials available on electronic reserves after the content has achieved its academic purpose, not to exceed one semester.

8. Instructors are responsible for evaluating, on a case-by-case basis, whether the use of a copyrighted work on electronic reserves requires permission or qualifies as a fair use.

9. Instructors at Mohave Community College will impose no charge to students for access to materials on electronic reserves.

The following content is allowed for use in the LMS:

1. All material created by professors such as syllabi, lectures and lecture notes, exams, study guides, or other similar content.

2. Any item not under copyright.

3. Any item licensed by the library or another department for college-wide use.

4. Any item that falls under the TEACH Act or the fair use exceptions (see 2.027.13 TEACH Act and 2.027.14 Fair Use).

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References: Title 17, United States Code, Section 101 et. seq.
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Guidelines for using Copyrighted Resources available through the MCC Libraries’ Online Databases

The Mohave Community College Libraries have already paid for subscriptions to many electronic journals that entitle the MCC community to online access and permit the use of these materials in courses. In general, the MCC databases are licensed solely for the use of the individual patron and licensing party. Articles, journals and other licensed content cannot be shared with anyone outside the MCC community unless they have been requested through the Interlibrary Loan process. Individual journals or articles may have more restrictive policies.

Instructors and students can use sources which the MCC Libraries have licensed so long as they:

1. Research the license for the source and confirm that the use of the excerpt does not exceed the terms of the license
2. Attribute credit to the original source material

Faculty and students can verify individual licenses by checking the “Terms and Conditions” section of the electronic journal and the copyright notice on an individual article. Assistance in determining the license for a database, a journal or an individual article can be obtained by e-mailing askalibrarian@mohave.edu

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Date of Last Procedure/Process Review/Revision: June 27, 2022
References:  
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Guidelines for using all other Copyrighted Journals or Articles (not available through the MCC Libraries)

Instructors can use sources for which the MCC Libraries have not purchased licenses. However, these items should be handled on an item-by-item basis and should be treated differently from content licensed by the MCC Libraries. To use copyrighted journals or articles which are not licensed by the MCC Libraries, instructors should:

1. Research the license for the source and confirm that the use of the excerpt does not exceed the terms of the license.
2. Confirm that the use of the content in the classroom does not exceed the Fair Use exception.
3. Get permission from copyright holder if permission is necessary.
4. Pay for a license for the content if any additional licensing fee is necessary.
5. Attribute credit to the original source material.
6. If costs are prohibitive, seek out substitute materials.

Guidelines for using Films, Music and other Copyrighted Content

Fair Use dictates that the only time a film may be shown on campus is when an instructor is showing a film to an officially registered class at the college. This is true regardless of the number of people who attend and/or whether or not admission is free. These guidelines apply, but are not limited to, class rooms (while not in use for officially registered classes); lecture halls; library screening rooms; and/or meeting rooms. Additionally, content that is allowed in on-ground classes might not be allowed in distance education classes in accordance with the TEACH Act.

Date of Policy Adoption: Adoption of Manual- July 2008
Date of Last Procedure/Process Review/Revision: June 27, 2022
References:  
- Title 17, United States Code, Section 101 et. seq.
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**Guidelines for instructors of on-ground classes**

1. Full-length films on a hard copy, such as a DVD, can be shown in an on-ground classroom. Additionally, the class may not be taped or recorded. This class may also not be streamed to students in a hybrid or online class.

2. Clips from YouTube, Vimeo and other video websites can be accessed through a direct link in the LMS. Linking does not create another copy of the content and does not infringe on the copyright.

3. Full-length streaming digital services (Netflix, Amazon Prime, Hulu, etc.) may be possible. Online content providers license their content to subscribers, and this license is different than showing a hard copy DVD in class. The instructor will need to determine if the content is allowed for classroom use by either checking the license or by contacting the library at askalibrarian@mohave.edu.

4. Links to online content that are knowingly illegal or infringe upon copyright cannot be used in a class at any time.

**Guidelines for instructors of hybrid or online classes**

The law treats on-ground classes and online classes differently in regards to rules for showing video content. Although the law allows DVDs and properly licensed content to be shown in an on-ground class, it does not allow this in an online class.

1. Lectures that contain only course content and also contain no copyrighted content may be recorded and shared with online students at any time.

2. Clips, full-length videos, cartoons and music and any other copyrighted content cannot be streamed to online classes without prior permission and/or licensing, even if the terms of the license allow for the exact same content to be used in an on-ground class.

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**References:**
- Title 17, United States Code, Section 101 et. seq.
- Digital Millennium Copyright Act (DCMA)
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Copyright guidelines for all other campus activities including, but not limited to, educational outreach, student clubs and student activities sponsored by MCC

All other campus activities are not covered by Fair Use because they do not qualify as an instructor showing a film to an officially registered class at the college.

Movies may be permitted to be viewed off-campus to a private audience. However, no public announcement or advertising may occur as it turns the private audience into a public one (even if the viewing still occurs in a private residence) because a public announcement or advertising makes the movie subject to public performance guidelines.

DVDs and video tapes may not be used as an event or entertainment, even if they have been legitimately purchased, unless the public performance rights (copyright) has been purchased or secured.

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Date of Last Procedure/Process Review/Revision: June 27, 2022
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Guidelines for Copying or Re-Using Print Materials

All public copy machines, such as the copy machines in the libraries, should have a Register’s Notice posted near the machine:

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproductions. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user requests or uses a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. A library or archive may refuse to accept a copying order if, in its judgment, fulfillment of the order would involve a violation of copyright law.

Additionally, the following activities are prohibited by copyright law:

1. Making multiple copies of different works that could substitute for the purchase of books, publisher's reprints, or periodicals.
2. Copying and using the same work from semester to semester.
3. Copying and using the same material for several different courses at the same or different institutions.

Options when an educational resource or excerpt exceeds Fair Use

If a material you are using for a course exceeds the Fair Use exception, use the following procedures:

1. Provide a link directly to the material. Linking does not involve the creation of additional copies and therefore cannot constitute copyright infringement. Much material is available for free from legitimate websites such as open archives or open access journals or available under a Creative Commons.

Date of Policy Adoption:       Adoption of Manual- July 2008
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Creative Commons Licensing and other licenses where the author chooses not to copyright his/her work

Creative Commons licenses may have different guidelines depending on the intent of the content creator. Each of these licenses allows the work to be used in different ways with varying degrees of strictness.

GNU GPL is similar to a Creative Commons license but it applies to software. It allows the following four freedoms: 1. the freedom to use the software for any purpose; 2. the freedom to change the software to suit your needs; 3. the freedom to share the software with your friends and neighbors; 4. the freedom to share the changes you make

Mohave Community College supports the use of Creative Commons and other licenses which promote the use and distribution of creative materials (e.g. GPL licenses for freeware, CC0 licenses to automatically put a new work in the public domain) so long as the material complies with the student code of conduct and/or the employee handbook.

Date of Policy Adoption: Adoption of Manual- July 2008
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The TEACH Act

The TEACH Act (Section 110(2) of U.S. copyright law) allows instructors of hybrid or online classes to perform or display copyrighted material in distance education environments under specific conditions. The TEACH act allows for:

1. Performances and displays of many types of copyrighted works

2. Transmission of digital content to students enrolled in an online or hybrid course

3. Storage of copyrighted content for brief periods of time, for example during transmission of the content

4. Digitization of clips of print or analog works used in authorized transmission to students enrolled in a course if there is no existing digital version or the digital version is protected by technological measures. In this case, the work must be used solely for the classroom and must expire once its classroom purpose has been served.

The TEACH Act does not cover:

1. Electronic reserves, printed course packs, or Interlibrary Loan.

2. Commercial document delivery

3. Textbook, e-books, or other digital content that is under copyright or licensed by the author, publisher, or other party.
In order for content to be eligible for the TEACH Act, many complex requirements must be followed by the instructor and the college:

1. The content can only be used at an accredited, nonprofit educational institution to students registered to a specific class.

2. Only lawfully acquired or licensed copies may be used. If the content has need been lawfully acquired or is not licensed, the instructor must follow 2.027.09 Guidelines for instructors of hybrid or online classes.

3. The use of the work must be supervised by the instructor.

4. The work must be integral to the classroom and must directly relate to course material.

5. The work must be limited to the amount required for the classroom or 10% of the whole work, whichever is smaller.

6. The college must implement reasonable technological measures to ensure that the material is not downloaded, distributed, printed, copied, exhibited, or otherwise shared and used outside of the classroom. Measures to ensure compliance include password protection, content time outs, IP ranges, print disabling, link expiration, file size monitoring, etc.
It is the intent of the Governing Board of the Mohave Community College district to adhere to the provision of the U.S. copyright law (Title 17, United States Code, Section 101 et. seq.), including the Digital Millennium Copyright Act (DCMA) and the Technology Education and Copyright Harmonization Act (TEACH Act), and other federal copyright laws as they are adopted. The College will develop guidelines that clearly discourage violation of copyright law and inform employees and students of their rights, responsibilities and possible civil and criminal penalties in accordance with that law.

**Fair Use**

Copyright law establishes a zone of “Fair Use” protection for copying or disseminating copyrighted works for teaching purposes without obtaining permission from the copyright owner under certain circumstances. Four factors decide whether the use of copyrighted material falls under Fair Use. The four factors are:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
2. The nature of the copyrighted work.
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

When the sum of all factors weighs in favor of Fair Use, you are able to use the materials without obtaining permission from the copyright holder. No single factor — such as your previous use of the copyrighted material, use of an entire copyrighted work, unpublished status of the copyrighted material, revenue generation or educational use — is dispositive.

Fair Use is an exception to Copyright law and all Fair Use cases are up for interpretation. If there is any doubt the instructor or student should treat the content as though the Fair Use exception does not apply.

Date of Policy Adoption: Adoption of Manual- July 2008
Date of Last Procedure/Process Review/Revision: June 27, 2022
References:  
- *Title 17, United States Code, Section 101 et. seq.*
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File-Sharing Copyrighted Content

File-sharing is the process of exchanging any files over the internet. This includes FTP servers and programs, Internet Relay Chat (IRC), Peer-to-Peer (P2P) programs like KaZaA, LimeWire, BitTorrent, etc. The process of file-sharing is not illegal. However, almost all P2P usage is against the law because it involves users sharing copyrighted materials without permission from the copyright holder, including music, movies, TV programs, books, images, etc. Individuals who download or upload copyrighted content without permission are violating copyright and are liable to be sued, regardless of whether they violate copyright knowingly or unknowingly. Sharing copyrighted files via P2P networks may also violate the student code of conduct and/or employee handbook, and violators will be disciplined with due process outlined by the college for violating these agreements.

The Digital Millennium Copyright Act

The Digital Millennium Copyright Act (DMCA) protects the college by providing “limitations for service provider liability relating to material online.” It details a college’s responsibilities to provide Internet service.

The DMCA allows for:

1. The college may only provide users with connections to transfer files legally.

2. As an Internet Service Provider, the college is protected from copyright lawsuits related to the DMCA so long as the college is compliant with the DMCA.

Date of Policy Adoption:      Adoption of Manual- July 2008
Date of Last Procedure/Process Review/Revision:    June 27, 2022
References:  Title 17, United States Code, Section 101 et. seq.
Digital Millennium Copyright Act (DMCA)
Technology Education and Copyright Harmonization Act (TEACH Act)
To be complaint with the DMCA:

1. The college will respond to DMCA complaints made by copyright holders.
2. The college will guarantee that the transfers have ceased if illegal file-sharing is detected.
3. The college will terminate Internet services for repeat infringers or upon receipt of the third DMCA complaint.
4. The college will not remove Digital Rights Management copy protection from any software or content unless there is a specific, legal exception such as those outlined by the Americans with Disabilities Act.

Depending upon the severity of the infringement, users who violate the DMCA may not receive multiple DMCA complaints. A first-time offense does not preclude a user from receiving a pre-litigation letter or being sued directly.

Date of Policy Adoption: Adoption of Manual- July 2008
Date of Last Procedure/Process Review/Revision: June 27, 2022
References: Title 17, United States Code, Section 101 et. seq.  
Digital Millennium Copyright Act (DCMA)  
Technology Education and Copyright Harmonization Act (TEACH Act)
The college shall institute academic policies to provide for the academic programs of Mohave Community College to be held to a high standard of excellence.

Date of Adoption: Adoption of Manual- July 2008

References:
The college shall institute academic policies to provide for the academic programs of Mohave Community College to be held to a high standard of excellence.

Grades

Additional information regarding grades can be located under Academic Policies in the MCC catalog at: http://catalog.mohave.edu/

Grading System

The grading system of the college shall adhere to the following standards:

<table>
<thead>
<tr>
<th>Grading Standard</th>
<th>Grade</th>
<th>Point(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>Above Average</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>Average</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>Below Average</td>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>Fail</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>Progress</td>
<td>PR</td>
<td>None</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>S</td>
<td>None</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>U</td>
<td>None</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>W</td>
<td>None</td>
</tr>
<tr>
<td>Incomplete*</td>
<td>I</td>
<td>None</td>
</tr>
<tr>
<td>Audit</td>
<td>AU</td>
<td>None</td>
</tr>
</tbody>
</table>

Administrative Withdrawals (see 4.065)

- Assigned for Non-Participation: WR1 None
- Assigned for Non-Payment of tuition and/or fees: WR2 None
- Assigned for Disruptive Behavior: WR3 None
- Assigned due to the death of the student: WR4 None

Date of Policy Adoption: Adoption of Manual- July 2008
Date of Last Procedure/Process Review/Revision: June 27, 2022
References:
**Recognition of Academic Achievement**

**Dean’s List**

Students who, in the semester under consideration, have earned at least 12 semester hours in courses numbered 100 or above with a semester grade point average of 3.5 or better, are eligible for the dean’s list. Students receiving a grade of “I” may be eligible for retroactive placement on the list upon conversion of the “I” to a permanent grade. Students who have met the qualifications will be recognized as superior students by the college, and their names will be published on the dean’s list each semester.

**Honors List**

Part-time students who have accumulated 12 or more semester hours of 100 level or above at MCC may be eligible for the honors list. To qualify for the list, students must have completed a minimum of six credits in courses numbered 100 or above, with a GPA of 3.5 or better, in the semester under consideration. Students receiving a grade of “I” may be eligible for retroactive placement on the list upon conversion of the “I” to a permanent grade. Students who qualify for this list will be recognized by the college and their names will be published on the honors list.
The college shall institute academic policies to provide for the academic programs of Mohave Community College to be held to a high standard of excellence.

**Academic Integrity**

Additional information regarding academic integrity can be located under Honor Code in the MCC Student Handbook at: [http://catalog.mohave.edu/](http://catalog.mohave.edu/)

Each student is responsible for the academic integrity of all work completed for a given course. All reports, papers, projects and examinations must represent the student’s own work. References and other sources of information must be properly cited. Faculty members are encouraged to orient students to the definitions and implementation of upholding academic standards and the consequences of not meeting them. Faculty members are required to document all instances of academic dishonesty with the appropriate Academic Dean.

Any student who violates the academic integrity policy will incur the following: the first instance, the student will fail the specific assignment or examination; on the second instance, the student will be given a failing grade in that course. Further instances of violations of the college’s academic integrity policy, in any course, will result in academic dismissal from MCC for at least one semester.

Date of Policy Adoption: Adoption of Manual- July 2008
Date of Last Procedure/Process Review/Revision: June 28, 2022
References:
The college shall institute academic policies to provide for the academic programs of Mohave Community College to be held to a high standard of excellence.

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**Academic Standing**

Additional information regarding Academic Standing can be located under Academic Policies in the MCC catalog at: [http://catalog.mohave.edu/](http://catalog.mohave.edu/)

**Academic Probation**

A student’s cumulative grade point average (GPA) must remain at a minimum of 2.0 or better for a student to continue working toward a degree/certificate without restrictions. If the student’s cumulative GPA falls below the minimum of 2.0, the student will be placed on academic probation. When the student improves their cumulative GPA to 2.0 GPA, the student will be removed from academic probation.

**Academic Dismissal**

A student meeting the criteria for academic probation for two consecutive semesters will be subject to dismissal. Students who have been dismissed and want to reapply can do so after one semester of non-registration by following the Readmission for Academically Dismissed Students process.

**Readmission for Academically Dismissed Students**

Students who wish to be considered for readmission after one semester of non-registration should seek approval from the academic associate dean on their local campus.

Note: Readmission to the College does not necessarily mean readmission to a specific program. Dismissal from a Health Professions program does not necessarily mean dismissal from MCC. In the absence of an associate dean, the Dean of the student’s program may handle the process.

**Academic Amnesty**

Mohave Community College permits students to have up to two consecutive terms of 100- and 200-level coursework excluded from figuring in their cumulative grade point average. Additional information regarding Academic Amnesty can be located under Academic Policies in the MCC catalog at: [http://catalog.mohave.edu/](http://catalog.mohave.edu/)
Academic Policies

Graduation Requirements

The college shall institute academic policies to provide for the academic programs of Mohave Community College to be held to a high standard of excellence.

Graduation Requirements

Requirement for graduation can be found in the MCC Student Handbook at http://catalog.mohave.edu/
The college shall institute academic policies to provide for the academic programs of Mohave Community College to be held to a high standard of excellence.

Supplementary Class Activities

The college will encourage supplementary activities such as field trips and attendance at professional productions, on or off campus, in all instructional areas where it is determined appropriate educational value may be obtained.

District funds may be used to encourage such activities where the educational value is deemed to be commensurate with the expense involved.

All supplementary class activities must have the written approval of the appropriate dean or designated representative.
The college will provide academic support services to assure that the instructional programs of the college are of high quality and accessible to the residents of the college service area.

Mohave Community College strives to facilitate, within reason, appropriate resources, services, and auxiliary aids to allow each qualified person with a documented disability equitable access to educational programs, social experiences, and career opportunities.

Accommodation Services collaborates with students, staff, faculty, and community members to create welcoming and inclusive learning environments that support equitable access to education while fostering student independence.

Additional information regarding Accommodation Services at MCC can be found at:

https://www.mohave.edu/resources/disabilityservices/
The college will provide academic support services to assure that the instructional programs of the college are of high quality and accessible to the residents of the college service area.

Advising services are delivered by both staff advisors and faculty members and are available at all campuses as well as by phone and online to support a student’s academic goals. Academic advising is critical to student’s success, satisfaction, retention, and graduation from Mohave Community College. The role of an advisor is to help define and shape academic plans to meet educational goals.

More information on Academic Advising can be found at

https://www.mohave.edu/resources/advising/
The college will provide academic support services to assure that the instructional programs of the college are of high quality and accessible to the residents of the college service area.

The library supports the academic programs of Mohave Community College. Each campus library is available for students and community members. The MCC Library maintains a collection of books, journals, DVDs, and audiobooks. The library subscribes to databases that are both general and subject specific, providing access on and off campus. Students, faculty, and staff may request materials from any campus location (Inter-campus loan). Also, materials (books, articles) can be borrowed free of charge from libraries worldwide (Inter-library loan).

MCC’s Library Collection includes:
- Over 35,000 physical items
- Printed journals
- Full-text scholarly articles from online databases
- EBook collection

MCC’s Library Services include but are not limited to:
- Library instruction sessions
- Research, reference, and general computer help
- Computer access for students, faculty, staff and the public
- Student computers equipped with standard class software
- Printing and scanning options
- Photocopying (minimal fee)
- Inter-campus and Inter-library loans
- Consideration of new material requests from patrons
- College copyright guidance
- Quiet and group study areas
- Smart room access
- Course reserves

Date of Policy Adoption: Adoption of Manual- July 2008
Date of Last Procedure/Process Review/Revision: June 28, 2022
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The college will provide academic support services to assure that the instructional programs of the college are of high quality and accessible to the residents of the college service area.

MCC has a designated Student Success Center available for all students to receive help with academics, career services, and life issues. Each center is staffed with tutors and instructors for English, Math, CIS, as well as program specific topics.

Additional information can be found at: https://www.mohave.edu/resources/student-success-center/
The college will provide academic support services to assure that the instructional programs of the college are of high quality and accessible to the residents of the college service area.

Students intending to transfer to another institution can meet with an advisor to learn about the resources available and to facilitate the transfer of MCC credits to a college or university. Additional information on Transferring, including MCC Transfer Partners and Institutional Affiliations, can be found in the MCC Catalog under Transfer Information. http://catalog.mohave.edu/
Mohave Community College shall create, maintain and utilize an Institutional Review Board to oversee research utilizing human subjects.

Mohave Community College (MCC) encourages and supports the scholarly endeavors of students, faculty, and staff of the College. Pursuit of scholarly work and research will often involve the use of Human Subjects for data collection and analysis.

MCC’s Institutional Review Board (IRB) reviews Human Subjects research proposals to ensure that the rights and welfare of Human Subjects used in research studies by District personnel are protected; that risks have been considered and minimized, that the potential for benefit has been identified and maximized, that all Human Subjects only volunteer to participate in research after being provided with legally effective informed consent, and that any research is conducted in an ethical manner and in compliance with established standards.

MCC’s Institutional Review Board is called to order as needed by the Executive Vice President. Those individuals seeking to conduct such research may not solicit subject participation or begin data collection until they have obtained clearance by the MCC Institutional Review Board.
The college shall encourage the participation of all employees in community activities to advance the quality of living in the communities at large.

Community Service
All employees of the college are encouraged to support the public activities and organizations in their communities. Full-time employees are eligible to participate in the College’s MCC Cares Program, a program that allows employees to be released with pay from work to participate in an approved community service event or program. Additional information on the MCC Cares Program can be found under MCC Policy 6.105-K, Employee Leave.

Community Service of College Administrators
College administrators and Deans of Student and Community Engagement, or their designees, shall have their membership dues only in service organizations paid by the college. This procedure is limited to one representative per campus per organization unless specifically authorized by the President.
The college shall encourage the development of a program of public events to enrich and supplement the college curriculum for the benefit of the students and the community-at-large.

Public Events Programs

Public event programs may include, but are not limited to, lectures and forums, fine arts programs, film series, exhibits, and other cultural activities and can be located at: http://calendar.mohave.edu/
Public performance by college-sponsored student groups is endorsed and encouraged as long as such participation will not interfere with other educational requirements established at the college and with the stipulation that students shall not be exploited.

The administration will determine whether participation before community groups and the attendant preparation and necessary travel for such a performance is consistent with academic or other regulations of the college and is in the best interest of the affected student(s).
The college shall prohibit the solicitation of funds or business on any campus for the benefit of non-college groups or private enterprise.

Solicitation of Funds or Business

The college is an institution supported by taxpayer funds and, as such, cannot endorse or appear to endorse any private enterprise.

Private enterprises, in the form of for-profit businesses, are prohibited from soliciting business on college property in person or by written brochures or pamphlets.
The college shall establish procedures regulating the solicitation of funds or membership by non-profit organizations.

Solicitation by Non-profit Organizations on Campuses

Non-profit organizations with a mission of assisting people in distress or providing a public good may qualify as organizations allowed to solicit funds or membership on the campuses of the college. Such organizations must apply in writing to the Office of the President to be placed on a list of qualified organizations.

Approved organizations will be allowed, within a definite time span, to place a table in a high-traffic facility selected by the Dean of Student and Community Engagement or similar representative of that campus to promote their causes. At no time should the activity by the organization disrupt college activities or interfere with the traffic flow of students and employees. Should such disruption occur, the Dean or similar representative will require that the organization leave the facility.
The college shall establish procedures regulating the appearance of political candidates or political organizations on campuses.

Appearances by Political Organizations on Campuses

The college should be a forum for debate on issues, and the appearance on campus by political candidates or organizations is encouraged.

Political candidates or organizations wishing to hold informational meetings on the campuses should follow the Facilities Request and Use process (https://www.mohave.edu/about/facility-use-and-rentals/) The request must identify in general the topics to be discussed or aired at the meeting. The Dean of Student and Community Engagement or similar representative of that campus, will review the request and make a recommendation to the College President. The final decision will be made by the President.

The college must not endorse, or appear to endorse, any candidate or political position on any issue. Publicity is the sole responsibility of the requesting candidate or organization.

The college allows for spontaneous distribution of literature in a public forum if the activity is lawful and does not disrupt the functioning of the college. Additional information on the Posting and Distribution of Flyers/Signs can be found in Policy 3.055 and on the College’s website at:

https://www.mohave.edu/life-at-mcc/policy-for-freedom-of-expression/
The college shall establish procedures regulating the appearance of religious organizations on campuses.

Appearances by Religious Organizations on Campuses

The college should be a forum for debate on issues, and the appearance on campus by religious organizations is allowed.

Religious organizations wishing to hold informational meetings on the campuses should follow the Facilities Request and Use process ([https://www.mohave.edu/about/facility-use-and-rentals/](https://www.mohave.edu/about/facility-use-and-rentals/))

The request must identify in general the topics to be discussed or aired at the meeting. The Dean of Student and Community Engagement or similar representative of that campus, will review the request and make a recommendation to the College President. The final decision will be made by the President.

The college must not endorse, or appear to endorse, any religious organization or position on any issue. Publicity is the sole responsibility of the requesting organization. Individuals and organizations are prohibited from proselytizing or encouraging membership in the organization.

Additional information on the Posting and Distribution of Flyers/Signs can be found in Policy 3.055 and on the College’s website at: [https://www.mohave.edu/life-at-mcc/policy-for-freedom-of-expression/](https://www.mohave.edu/life-at-mcc/policy-for-freedom-of-expression/)
The college shall encourage residents of the college district to visit college campuses, provided that the visitors conduct themselves in such a way that the operation of the college is not disrupted.

Visitors on Campus

Mohave County residents and other visitors are encouraged to visit any of the campuses at almost any time. A Dean of Student and Community Engagement or similar representative will arrange for visitors to tour campuses and will also plan for special groups.

Visitors in the Classroom

Except in emergencies involving the health and safety of those present, faculty and/or staff will not allow visitors into a classroom, laboratory, or other instructional facility while a for-credit and non-credit class is in progress. Only students who are officially registered for the class and guests of the instructor who are invited for legitimate purposes of instruction may attend classes.

Guest Speakers

Topics for Guest Speakers should comply with reasonable standards of decency and morals. No speaker whom the President or the President’s designee reasonably believes, after sufficient investigation, will advocate unlawful action and an imminent call to such action (for example, physical assault or intimidation of any person, including college personnel or students, destruction or seizure of college facilities, disruption of college classes or other college activities, or other disorder of a violent nature on college-owned or -used property) shall be allowed to speak on any college campus or other class location.

No faculty and/or staff member is authorized to make an exception without prior approval of a Dean of Student and Community Engagement or similar representative.
The college shall maintain a speakers’ bureau to support informational delivery of a broad range of topics for county media and organizations.

Speakers Bureau

The Communication and Public Information Office shall maintain a listing of college employees who are available for public presentations and provide basic informational support for those speakers.
The college shall provide a reasonable number of complimentary tickets to college events to citizens of the county.

Complimentary Event Tickets
To promote positive relationships between the college and the business, commerce, social, media, staff, and student communities served by the college, an appropriate percentage of event tickets will be designated as complimentary.

Complimentary tickets are to be provided to the following offices for distribution:
1. Office of the President
2. Offices of the Dean of Student and Community Engagement or similar representative.
3. Office of College Advancement

Complimentary tickets will be clearly identified as “Compliments of the Mohave County Community College District,” in some manner.

Date of Policy Adoption: Adoption of Manual- July 2008
Date of Last Procedure/Process Review/Revision: January 5, 2022
References:
Mohave Community College ensures the fullest degree of intellectual freedom and free expression and the right to assemble peaceably as guaranteed by the First Amendment.

The community college is an institution dedicated to the discovery, improvement, transmission and dissemination of knowledge through research, teaching, discussion and debate. The role of the college is to provide an open environment for speech protected by the First Amendment, including ideas and opinions that may be unwelcome, disagreeable, or deeply offensive.

MCC places a high value on freedom of thought, speech, expression and assembly, which are essential to any institution of higher learning. The College supports the rights of individuals, faculty, staff and student organizations to demonstrate provided such activities do not disrupt normal activities or infringe upon the rights of others.

Additional information on Freedom of Expression, Demonstrations on Campuses and the Posting and Distribution of Flyers/Signs can be found on the College’s website at:

https://www.mohave.edu/life-at-mcc/policy-for-freedom-of-expression/
Mohave Community College ensures the fullest degree of intellectual freedom and free expression and the right to assemble peaceably as guaranteed by the First Amendment.

Committee on Free Expression

MCC’s committee on free expression oversees the submission an annual report on or before December 1 to the governor, the speaker of the house of representatives and the president of the senate and submit a copy of the annual report to the secretary of state. A copy of the annual report should be posted on the College’s website. The report shall include:

- An accounting of how student activity fees were allocated in the prior year. Student activity fees are any fee that is charged to students used to support and facilitate the expression and activities of students or student organizations.

- A description of:
  - any barriers to or disruptions of free expression within the community colleges in this state.
  - the administrative handling and discipline relating to barriers to or disruptions of free expression within the community colleges in this state.
  - substantial difficulties, controversies, or successes in maintaining a posture of administrative and institutional neutrality.

- Any assessments, criticisms, commendations, or recommendations that the committee decides to include in the annual report.

The committee established pursuant to this section ends on July 1, 2026.
Mohave Community College ensures the fullest degree of intellectual freedom and free expression and the right to assemble peaceably as guaranteed by the First Amendment.

Free Expression and Orientation

MCC will include in its orientation program information describing the policies and rules regarding free expression in a manner that is consistent with Title 15, Chapter 14, Article 6.
The college shall regulate the posting and distribution of flyers and signs on the campuses of the college.

Posting and Distribution of Flyers/Signs

The college has procedures related to freedom of expression and the postings and distribution of flyers and signs on its website at:

https://www.mohave.edu/life-at-mcc/policy-for-freedom-of-expression/
In all matters dealing with students, the college shall be guided by the principles contained in the Student Bill of Rights adopted by the Board in 2005.

Student Bill of Rights

Principle Number One – Students will be given courteous and concerned attention to their needs and values.

Principle Number Two - Students will come before personal goals because students really are our most important customers.

Principle Number Three - The processes, rules and regulations of the college will be created or changed to assure that students are kept at the center of the institution.

Principle Number Four - Students can expect honest communication and will not be patronized.

Principle Number Five - Students will never be an inconvenience.

Principle Number Six - Students can expect a proper match between the product and the customer i.e., courses, the college and the student.

Principle Number Seven - Students deserve an environment that is neat, bright, welcoming and safe.

Principle Number Eight - Students are more than customers. They are professional clients.

Principle Number Nine - Students are not always right; but they are always treated right.

Principle Number Ten - Satisfaction is not enough and never the goal.

Principle Number Eleven - The College will not cheapen its education product or integrity by pandering. No easy grades.

Principle Number Twelve - The students' right to positive customer service will be paramount when staffing decisions are made at the college.

The Student Bill of Rights document shall be posted in appropriate facilities on each campus or outreach center of the college.

Date of Policy Adoption: Manual Adoption: July 2008
Date of Last Procedure/Process Review/Revision: January 18, 2022
References:
The college shall provide an effective and efficient organizational structure to provide services to the students of Mohave Community College.

The current organizational structure for Enrollment and Student Services can be located on the College’s website at: https://www.mohave.edu/about/administration/organizational-structure/
Mohave Community College does not discriminate on the basis of sex (including pregnancy, sexual orientation, and gender identity), color, race, religious preference, age, disability, national origin, or any other legally protected class in any of its policies, practices, and procedures.

For more information, reference “College Policies and Procedures” in the MCC Student Handbook.
The college shall conform to the laws of the state of Arizona and the federal government pertaining to civil rights and equal opportunity.

ADA grievances and appeals are addressed in Mohave Community College’s ADA/504 Policies and Grievance Procedures located at: https://www.mohave.edu/resources/disabilityservices/
To enhance the college experience, students are encouraged to participate in the cultural, social, enrichment, leadership and recreational activities offered through Mohave Community College.

Student Life at Mohave Community College complements and enhances the College academic experience. Through cultural, social and recreational activities, events and programs, students find camaraderie and personal growth opportunities to expand their horizons and further develop leadership skills, engagement and enrichment at MCC.

The Student Life Handbook contains procedures and processes for, but not limited to: Student Competitive Teams, Club or Organization Information, Program and Activity Fund Planning, Co-curricular Assessment, Financial Management and Guidelines, Receiving and Handling Funds, Student Travel Guidelines and Student Activities Council (SAC) Election Rules and Regulations.

Date of Policy Adoption: Manual Adoption: July 2008
Date of Last Procedure/Process Review/Revision: January 18, 2022
References:
Student activities councils shall be approved by the College President, and with approval, may be formed at individual campuses for the purposes of providing a channel of communication between students and the professional staff of the College and providing a learning experience through participation in student leadership including the sponsorship of student clubs, activities and events.

To finance the various projects undertaken by the student activities councils, an annual budget and student activity fee shall be approved by the Board of Governors.

Student Activities Councils will operate according to the MCC Student Activities Council constitution and By-Laws, which can be found in the MCC Student Handbook.

Student Activities Council (SAC) Rules and Regulations can be found in the Student Life Handbook located within the college catalog online at Mohave.edu.
Residency requirements are established by state statute [ARS 15-1801-15-1807] and the Mohave Community College Governing Board. Students who are not considered residents are assessed out-of-state or WUE tuition and fees when registering for classes.

A student’s residency status will determine how tuition and fees are assessed. Further information on Arizona (in-state) residency requirements can be found in the college catalog at: http://catalog.mohave.edu/ under Admissions and Registration.
Residency requirements are established by state statute [ARS 15-1801-15-1807] and the Mohave Community College Governing Board. Students who are not considered residents are assessed out-of-state or WUE tuition and fees when registering for classes.

Determination of Location for State Authorization

Mohave Community College is required by federal regulations to determine a student’s location prior to enrollment in online courses and in an academic program that leads to professional licensure. The determination for location is made based on the verified state address provided by the student to the college at the time of admission/readmission. For determination of student location where conflicting information may be present, the college will identify the most recently provided address and that state will be identified as the current location for state authorization notifications.
Tuition and fees are established annually by the Governing Board.

Information on Tuition Rates, Methods of Payment, Student Tuition Payment Plan, Financial Aid Programs, Qualified Active Duty Military, Veterans, and Dependents’ Education Benefits, Billing, College Indebtedness Policy, Tuition and Fee Refund Policy for Credit Courses, Bighorn Card, Special Circumstances and 1098-T (Education Tax Credit) can be located in the current Academic Catalog at: http://catalog.mohave.edu/
The college shall provide clear procedures for incoming transfer students that facilitate their transfer and provide them the appropriate advanced standing in their MCC program of study.

Information for incoming students on Advanced Standing (non-traditional) Credit, Cambridge International Exams (CIE), College-Level Examination Program (CLEP), DANTES Standardized Subject Tests (DSST), Formal Military Education Training Credit, High School Advanced Placement (AP), International Baccalaureate (IB), Prior Learning Assessment (PLA), Transcript Evaluation Criteria, Registrar’s Office Mailing Address, Quarter Credit versus Semester Credit, Foreign Credit, Western Arizona Vocational Education (WAVE) is available in the current Academic Catalog located at http://catalog.mohave.edu/

Information for Outgoing Transfer Students on Arizona Higher Education Course Equivalency Guide (CEG), Shared Unique Number (SUN) System, Arizona General Education Curriculum (AGEC), Transfer Partners and Institutional Affiliations and Transcript Request is available in the current Academic Catalog located at http://catalog.mohave.edu/

Date of Policy Adoption: Adoption of Manual: July 2008
Date of Last Procedure/Process Review/Revision: January 18, 2022
References: Arizona Revised Statute 15-1805, 15-1824
Mohave Community College wants students to be successful in their courses. The assessment screening is a tool to diagnose students' readiness for, and probability of success in college courses, especially those courses that require minimum skill levels in reading, English composition or mathematics.

All first-time students and transfer students are encouraged to meet with an academic advisor to discuss course placement using Multiple Measures. The College utilizes two or more criteria for assessment and course placement. Under a multiple measures approach, students can be placed based on the following criteria: ACT/SAT scores, Previous Accuplacer exam scores, High School transcript, GED scores/transcripts, Official/Unofficial college transcripts and Work experience.

Additional information on the College’s assessment practices can be located in the Academic Catalog under the Student Resources section or in the Student Handbook.
The college provides timely and effective academic and career advising programs for all students.

Advising services are delivered by both staff advisors and faculty members to support a student’s academic goals. The role of an advisor is to help define and shape academic plans to meet educational goals by preparing academic progress plans and selecting classes. Additional information on catalog choice, Arizona Higher Education Equivalency Guide and Career Services can be found in the current academic catalog at: http://catalog.mohave.edu/

New students will be required to meet with an advisor during their first semester to complete a detailed academic plan. Continuing Students may be required to meet with an advisor in certain circumstances. Students may meet with their advisor as needed each semester to plan the following semester and to allow for early registration.

The advice which faculty/staff advisors are expected to offer is limited to educational advising, which is defined as:

- Advice which is specifically relevant to students achieving their educational and career goals.
- Helping students plan what courses they will take
- Helping students realistically assess their career plans in relation to their preparation, ability, and commitments.
- Helping students consider all aspects of their lives as they take on educational commitments.

The career services program offers career counseling for students at Mohave Community College via academic areas of interest teams. Students are guided as they discover areas of occupational interest, develop plans for training and/or employment and take steps that will lead to entry into the job market.

Date of Policy Adoption: July 2008
Date of Last Procedure/Process Review/Revision: January 22, 2022
References:
The college shall maintain an effective and efficient system for enrolling students in both credit and non-credit classes.

Administrative Withdrawal (WR)
The college reserves the right to withdraw students from classes at any time during the semester.
A student may appeal an administrative withdrawal by following the grade appeal procedure described in the current catalog.
A class where the student has received a WR grade can affect a student’s financial aid or VA education benefits.
A student may be administratively withdrawn for four reasons:

WR1  This grade is given by administration to a student for NON-PARTICIPATION
WR2  This grade is given by administration to a student for NON-PAYMENT.
WR3  This grade is given by administration to a student for DISRUPTIVE BEHAVIOR.
WR4  This grade is given by administration when the student is DECEASED.

Administrative Withdrawal for Non-Participation (WR1)
A WR1 grade request may be initiated after two consecutive weeks of non-participation, following the first week of the class.

Administrative Withdrawal for Non-Payment (WR2)
A student misses a payment the student is contractually bound to make (payment plan or promissory note).

Administrative Withdrawal for Disruptive Behavior (WR3)
Given by administration to a student for disruptive behavior per the Student Code of Conduct.

Administrative Withdrawal for Student Death (WR4)
Given by administration when the student is deceased.
The college shall maintain an effective and efficient system for enrolling students in both credit and non-credit classes.

Registration and Enrollment Services procedures ensure open admissions and appropriate registration into courses that the student is qualified for and to comply with any College, state, and federal regulations.

Additional information on Admission Requirements, Registering for Classes, Adding, Dropping or Withdrawing from a Course, Repeating Classes, Auditing Classes, Independent Study at Academic Load can be found in the current academic catalog at: http://catalog.mohave.edu/

Information on Dual Enrollment can be found on the College’s website at: https://www.mohave.edu/admission-to-mcc/high-school-opportunities/ Dual Enrollment registration is subject to A.R.S. 15-1821.01

Information of Non-Credit registration and enrollment can be found on the College’s website at: https://www.mohave.edu/about/community-education/
The college shall maintain student records in accord with State and Federal requirements and the requirements of the Commission for Higher Education.

Office of the Registrar

The Office of the Registrar is the custodian of all official student records. Additional information on Student Records Confidentiality (FERPA) and transcripts can be found in the current academic catalog at: http://catalog.mohave.edu/
Students are primarily responsible for their own academic performance and it is expected that satisfactory progress, in terms of credit granted, will be made each semester during which the student is enrolled. A review of each student's progress will be made after each period of enrollment.

Additional information on Academic Standing, Academic Probation, Academic Dismissal, Readmission after Dismissal, Academic Amnesty and Academic Integrity can be found in the current academic catalog at: http://catalog.mohave.edu/
The college shall establish a student code of conduct appropriate for the college and consistent with local, state and federal laws.

Student Code of Conduct

Mohave Community College recognizes that all students, as members of the College community, enjoy the freedom of speech and assembly, freedom of association, freedom of the press, right of petition and the right of due process. These rights do not come without responsibilities and respect for others in the College community. Attendance at MCC is a privilege and not a right, and enrollment at Mohave Community College carries with it obligations in regard to conduct, both in and out of the classroom.

Students are responsible for knowing and understanding the contents of the Student Code of Conduct found inside the MCC Student Handbook under “Student Rights and Responsibilities”. The MCC Student Handbook can be viewed at: http://catalog.mohave.edu/

Students are responsible for abiding by state and federal laws and laws governing the College and are expected to observe standards of conduct set by the College. MCC takes campus safety very seriously. Students who display behaviors of concern are promptly addressed through the Student Code of Conduct process.

Date of Policy Adoption: Adoption of Manual: July 2008
Date of Last Procedure/Process Review/Revision: January 22, 2022
References:
The college shall provide a process for resolving student problems in an expeditious and equitable manner.

The College has created internal procedures and processes to address grade related and non-grade related problems and grievances.

For grade grievances, see the “Grade Related Grievance – Grade Appeal” process. For non-grade grievances, see the “Student Grievance Resolution” process. Both processes are outlined in the Student Handbook which can be found in the current academic catalog at: http://catalog.mohave.edu/
The Student Right to Know Act has been in effect since July of 2000. It requires institutions that receive Title IV funding to disclose certain information, including institutional graduation rates, athlete graduation rates, financial assistance awarded and crime statistics.

Information disclosure required by the Student Right to Know Act can be located on the College’s Consumer Information webpage at:

https://www.mohave.edu/paying-for-college/financial-aid/policies/consumer-information/
The college shall provide students with non-academic services to facilitate their receiving the benefits of the college’s academic programs.

Food Services
All four campuses have food vending areas.

Housing
Mohave Community College does not have dormitories; therefore, out-of-town students will need to make their own arrangements for housing.

Parking
Student parking is provided at MCC campuses. Student and guest driving behavior should be consistent with laws and regulations established by the state and with those established by the college. Vehicles parked illegally will be towed at the owner’s expense.

Student E-mail
MCC students have MCC student e-mail accounts. Students will be assigned their student e-mail account after they have registered for classes and paid all tuition and fees. These e-mail accounts will give students access to up-to-date information throughout the semester (such as class schedules, special events, on-campus activities, etc.). Students are encouraged to use their MCC student e-mail account for all correspondence between them and faculty and other students. Please remember e-mail messages may be subject to public record inquiries.

Student Information System
MCC has developed an online student information system that allows current and near-current students to review their college information. Using the system, students are able to view their current class schedule, grades, unofficial transcripts and demographic information. In addition, students are able to print their student history (unofficial transcripts). Official transcripts may be requested online.
The mission of the Financial Aid Office is to provide prompt, accurate and courteous financial aid assistance. Although primary responsibility for educational costs rests with the student and his/her family, MCC, the federal government and the state of Arizona can assist the student in pursuing higher education.

Financial Aid Processes

Federal Regulations are continuously updated and financial aid processes are revised on an ongoing basis as the regulations are enacted and guidance is provided by the Department of Education via the Code of Federal Regulation (CFR), Higher Education Act (HEA), the Federal Student Aid Handbook and various other communications such as Federal Registers, Dear Colleague Letters and Electronic Announcements.

The district financial aid office maintains internal standards & processes to deliver Title IV financial aid in compliance with Title IV regulation. Standards & Processes for financial aid will be housed in the district financial aid office, and posted as required by Title IV regulation in the academic catalog, student handbook and MCC website where appropriate.

At a minimum, Standards & Processes on the following topics will be maintained:
- Satisfactory Academic Progress (SAP)
- Returns to Title IV and HEA Programs
- Consumer Information
- Verification
- Federal Work Study: Selection and Awarding of Students
- Federal Supplemental Educational Opportunity Grant: Selection and Awarding of Students

In addition, Standards & Processes for overall administration of Title IV aid will also be maintained on the following topics by the appropriate campus department:
- Admissions / Admissions
- Refunds / Bursar
- Attendance / Registrar & Academics
- Withdrawals, official and unofficial / Registrar

Date of Policy Adoption: Adoption of Manual: July 2008
Date of Last Procedure/Process Review/Revision: January 22, 2022
References:
The mission of the Financial Aid Office is to provide prompt, accurate and courteous financial aid assistance. Although primary responsibility for educational costs rests with the student and his/her family, MCC, the federal government and the state of Arizona can assist the student in pursuing higher education.

Mohave Community College provides services to qualified active-duty military, veterans, and dependents who may be eligible for educational assistance from the U.S. Department of Veterans Affairs.

Additional information on VA education benefits can be found at: https://www.mohave.edu/resources/veteran-and-military-services/

MCC is a Principles of Excellence participant and as such has agreed to:
- Provide Vestudents with a personalized form covering the total cost of an education program
- Provide educational plans for military and veteran education beneficiaries
- End fraudulent and aggressive recruiting techniques and misrepresentations
- Accommodate service members and reservists absent due to service requirements
- Designate a point of contact to provide academic and financial advice
- Ensure accreditation of all new programs prior to enrolling students
- Align institutional refund policies with those under Title IV, which governs the administration of federal financial aid programs.
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The college shall establish tuition waiver procedures as required for college preparatory services students.

Tuition Waivers, College Preparatory Services

The College does not assess students a tuition charge for instruction or fees for books, instructional supplies, or materials used in the program for specified courses. The college offsets tuition by providing tuition waivers. The fee for assessment testing prior to assignment within the program will be charged to the student, but the cost of post-testing will be borne by the college.

Date of Policy Adoption: Adoption of Manual: July 2008
Date of Last Procedure/Process Review/Revision: January 22, 2002
References: ARS 15-232-234), Title II of WIOA, the Adult Education and Family Literacy Act (AEFLA)
The college shall establish and monitor a tuition waiver process for college employees, certain non-employees, and persons identified in state law that complies with state law and best practices. The tuition waiver program shall be subject to the limitations of available budget funds.

College Employees:
Contact Employee Services

Certain non-employees:
Contact Employee Services

Persons identified in state law:

ARS 1808: Tuition waiver for:

- Child or spouse of peace officer, correctional officer, firefighter, emergency paramedic, national guard member or member of the United States armed forces killed in the line of duty
- National guard members with disabilities
- United States armed forces members with disabilities

ARS 1809.01 Tuition waiver for any person who meets certain conditions primarily:

- Is currently in foster care and is at least fourteen years of age.
- Was in foster care when the person was at least fourteen years of age.
- Was adopted from foster care and the adoption was finalized after the person attained fourteen years of age.
The President shall, upon Board direction or established need, promulgate policies for Board consideration and possible adoption (ARS 15-1445).

Governing Board Policies

As necessary, or at the direction of the Board, the President will frame new Board policies based upon best practices, extensive research, and legal review for presentation to the Board.

Policies presented to the Board shall be general in nature and designed to establish what the Board desires to be accomplished by the college.

The Board will receive new policies for review at a regular meeting of the Board and consider such policies for adoption at a second meeting.

In special or emergency circumstances, the Board may adopt new policies after presentation in a single meeting. In such cases, the Board will ratify the adoption at a subsequent meeting.

The Policies and Procedures Manual of the Governing Board shall be made available on the college website, and at such other public places as may be appropriate.
The President shall be delegated the responsibility for ensuring the preparation of appropriate administrative procedures and regulations for the college which ensure that Board policies are enforced (ARS 15-1445).

Purpose:
To outline the procedures for new and existing policy and procedure planning, development, review, approval, implementation, assessment, and revisions.

Definitions:
Policy: An expansive document that communicates broad principles of operation and standards on a particular subject to guide actions and decision-making. It communicates the College’s official position statement of what is expected on issues that have College-wide application. Policies may be in place because of a law, regulation, a risk to the College, students or others, or an organizational requirement.

Procedure: An operational set of specific action steps and processes required to support the implementation of the policy, where needed. Procedures may identify roles and assign responsibilities for the activities.
The President shall be delegated the responsibility for ensuring the preparation of appropriate administrative procedures and regulations for the college which ensure that Board policies are enforced (ARS 15-1445).

The following steps are generally involved in policy and procedure (where applicable) planning.

Planning

1. Identify need

The department or division responsible for the policy and/or related procedure(s) (where applicable) will outline the rationale for the update to the policy and procedure(s) and proceed through the committee approval process. The executive team will be kept apprised of policy and procedure proposals in development.

2. Develop a Plan

The policy/procedure originator will develop a plan with phases and timelines that typically include the following: analysis, research, drafting, consultation with department and committee(s), review, revision, editing, finalization and approval, and implementation. Key stakeholders for consultation and approvals will be identified in the plan. Stakeholders will be comprised by those impacted by the policy and related procedure(s).

3. Research

The originator will, in conjunction with their team, conduct research on issues, legislation, and best practices related to the policy and procedure and will present findings during the consultation phase of the development process. Research findings (where applicable) will be presented during the finalization and approval phase.

Date of Policy Adoption: Adoption of Manual: July 2008
Date of Last Procedure Review/Revision: June 7, 2022
References: ARS 15-1445
The President shall be delegated the responsibility for ensuring the preparation of appropriate administrative procedures and regulations for the college which ensure that Board policies are enforced (ARS 15-1445).

The following steps are generally involved in policy and procedure (where applicable) development.

Development

1. Draft

Policy statements should be clear, concise, and specific. Procedures should be written in simple language and what is expected of the users.

2. Consult

1. The initial draft policy and procedure(s), if applicable, will be presented to the appropriate stakeholders in the College for review and feedback. Revise

The policy/procedure originator will review the feedback with the development group and revise the policy and procedure(s) (where applicable) as required. If a legal review is required, the policy and procedure(s) will be sent to legal counsel by the Office of the President for review.

3. Develop communication and implementation strategy

Prior to review, recommendation, and approval, the originator and team will develop a strategy communication and strategy plan to roll out the new policy and procedure(s) (e.g. document update plans like the catalog, student handbook, etc.)
The President shall be delegated the responsibility for ensuring the preparation of appropriate administrative procedures and regulations for the college which ensure that Board policies are enforced (ARS 15-1445).

The following steps are generally involved in policy and procedure (where applicable) approval.

* Where minor changes are required (regulatory changes, technical corrections, typos, grammar, etc.) only to a procedure, modifications will be completed by the appropriate department/division and submitted to P&P chair without the application of the formal review and approval process.

1. Initial Review and Recommendation – P&P Committee

Policy and Procedures (P&P) committee is the committee established in the College communication/committee structure for initial review and recommendation of College policies and procedures.

When new, major or changes of intent are required, the originator will present the procedure to the committee and will consider input from the members and modify as required. Once reviewed by the committee, the chair will record the committee’s recommendation and forward the recommendation to the President for consideration at President’s Cabinet.

2. Subsequent Review and/or Approval – President’s Cabinet

The President will schedule the recommendation on an upcoming President’s Cabinet’s (PC) meeting and the originator will be invited to present the procedure(s). The originator will consider input from the Cabinet and will modify as required. Once finalized, the President will indicate approval to the P&P chair for implementation procedure.

3. Policy Approval - Board of Governors (where applicable)

The President will present new and/or revised policies to the Board of Governor’s (BOG). The originator may be asked to present the policy to the Board of Governors. The BOG may provide feedback on any modifications to the policy development group or the President. Modifications will be made as requested by the Board of Governors. BOG approval will be indicated in the Board meeting minutes.
The President shall be delegated the responsibility for ensuring the preparation of appropriate administrative procedures and regulations for the college which ensure that Board policies are enforced (ARS 15-1445).

The following steps are generally involved in policy and procedure (where applicable) implementation.

Implementation

1. Final Copy

Once final approval is obtained, the approved wording will be returned to the Office of the President. The President’s executive assistant will retain a copy of any submissions and approvals. Final classification and number of policy and procedures will be determined by the Office of the President.

2. Implementation

The policy originator will implement the communications and implementation plan to ensure students, employees, and other stakeholders impacted by the policy understand the content.

3. Posting

The President’s executive assistant will publish the final copy in the MCC Policy and Procedure Manual and will post proceeding/minutes from President’s Cabinet and/or Board of Governor’s meetings.

Date of Policy Adoption: June 7, 2022
Date of Last Procedure Review/Revision: ARS 15-1445
References:
The President shall be delegated the responsibility for ensuring the preparation of appropriate administrative procedures and regulations for the college which ensure that Board policies are enforced (ARS 15-1445).

Periodic Review

Monitor: The Office of the President, the Policy and Procedure Committee, and administration will monitor the implementation of the policy and related procedure for compliance and to ensure that it is understood. Further training, clarification, or communication may be required if any issues are identified in the monitoring.

Policy Review: The policy holder and administrator will initiate a review of the policy and procedure based on the specified timeframe established in the development process and noted on the policy or earlier, if there is a change in legislation or requirements. Policies and procedures must be reviewed at least once every five years.

Update: The same procedure will be followed as outlined previously to update a policy and/or procedure.

Note: Where minor changes are required only to a procedure, modifications will be completed by the appropriate department/division and submitted to P&P without the application of the formal review and approval process.
The President shall be delegated the responsibility for ensuring the preparation of appropriate administrative procedures and regulations for the college which ensure that Board policies are enforced (ARS 15-1445).

Mission Statement Review

Mohave Community College has a stated mission that was approved by the Board of Trustees at a regularly called session of the Board. The Mission Statement provides for overall guidance to all strategic and operational decisions. This mission is reviewed, revised, and or updated by a formal process that coincides with the review of the strategic plan and occurs every three to five years. Any changes to the Mission Statement are presented to the Board for its approval based upon the recommendation of the President of the College.

Mission review may occur under other conditions as well. The catalysts for Mission review are detailed as follows:

1) Planned formal review as a part of the Strategic plan review every 3-5 years. This process involves a wide range of participants including students and community members as well as college personnel. If there are recommended changes or revisions the revised mission statement goes thru the approval process as described below.

2) Annual indices regarding the efficacy of the Mission statement are collected and reviewed in various formats including; an assessment of learning outcomes, enrollment indications of program viability, formal program review, the core metrics of the visioning statement for Arizona, community influences, as well as other pieces of annual data. These data are collected annually and presented to the Chief Academic Officer and the President’s Cabinet for an annual discussion in support of the current mission statement.

3) Unplanned events may necessitate Mission review at midterm or other intervals throughout the three-year review timeframe. Events such as a dramatic change in the Board of Trustees, major administrative changes, or mission changes that may be influenced by the economy or various state agencies may require that a closer look at the mission statement be undertaken. If such should occur the administrator in charge would initiate a review process as described below.

The process for change would require that any requested changes or revisions be vetted by the Faculty Council, Institutional Effectiveness Network and the President’s Cabinet prior to being presented to the Board of Governors for approval.

Date of Policy Adoption: Adoption of Manual: July 2008
Date of Last Procedure Review/Revision: June 7, 2022
References: ARS 15-1445
The college shall maintain a communication structure to ensure that all employees of the college are kept informed in a timely manner and have a voice regarding the operation of the college.

Principles
Two fairly distinct yet interrelated structures inform management. One is the line structure of full, direct authority and administrative responsibility. The other is the channel of communication, or committee (including councils and work groups), structure that is the mechanism for allowing broad participation in institutional discussions, problem solving and recommendations for continuous improvement. The principles supporting an effective committee structure include:

1. The college is one unified institution and is managed by one college management team.

2. The college President is responsible for overall leadership and management of the institution. The President is assisted by all members of the management team, inclusive of all employees.

3. Program delivery is centered on the four primary geographic locations of the college, with recognition of varied delivery modalities, including virtual, as they enhance service to the District.

4. Management decisions regarding the use of all available resources for all purposes at the college are made using standard best practices guidelines to ensure efficiency and effectiveness.

5. Structural revisions to the management process will be taken only to address impediments to the role and mission achievement.

6. The entire focus of communication and effort is upon identifying and meeting, in a professional and timely manner, existing and new students’ needs.

Every committee and council, and work groups as appropriate, shall have an authorizing charter, which shall include the general and specific purposes, membership roster, meeting frequency, reporting structure, Higher Learning Council’s guiding Criteria and Strategic Plan alignment. Charters shall be reviewed and updated periodically as changes demand.

The current communication/committee structure of the college can be located online at:
https://www.mohave.edu/about/administration/communication-structure/

Date of Policy Adoption: Adoption of Manual: July 2008
Date of Last Procedure Review/Revision: June 7, 2022
References: ARS 15-1445
The college shall maintain a communication structure to ensure that all employees of the college are kept informed in a timely manner and have a voice regarding the operation of the college.

ADVISORY COUNCIL – A group of volunteers and/or employees brought together for discussion and strategic and/or operational recommendations pertaining to a well-defined set of parameters. Example: Faculty Council, Community Advisory Council

WORK GROUP - Two or more individuals from the same or similar functional areas who work together for a common purpose; work groups align priorities and resources with the District's annual plan of work; strive to meet student/customer needs; seek continuous improvement and engage in professional development and training. Example: Facilities, Infrastructure & Information Technology

PROGRAM ADVISORY COMMITTEE – A group of volunteers with specific knowledge that meets regularly to provide non-binding strategic advice, guidance and/or support to the institution affiliated with a college academic program. College staff have an obligation to recognize and consider, but not necessarily implement, such advice and guidance as pertains to the program, the community, and specific accreditation or licensing objectives. Example: Nursing Program Advisory Committee

STANDING COMMITTEE - A cross-functional committee convened for an On-going purpose; may have rotating terms for members. Example: Curriculum, Articulation, Academic Standards and Assessment (CAASA)

SUB-COMMITTEE - Two or more individuals from Standing Committee or Advisory Council that meets regularly with a common purpose to accomplish a particular outcome and reports to the committee as a whole. Example: Safety Sub-Committee

TASKFORCE - Two or more individuals from differing functional areas working cross functionally together for a specified period of time on a common purpose to accomplish a particular outcome; a taskforce has beginning and ending dates; retain same membership from beginning to end of project, and reports directly to the president. Example: Diversity, Equity and Inclusion Taskforce

Date of Policy Adoption: July 2008
Date of Last Procedure Review/Revision: June 7, 2022
References: ARS 15-1445
The college shall maintain a communication structure to ensure that all employees of the college are kept informed in a timely manner and have a voice regarding the operation of the college.

Responsibilities of committee members
Committee members usually attend meetings because they represent some constituency or have some particular expertise or responsibility in an area. At a minimum, members should:

1. Notify the committee chair if they cannot attend a meeting.
2. Prepare for the meeting by reading the agenda and materials.
3. Contribute to discussion.
4. Report back to their constituencies, if applicable.
5. Carry out any follow-up action required of them.

Responsibilities of chairs of committees
The chair of the committee is responsible for ensuring that committee business and meetings are effectively managed, that quality recommendations and decisions are made, and that follow-up actions are completed. In particular, the chair/co-chair is responsible for:

1. Chairing the committee meetings in a fair, objective, efficient and collegial manner.
2. Instruct members on the committee role, responsibilities and processes.
3. Determining attendance of non-members
4. Developing agendas in conjunction with the committee recorder.
5. Establishing any subcommittees/workgroups/action teams and determining their objectives.
6. Reporting committee recommendations and decisions to other relevant bodies.
7. Ensuring that decisions are effectively communicated and carried out.

Responsibilities of committee recorders
Recorders are responsible for the day-to-day administration of the committees. Their main tasks are:

1. Developing a meeting schedule and establishing deadlines for meeting agendas
2. Maintaining up-to-date list of committee members
3. Arranging for room bookings; Setting up conference calling and technical equipment
4. Communicating with the Chair regarding committee business, preparing & distributing the agenda and materials in a timely manner.
5. Taking notes at the meeting and writing the proceedings; posting the proceedings, if required
6. Keeping record of all committee related documents.
The college shall maintain a communication structure to ensure that all employees of the college are kept informed in a timely manner and have a voice regarding the operation of the college.

Academic Program Advisory Committees

Mohave Community College requires Advisory Committees for CTE/Health Professions and other programs that are required by statute (including accompanying regulations) or accrediting body requirements be convened at least annually. Committee guidelines are to be established and maintained in the Office of the Executive Vice President and provided to and followed by all academic departments and other academic personnel as appropriate.

1. General Guidelines will provide guidance regarding committee size and membership designation and agenda requirements, including a Conflict-of-Interest requirement for all members.

2. Advisory Committee guidelines shall outline the establishment of the committee and the process for invitations, hosting meetings, agendas and minutes.

3. A standard meeting agenda format shall contain a welcome, introductions, discussion of purpose, program updates, community membership feedback and suggestions, and a closing participant roundtable. Agendas shall include curricular reviews and where required by program licensing and/or accreditation (including, but not limited to, PTA, SGT, EMS), curricular approval.

4. Minutes must include a record of any formal vote(s) with corresponding numbers such that HLC, federal, state and other program authorization requirements are addressed.
The President shall provide an annual report to the Board at the end of each fiscal year.

President’s Annual Report to the Board of Governors

Requires that this report be delivered to the Board at the end of each fiscal year, prior to the President receiving a salary payment for June. The report should advise the Board on the efficiency and effectiveness of all college operations, including but not limited to estimated numbers for the past year’s Full-time student equivalency (FTSE), unduplicated headcount in district and out of district and number of regular employed instructors.

State Board of Directors for Community Colleges* Annual Report

By December 1 of each year, each community college district shall make a report for the preceding fiscal year to the governor, the president of the senate, the speaker of the house of representatives and the joint legislative budget committee and shall provide a copy of this report to the secretary of state pursuant to ARS 15-1427.

*The State Board of Directors for Community Colleges was disbanded; however, the Arizona Community College Coordinating Council (A4), fulfills this statutory reporting function.

Dual Enrollment Report

In each odd-numbered calendar year, the report shall also contain the following information regarding dual enrollment programs operated pursuant to section 15-1821.01:

Date of Policy Adoption: Adoption of Manual: July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1427, ARS 15-1821.01
The President shall be delegated the right to exercise the customary functions of hiring, promoting, transferring, disciplining and terminating employees of the college with ratification of those actions by the Board (ARS 15-1444).

Employment of College Personnel

The President has the final approval regarding:

1. Hiring of new employees under the condition that final employment approval is based upon ratification by the Board at the next regularly scheduled meeting of the Board.

2. Reassigning employees from one position to another position with the same or comparable job classifications.

3. Promoting employees within the college.

4. Directing the work force and determining its composition, organization, and structure.

5. Determining the extent and schedule of workforce operations and establishing reasonable job standards.

6. Maintaining the orderly conduct of the work force.

7. Notifying all employees that they are responsible to the Board through the college President.

Date of Policy Adoption: July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1444
The President shall be delegated the right to exercise the customary functions of hiring, promoting, transferring, disciplining and terminating employees of the college with ratification of those actions by the Board (ARS 15-1444).

The College’s current Organization Structure can be located on its website at:

https://www.mohave.edu/about/administration/organizational-structure/
Absence of the President

Whenever the college President will be absent from the college district for professional meetings, vacation, or personal reasons, he or she will:

1. Notify the president of the Board and receive approval for the absence.

2. Name one of the vice presidents as acting chief executive officer and relay that information to the senior administrators.

3. In the absence of the President and/or Vice President for Administration, the Executive Vice President shall serve as the primary signatory, unless otherwise designated.
The college shall ensure that the college is in compliance with the Americans with Disabilities Act (ARS 15-1445).

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Mohave Community College to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, the College prohibits discrimination against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The college shall facilitate, within reason, appropriate resources, services, and auxiliary aids to allow each qualified person with a documented disability equitable access to educational programs, social experiences, and career opportunities.

The Executive Director of the Center for Teaching and Learning and the Director of Employee Services will act as ADA coordinators for the college to oversee compliance in the area of facilities, student, staff and faculty accommodations and employment practices.

Date of Policy Adoption: July 2008

Adoption of Manual: July 2008

Date of Last Procedure/Process Review: June 7, 2022

References: ARS 15-1445(2), Americans with Disabilities Act (ADA)
The college shall ensure that the college is in compliance with the Americans with Disabilities Act (ARS 15-1445).

It is the college's intention and obligation to provide "reasonable accommodation" to qualified employees with disabilities in all aspects of employment, provided the accommodation does not create undue hardship on the financial or structural operation of the college. Reasonable accommodation is the provision of an auxiliary aid, or modification of the facility, service or program, which may allow access by the employee with a documented disability.

If an employee with a disability wants or needs reasonable accommodation, it is the responsibility of the employee to request such accommodation in writing, as well as to provide the college with documentation of the disability to Employee Services. Mohave Community College requires up to twenty-one (21) working days’ notice to provide disability related "reasonable accommodation" or assistance to the person requesting accommodation. Wherever possible, the college may provide reasonable accommodation(s) with less than a twenty-one (21) day working notice provided an undue hardship on the financial or structural operation of the college does not exist.

Evaluation and provision of accommodations: It is the responsibility of the employee with a documented disability to inform Employee Services of his or her need for special assistance or accommodation. When the request for assistance or accommodation is received, the office of human resources will:

- Determine if the individual is qualified by taking appropriate steps. Request documentation of the disability to include completion of the disability verification form by a physician or qualified health professional.
- Consult with the qualified employee with a documented disability who has identified his or her need for assistance and evaluate reasonable accommodation.
- Research available accommodations and resources. Consult with the relevant administrator in considering types of reasonable accommodations.
- Consider the preference of the employee with a documented disability. In most cases, the college is free to choose the readily achievable accommodation. This could be the least expensive or the easier to provide; however, if accommodation avenues are equal, the employee's preference will be provided.
The college shall ensure that the college is in compliance with the Americans with Disabilities Act (ARS 15-1445).

Mohave Community College is committed to providing reasonable accommodation pursuant to the American’s with Disabilities Act and other relevant laws. These guidelines provide information regarding the accommodation process for individuals using service animals.

Definitions:

Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Process:

Short-term visitors and members of the public: In the event that a member of the community is attending an event or using the library, the individual will not be asked to document a disability to bring a service animal onto campus. Questions or concerns regarding the appropriateness of a service animal being on campus should be brought to the attention of the Compliance Office.

Students: Students who are planning to be accompanied by a service animal on campus are encouraged to complete the disability services application process with an advisor. Although not required, documenting the need for services increases communication and organization between the student and the College, which allows the institution to review the need to make any arrangements or modifications in a classroom or lab.

Date of Policy Adoption:    Adoption of Manual: July 2008
Date of Last Procedure/Process Review:    June 7, 2022
References: ARS 15-1445, Americans with Disabilities Act (ADA)
Students accompanied by a service animal may also be eligible for other accommodation services. The submission of documentation may assist the College in determining further accommodation services for which the individual may be eligible.

Employees: As with any other accommodation, Mohave Community College employees who use a service animal on campus are required to speak with MCC Employee Services and engage in an interactive accommodation process, which may require certain documentation.

General Requirements for Individuals Using Service Animals on Mohave Community College Campus:

These are the general requirements for the use of service animals on MCC property.

Except for licensing and vaccination requirements, MCC will make reasonable accommodation for individuals who are not able to comply with these requirements due to disability.

1. A service animal will be permitted to accompany a person with a disability unless:
   a. The animal poses a direct threat to the health or safety of others
   b. The animal fundamentally alters the nature of the place, services or activities.
   c. The animal poses an undue burden.
   d. The animal is unruly or disruptive.
   e. Except in an immediate safety situation, the Compliance Officer or ADA Coordinator should be contacted prior to excluding a service animal.

2. The animal must be immunized in accordance with the county and/or city requirements where the animal is being brought on to MCC property.

3. The animal must be licensed in accordance with the county and/or city requirements where the animal is being used, and must display the license as required by that county or city.

4. The user must be in control of the animal at all times while on MCC property.

5. The care and control of the animal is solely the responsibility of its user.

6. The user must clean up the animal’s waste.

7. The use is responsible for damage caused by the animal.

Date of Policy Adoption: Adoption of Manual: July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445, Americans with Disabilities Act (ADA)
The College prohibits all forms of sexual misconduct by students and employees.

The College does not tolerate sexual misconduct. The following policy, procedures and processes explain what conduct is prohibited, how the College responds to such misconduct, what resources are available to complainants and how complainants may file a complaint.

Date of Policy Adoption: Adoption of Manual: July 2008
Date of Last Procedure/Process Review: January 2022
References: ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6)
The College prohibits all forms of sexual misconduct by students and employees.

Prohibited Conduct

The College prohibits all forms of sexual misconduct by students and employees, whether perpetrated by a stranger or acquaintance, whether occurring on or off campus, and whether directed against a member of the College community or someone against outside the community. Such behavior will result in discipline and may also be a criminal violation.

Prohibited conduct ranges from acts of non-consensual sexual intercourse and non-consensual sexual contact, to sexual misconduct including, but not limited to, harassment of a sexual nature, sexual exploitation, stalking, relationship violence, voyeurism, exposure, video or audio taping of sexual activity, and sexual activity resulting from emotional coercion. The College may also discipline students and employees for inappropriate sexual behavior and forms of sexual misconduct that are not specifically listed here.

Active consent is needed to engage in sexual activity. For the purpose of this policy, consent is informed, freely and actively given, mutually understandable words or actions that indicate a willingness to participate in a mutually agreed upon sexual activity. It is incumbent upon both parties to both obtain and give active consent prior to any sexual activity. Consent may never be given by those not yet eighteen years of age, those who are incapable of giving informed consent as a result of alcohol or other drug consumption (voluntary or involuntary), those who are mentally incompetent, those with impairments to reasoning or judgment, or those who are unconscious, unaware or otherwise physically helpless. Effective consent may never be obtained as a result of coercion, intimidation, threat of force, or force.

Any member of the College community found responsible for violating this policy is subject to disciplinary action. Complaints of alleged dating violence, domestic violence, sexual assault or stalking shall be handled according to the procedures specified in this policy. All other complaints of sexual misconduct shall be handled under the policies that govern discipline of students and employees. Disciplinary action may be taken regardless of whether criminal charges have been filed and without regard to whether the conduct occurred on or off the College campus.

Date of Policy Adoption:  
Adoption of Manual: July 2008

Date of Last Procedure/Process Review:  
January 2022

References: ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6)
The College prohibits all forms of sexual misconduct by students and employees.

Sexual Harassment, as an umbrella category, includes the actual or attempted offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex or that is sexual that satisfies one or more of the following:

**Quid Pro Quo**: Quid Pro Quo occurs when employment, pay, benefits, student status, grades or other opportunities for advancement are conditioned on the submission to unwelcome sexual conduct whether the conditions are explicit or implicit.

**Sexual Harassment**: Sexual Harassment is unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Mohave Community College’s education program or activity.  

**Sexual Assault**: Sexual assault is any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Included within this broad term are rape, attempted rape, statutory rape and incest, and, where active consent is absent, groping, forced kissing, sodomy, sexual assault with an object and fondling. Under Arizona law, the definition of “sexual assault” is “intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.” A.R.S. § 13-1406(A). “Oral sexual contact’ means oral contact with the penis, vulva or anus.” A.R.S. § 13-1402(1). “‘Sexual intercourse’ means penetration into the penis, vulva or anus by any part of the body or by any object or masturbatory contact with the penis or vulva.” Id. at § 13-1402(3).

**Stalking**: Stalking is engaging in a course of behavior, directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of that person’s immediate family member or the safety of others, or suffer substantial emotional distress. Stalking includes unwanted and repeated harassing behavior, such as following a person; appearing at a person’s home, class or work; making frequent phone calls, emails, text messages, etc.; continuing to contact a person after receiving requests not to; leaving written messages, objects or unwanted gifts; vandalizing a person’s property; and threatening, intimidating or intrusive behavior, and physical violence A.R.S. § 13-2923(A).

**Dating Violence**: Dating violence consists of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined by the complainant with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Relationship violence includes sexual or physical abuse or the threat of such abuse. There appears to be no specific definition of “dating violence” in Arizona’s criminal code.

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**Date of Policy Adoption:** Adoption of Manual: July 2008  
**Date of Last Procedure/Process Review:** January 2022  
**References:** ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6)
Some forms of dating violence would constitute “domestic violence,” discussed hereafter, which includes acts committed within a previous or current “romantic or sexual relationship.” A.R.S. § 13-3601(A) (6).

**Domestic Violence:** Domestic violence consists of violence committed by a current or former spouse or intimate partner of the complainant; by a person with whom the complainant shares a child in common; by a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner; by a person similarly situated to a spouse of the complainant under Arizona law; or by any other person against an adult or youth complainant who is protected from that person’s acts under Arizona law.

In addition to dating violence and domestic violence, relationship violence includes any pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other partner. Relationship violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person.

1 Unwelcome is subjective and determined by the Complainant (except when the Complainant is younger than the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances (“in the shoes of the Complainant”), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.
The College prohibits all forms of sexual misconduct by students and employees.

References:
The domestic violence statutes references several other sections of the criminal code and converts these crimes to domestic violence offenses where any of the following is true:

1. The relationship between the victim and the defendant is one of marriage or former marriage or of persons residing or having resided in the same household.
   a. The victim and the defendant have a child in common.
   b. The victim or the defendant is pregnant by the other party.
   c. The victim is related to the defendant or the defendant's spouse by blood or court order as a parent, grandparent, child, grandchild, brother or sister or by marriage as a parent-in-law, grandparent-in-law, stepparent, step-grandparent, stepchild, step-grandchild, brother-in-law or sister-in-law.
   d. The victim is a child who resides or has resided in the same household as the defendant and is related by blood to a former spouse of the defendant or to a person who resides or who has resided in the same household as the defendant.
   e. The relationship between the victim and the defendant is currently or was previously a romantic or sexual relationship.

A.R.S. § 13-1401: "Without consent" includes any of the following:

   a. The victim is coerced by the immediate use or threatened use of force against a person or property.
   b. The victim is incapable of consent by reason of mental disorder, mental defect, drugs, alcohol, sleep or any other similar impairment of cognition and such condition is known or should have reasonably been known to the defendant. For purposes of this subdivision, "mental defect" means the victim is unable to comprehend the distinctively sexual nature of the conduct or is incapable of understanding or exercising the right to refuse to engage in the conduct with another.
   c. The victim is intentionally deceived as to the nature of the act.
   d. The victim is intentionally deceived to erroneously believe that the person is the victim's spouse.
The College prohibits all forms of sexual misconduct by students and employees.

Reporting Sexual Misconduct

The College encourages students and employees to report incidents of sexual misconduct as soon as possible. To report such an incident, the complainant may contact the Title IX Coordinator (information below) or a Title IX designee under the Title IX Team Contacts at: www.mohave.edu/about/safety

- Danette Bristle, Title IX Coordinator
- (928) 704-9480
- Cell: (928)542-6920
- dbristle@mohave.edu

Employees and students who have been the complainants of sexual misconduct also have the option of reporting the misconduct to local law enforcement officials. Complainants are not, however, required to report such conduct to law enforcement.
All college employees are required to report incidents of sexual harassment, sexual assault, and sexual misconduct to the Title IX Coordinator or Title IX Advisor. If a minor is a complainant of physical or sexual abuse, the employee shall make a report to a peace officer or the department of child safety in addition to the college report.

Each College employee is obligated to report incidents of sexual harassment, sexual assault, and sexual misconduct of which we become aware and is subject to College disciplinary actions for a failure to report. This obligation extends to all due to the College’s responsibility Under Title IX to:

1. Stop the conduct
2. Prevent its re-occurrence
3. Remedy its effects
4. Provide care and support for the reporting person
5. Take steps to ensure the safety and security of our community.

The College has adopted the term “mandatory reporter” to describe this obligation that extends to all individuals “who a student could reasonably believe has the authority or responsibility” to address these incidents. (U.S. Department of Education Office for Civil Rights: REVISED SEXUAL HARASSMENT GUIDANCE: HARASSMENT OF STUDENTS BY SCHOOL EMPLOYEES, OTHER STUDENTS OR THIRD PARTIES).

By reporting what is known to the appropriate College officials especially trained to respond, employees support students and others who have experienced this conduct. When an employee knows, the College is also considered to know. The College’s obligation to respond begins the moment the College is on notice that a member of its community has experienced sexual misconduct, sexual harassment or sexual assault.

An employee who has reasonable cause to suspect abuse of a child (individual under the age of 18) that the employee has come into contact with during the course of employment must make a report to peace officer or the department of child safety (A.R.S. 13-3620).
All college employees are required to report incidents of sexual harassment, sexual assault, and sexual misconduct to the Title IX Coordinator or a Title IX Advisor. If a minor is a complainant of physical or sexual abuse, the employee shall make a report to a peace officer or the department of child safety in addition to the college report.

**Reporting: Person Who Requests Confidentiality:**

As mandatory reporters, we can no longer have confidential conversations with students or other reporting persons about their experiences with sexual misconduct, sexual harassment, or sexual assault. The College recognizes the significant trust relationship with students and the difficult situation you are placed in when a student requests that you keep the disclosure confidential. To help mitigate this challenge, students have been informed that all faculty, staff, and administrators must share their information with the College, and that they can report confidentially to designated organizations if they do not want their information to be shared. These confidential reporting sources are listed in the Mohave Community College: Community Resource Guide.

If you believe a student or other reporting person is about to disclose to you his/her experience of sexual harassment, sexual misconduct, or sexual assault, you can explain to that person, before she/he makes the disclosure, that you must share the information with the College so that she/he can receive care, support and resources and learn about the options for having the situation addressed and resolved within the College. You can explain that even though you are obligated to share the information with College officials especially trained to respond, her/his privacy will be respected; identities and details will be shared only with those who need to know to support the reporting person and to address the situation through the College’s processes. You can tell the person that someone will explain these processes in detail and that she/he will be involved in decisions about what happens as a result of the disclosure. If the reporting person does not wish to disclose to you as mandatory reporter, you can refer the person to a confidential reporting source.

Whether or not the student or reporting person decides to disclose to you or to a confidential source, please assure the person that she/he will receive care and support as requested, both within the College and in the community.

**Confidential Reporting Sources and Other Resources:**

The College is committed to providing support and assistance to victims as well as taking active measures to help assure the physical and emotional well-being of victims. A number of resources are available to assist victims of sexual misconduct.

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Date of Last Review/Revision: January 2022
References: ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6), 13-3620
If a student or other reporting person requests that you keep the disclosure confidential, before the disclosure is made to you, please refer or assist the person to contact one of these resources in the Mohave Community College: Community Resource Guide.
All college employees are required to report incidents of sexual harassment, sexual assault, and sexual misconduct to the Title IX Coordinator or a Title IX. If a minor is a complainant of physical or sexual abuse, the employee shall make a report to a peace officer or the department of child safety in addition to the college report.

Whom to Report, What, How and When to Report:

As mandatory reporters, at the earliest possible time after you receive information that someone has experienced this conduct you must submit a completed Behavior Alert form to the Title IX Coordinator or designee.

What Happens After You Report:

For student-student incidents, Title IX Coordinator or designee will contact the reporting person to offer immediate care and concern, support and resources and discuss the College’s process for gathering facts about and responding to the incident. For all other incidents (student-faculty, student-staff, faculty-faculty, staff-staff, etc.), the Equal Opportunity Officer (MCC Chief Human Resources Officer) will contact the reporting person.

At all times, the privacy of the parties will be respected and safeguarded. Information will be shared only with those College officials who need to know to assist in gathering facts about and resolving the complaint.

After a report is received by one of the offices specially trained to respond, the reporting person will be contacted to discuss the process and options for having the report investigated and resolved within the College. Sometimes the reporting person requests that his/her identity or the identity of the accused remain confidential or that the College not pursue an inquiry. This request must always be balanced with the College’s responsibility to provide a safe environment for the reporting person and the community. The College will take reasonable steps to conduct an inquiry and respond to the complaint consistent with the person’s request for confidentiality. However, under compelling circumstances, including evidence of a pattern of repetitive behavior, the use of or threat of force, or the use of a weapon by the accused, the College may conduct further inquiry or take other appropriate measures without the reporting person’s consent. The reporting person will always be informed whenever possible of any action the College takes to resolve the complaint, including further inquiry and corrective action or sanctions.
All college employees are required to report incidents of sexual harassment, sexual assault, and sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. If a minor is a suspected complainant of physical or sexual abuse, the employee shall make a report to a peace officer or the department of child safety in addition to the college report.

College Response to Crimes and Misconduct

The College recognizes the importance of offering complainants of sexual misconduct immediate treatment, counseling, support, and assistance. In addition, appropriate interim measures to help assure the safety and well-being of the complainant will be offered. Consideration of the complainant's wishes will be taken into account throughout the process. The College may, however, have a legal obligation to investigate allegations of sexual misconduct, even without the cooperation of the complainant.

When a student or employee reports that he or she has been the complainant of dating violence, domestic violence, sexual assault or stalking, the student or employee will be provided with a written explanation of the student or employee rights and options.

Complainants of sexual misconduct or those who have been threatened with such misconduct may be entitled to obtain orders from civil or tribal courts to prevent violence or further violence. The College will endeavor to advise complainants of the types of court orders that may be available.

When sexual misconduct of any kind is reported, the College will make all reasonable efforts to preserve confidentiality. Information will be restricted to those with a legitimate need for it. The College does not include the names or other identifying information of complainants in any publicly available documents. If other policy violations have occurred in connection with an assault, such as alcohol or substance use, the College generally will not pursue disciplinary actions against the complainant or against student witnesses to the misconduct. The College will make every reasonable effort to resolve a disciplinary charge within fifteen days after charges are formally brought against an accused perpetrator.

If the complainant proceeds with both a disciplinary complaint and a criminal complaint, the College conduct process will normally proceed while the criminal action is in process. However, in such cases, the Title IX Coordinator or designee may elect to stay the disciplinary process if a student is summarily suspended and the criminal matter remains open.

Where a complainant may need a change in his or her academic, living, transportation or working situation, and it is within the power of the College to do so, the College will reasonably accommodate the complainant's needs.

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References: ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6), 13-3620
### Mandatory Reporting

**Supportive Measures**

All college employees are required to report incidents of sexual harassment, sexual assault, and sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. If a minor is a suspected victim of physical or sexual abuse, the employee shall make a report to a peace officer or the department of child safety in addition to the college report.

**Supportive measures**

Mohave Community College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the Mohave Community College’s education program or activity, including measures designed to protect the safety of all parties or the Mohave Community College’s educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, the Mohave Community College will inform the Complainant, in writing, that they may file a formal complaint with the Mohave Community College either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

The Mohave Community College will maintain the privacy of the supportive measures, provided that privacy does not impair the Mohave Community College’s ability to provide the supportive measures. Mohave Community College will act to ensure as minimal an academic impact on the parties as possible. The Mohave Community College will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to Employee Assistance Program
- Referral to community-based service providers
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering work arrangements for employees or student-employees

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**References:** ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6), 13-3620
5.110-E Mandatory Reporting
Supportive Measures

- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG)
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.
5.110-F

Mandatory Reporting

Emergency Removal

All college employees are required to report incidents of sexual harassment, sexual assault, and sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. If a minor is a suspected victim of physical or sexual abuse, the employee shall make a report to a peace officer or the department of child safety in addition to the college report.

Emergency Removal

Mohave Community College can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with the Behavioral Intervention Team using its standard objective violence risk assessment procedures.

In all cases in which an emergency removal is imposed, the student, employee, or two (2) representatives from a student organization will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested [in a timely manner], objections to the emergency removal will be deemed waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so. This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

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References: ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6), 13-3620
All college employees are required to report incidents of sexual harassment, sexual assault, and sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. If a minor is a suspected victim of physical or sexual abuse, the employee shall make a report to a peace officer or the department of child safety in addition to the college report.

**Procedures for Disciplinary Action in Matters that Involve Sexual Misconduct**

When the College learns of alleged dating violence, domestic violence, sexual assault or stalking, the Title IX Coordinator or designee shall cause an investigation to be conducted. The investigation shall be prompt, fair and impartial. The investigation shall be conducted by officials who, at a minimum, receive annual training on issues relating to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing in a manner that protects the safety of victims and promotes accountability.

When an investigation indicates that there is reasonable cause to believe that a student or employee has committed stalking, relationship violence, sexual harassment, sexual assault, or sexual misconduct, the College will take action to impose discipline.

Charges shall be prepared in writing either by the victim or under the direction of the Title IX Coordinator or designee. Title IX Coordinator or designee will adjudicate all such charges.

Charges shall be presented to the accused in written form. A time shall be set for a hearing, which shall ordinarily be held within sixty days of charges being brought. The time within which a hearing will be held may be extended at the discretion of the Title IX Coordinator or designee. The Title IX Coordinator or designee may hear the charges personally or may appoint a hearing committee consisting of one administrator, one faculty member, and one classified staff member to hear and decide the charges. No one shall participate in deciding the charges who has a real or apparent conflict of interest or bias for or against the accuser or the accused.

Both accuser and accused shall be entitled to timely notice of all meetings relevant to the proceeding. Both accuser and accused shall be entitled to timely access to any information that will be used in the proceeding.

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References: ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6), 13-3620
The accuser and the accused shall both be entitled to have an advisor present during all phases of the disciplinary process, including any hearing and any related meetings or proceedings. The College may not limit the accuser's or the accused's choice of advisor. The College may, however, impose restrictions on the extent to which advisors may participate in the proceedings and on advisors' conduct during the proceedings. Any such restrictions shall apply equally to the accuser and the accused.

The standard of evidence shall be preponderance of the evidence, i.e., whether it is more likely than not that the accused committed the alleged misconduct. The Title IX Coordinator or designee or the hearing committee will issue a written determination of the decision within ten days following the conclusion of the hearing.

The accuser and the accused shall be promptly and simultaneously notified in writing of (1) the decision of the Title IX Coordinator or designee or hearing committee and of any decision as to the form of discipline to be imposed; (2) the procedures available for appeal; (3) any subsequent change to the result of the hearing; and (4) when the result in the matter will become final.

If the charges are found to have merit, the Title IX Coordinator or designee will determine what discipline is to be imposed on the student or employee and what other relief, if any, is in order. Discipline may include suspension, dismissal or reprimand if the perpetrator is an employee and suspension, expulsion or reprimand if the perpetrator is a student. The Title IX Coordinator or designee may also issue such additional orders as may be necessary to protect the victim or others from any further misconduct.
Mohave Community College does not discriminate on the basis of race, color, ethnicity, national origin, gender, sex, age, religion, gender identity, gender expression, disability, or sexual orientation in its educational programs and activities or employment practices.

Discrimination includes harassment, which includes a wide range of abusive and humiliating verbal or physical behaviors that are directed against a particular person or persons because of one of the above-named qualities.

Members of the College community have a responsibility to report discrimination and those in supervisory roles are obligated to take action to correct it. Any person found to have violated this anti-discrimination policy will be subject to appropriate disciplinary action.

Date of Adoption: Adoption of Manual: July 2008
Date of Last Review/Revision: January 2022
References: ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6), 13-3620
Mohave Community College does not discriminate on the basis of race, color, ethnicity, national origin, gender, sex, age, religion, gender identity, gender expression, disability, or sexual orientation in its educational programs and activities or employment practices.

Mohave Community College adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. Mohave Community College does not discriminate in its admissions practices, in its employment practices, or in its educational programs or activities on the basis of sex/gender. As a recipient of federal financial assistance for education activities, is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status.

Mohave Community College also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by Mohave Community College policy.

Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities and/or benefits of any member of the Mohave Community College community on the basis of sex is in violation of the 5.115 Anti-Discrimination Policy.

Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator (below). A report may be made at any time (including during non-business hours) by methods listed above.

Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please visit www.mohave.edu/about/safety or contact the Title IX Coordinator. Individuals who believe they have experienced sex discrimination, harassment, and/or retaliation in violation of 5.116 Anti-Retaliation policy should contact the following:

Danette Bristle (Title IX Coordinator) Accreditation Liaison/Compliance Officer
3400 Hwy. 95, Bullhead City, AZ 86442
dbristle@mohave.edu, 928-704-9480 (w), 928-542-6929 (m)

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Date of Last Review/Revision: January 2022
References: ARS 13-1401, 1406(A), 1402(1), 13-2923(A), 13-3601(A)(6), 13-3620
The College prohibits students and employees from retaliation, intimidation, threats, coercion or discrimination against any individual for exercising that individual's rights or responsibilities.

Students and employees are prohibited from retaliation, intimidation, threats, coercion or other discrimination against any individual for exercising that individual's rights or responsibilities under this policy. Acts of retaliation constitute a violation of College policy and the Student Code of Conduct and will result in disciplinary action. Any such acts of discrimination should be reported to the Title IX Coordinator or designee/Title IX (students) or for employees your immediate supervisor or the Director of Employee Services.
The college shall secure insurance coverage and manage the risk environment to protect the Governing Board and the college district against liability and property losses (ARS 15-1444).

Risk Management

The college shall appoint a person to:

1. Serve as liaison to the insurance provider.
2. Evaluate conditions on the campuses that contribute to risk.
3. Maintain all records related to risk management.

Insurance

The college shall:

1. Annually review its liability and property insurance coverage.
2. The Director of Risk Management and Emergency Planning or a delegate shall review and make insurance recommendations to the President, who shall make a final recommendation to the Board.
3. The President is authorized to settle all claims not covered by insurance in accordance with approved college procedures.

4.
The college shall secure insurance coverage and manage the risk environment to protect the Governing Board and the college district against liability and property losses (ARS 15-1444).

The Clery Act (Student Right to Know) mandates the reporting of specific crimes by the college on behalf of any college employee, student or guest who is a victim or witness to a crime. The college recognizes that effective reporting, recording, and investigation of college related incidents are an essential part of overall risk management.

Crime Incident Reports

Any loss or damage to personal property of students, guests or employees should be immediately reported to the campus dean. A college employee is required to take the statement from the reporting victim/witness and complete the incident report form within 24 hours. The college assumes no liability for the property of others. In the event of a criminal incident (vandalism, robbery, violent altercation), an employee should immediately call 911 and report the incident to authorities. After the 911 notification, the employee should report the incident to the office of the campus dean.

Before leaving the premises, the victim/witness should be encouraged by the college employee to file a police report with the local authorities.

The information collected from these forms will be retained and used to prepare a compilation of the statistical crime information that will be included in the college annual security report as mandated by the Clery Act.

The college strives to ensure that victims and witnesses to crime are aware of their right to report criminal activity to law enforcement and to report policy and conduct violations to the campus dean. Requests for anonymity may be honored to the extent permitted by law but cannot be guaranteed. Accordingly, no information should be included on this form that would personally identify the victim without his/her consent.

Date of Adoption: Adoption of Manual: July 2008
Date of Last Review/Revision: June 7, 2022
The college shall secure insurance coverage and manage the risk environment to protect the Governing Board and the college district against liability and property losses (ARS 15-1444).

**Personal Injuries or Accidents of Students, Participants, or Volunteers**

In the event of a serious medical condition or personal injury on campus, an employee should immediately call 911 and report the incident to authorities. After the 911 notification, the employee should report the incident to the office of the campus dean and complete an incident report. The employee reporting the accident or incident is required to complete the MCC report within 24 hours and submit to risk management. When appropriate, risk management will report the accident/injury to the appropriate insurance carrier.

Personal details will not be disclosed to any third party without consent of the injured person except as required for reports to the enforcement authority or the college insurers in connection with any subsequent claim or any statutory inquiry.
The college shall secure insurance coverage and manage the risk environment to protect the Governing Board and the college district against liability and property losses (ARS 15-1444).

Automobile Incidents (College Vehicles)

Any accident involving a college vehicle or a college rental vehicle must follow very specific reporting requirements. Please refer to the documentation provided by the insurance company (available in MCC vehicle glove compartments) or the rental car agreement. Reports must be filed regardless of fault, injury or amount of property damage.

The completed documentation must be delivered to risk management within three days.

The accident should not be discussed with anyone except personnel in the Mohave Community College office of risk management, an insurance company representative, or the police.

Automobile Incidents (Personal Vehicles)

Accidents involving personal vehicles, even when used for business purposes, are the responsibility of the owner. All accidents must be reported to the insurer of the vehicle. The college does maintain non-owned and hired automobile liability coverage, which is in excess over personal coverage. This insurance would only apply if the personal automobile liability limits were exhausted and Mohave Community College was determined to be liable because the representative was conducting college business.

Heavy Equipment Operation

Only trained and qualified College personnel are authorized to operate heavy equipment such as tractors, powered platforms, forklifts, backhoes, etc. Campus facility managers will identify trained and qualified operators and will keep readily available documentation on approved users. Failure to adhere to this procedure will result in disciplinary action.

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Date of Last Review/Revision:  June 7, 2022
References:                   ARS 15-1444
The college shall secure insurance coverage and manage the risk environment to protect the Governing Board and the college district against liability and property losses (ARS 15-1444).

Property incidents include loss of or damage to property due to theft, vandalism, or destruction by natural causes.

Any loss or damage to college property should be immediately reported to the facilities manager or to the campus dean. An incident report must be completed within 24 hours of occurrence or discovery. Law enforcement should be immediately called in case of thefts, vandalism and/or any other criminal activity.

When appropriate, risk management will notify the college’s insurer.

For any loss or damage to personal property of students, guests or employees see the crime incident reports section.
The college shall secure insurance coverage and manage the risk environment to protect the Governing Board and the college district against liability and property losses (ARS 15-1444).

Universal Precautions

Universal precautions shall be observed to prevent contact with blood and other potentially infectious material.

Gloves are to be worn when there is reasonable likelihood of hand contact with blood or other potentially infectious materials.

Face and eye protection including masks, goggles, glasses or face shields are to be used when there is a potential for splashing, spraying or splattering of blood or other potentially infectious material.

Eating, drinking, applying cosmetics or lip balm or handling contact lenses is prohibited in work areas where blood or infectious materials might be present.

Blood-borne Pathogens

The college requires compliance with all guidelines recommended by the Centers for Disease Control (CDC) and OSHA for preventing contamination and infection of workers at risk for occupational exposure to blood-borne pathogens.

All workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure during contact with any person’s blood or body fluids that require universal precautions. Universal precautions involve the use of protective barriers such as gloves, gowns, aprons, masks, or protective eyewear which can reduce the risk of exposure of the health care worker’s skin or mucous membranes to potentially infective materials.

Infectious Waste Management

Infectious waste is defined as any waste, solid or liquid that is capable of producing an infection.

ALL BODY FLUIDS AND SECRETIONS ARE TO BE TREATED AS CONTAMINATED AND POSSIBLY INFECTIOUS.

1. All equipment and/or work surfaces contaminated with blood or infectious material will be cleaned and disinfected immediately as per CDC recommendations.

2. Infectious waste will be segregated from other waste by being placed in containers designated as biohazard and labeled or tagged with this identification. It will not be placed in regular trash receptacles.
3. After gloves are removed and disposed of properly, the employee must wash hands with soap and water after each contact or potential contact with a blood-borne pathogen.

4. All health care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures.

5. To prevent needle stick injuries, needles should not be recapped by hand, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.

6. After they are used, disposable syringes, needles, scalp blades, and other sharp items should be placed in puncture-resistant container for disposal. The puncture resistant container should be located as close as practical to the use area. All reusable needles should be placed in a puncture-resistant container for transport to the reprocessing area.

Antibody Testing of Students and Faculty

The accidental exposure of an employee of the college while at work is treated in a similar manner to any type of incident occurring within the college. Report it immediately to the supervisor.
The college shall comply with all federal and state regulations regarding hazardous materials (ARS 15-1445).

The college shall, in compliance with the Occupational Safety and Health Act of 1987, establish and maintain a comprehensive hazardous materials communication program which shall cover container labeling, material safety data sheets, and employee training. The purpose of this communication program is to ensure that employees are adequately informed of the risks of chemicals in their workplace, able to identify the physical and health hazards of chemicals, trained in proper work practices and emergency procedures, and familiar with the provisions of the hazardous materials communication program.
The college shall secure insurance coverage and manage the risk environment to protect the Governing Board and the college district against liability and property losses (ARS 15-1444).

Placement of Automated External Defibrillators

The automated external defibrillator will be placed in a location where it is accessible to trained personnel. This location may vary at each facility where the unit is stored. The location of the unit must be well publicized.

CPR and AED Training

Length of training – Training will consist of the American Heart Association Heartsaver CPR/AED or Healthcare Provider Course. The certification is good for two years.

Retraining – Retraining shall occur at least once every two years in accordance with the American Heart Association Guidelines. Refresher training may occur on a yearly basis as determined. The individual may take either the American Heart Association Heartsaver CPR/AED or Healthcare Provider Course to recertify.

Personnel to be Trained

A minimum of four individuals will receive formal CPR/AED training on each campus. Each individual shall maintain current certification in Heartsaver CPR/AED or BLS for Healthcare Provider. These individuals shall be in good health and accept the responsibility of dealing with life and death issues. These individuals will not receive compensation for this added responsibility. Trained personnel shall be available during hours that the facility is open to the public.

Response procedures

Each facility shall establish a response protocol. This protocol shall include facility personnel notification, notification of 911, transport of the automated external defibrillator to the incident location, and trained personnel to operate the unit. This response plan may vary for each of the facilities.

Maintenance of equipment

Equipment will be maintained in accordance with manufacturer’s requirements. In addition a weekly check of the unit will be conducted to ascertain that the unit is clean, the battery is functioning, and all items are included with the unit. A check sheet will be available. This sheet is to be completed and forwarded to the Director of EMS Programs.

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Date of Last Review/Revision:       June 7, 2022
References:       ARS 36-2261, et. Seq.
Recording documents

A written report must be submitted within five working days after the use of an automated external defibrillator. A form will be provided for this purpose. This form is to be forwarded to the Director of EMS Programs.

Physician Agreement

The physician shall: 1) Establish quality assurance guidelines that include a review of each of the automated external defibrillator to evaluate performance. 2) Be proficient in emergency medical services protocols, cardiopulmonary resuscitation and the use of automated external defibrillators. 3) Ensure that each trained responder receives training in cardiopulmonary resuscitation and in the use of an automated external defibrillator by completing the heart saver automated external course for the lay rescuer and first responder, in effect as of December 31, 1998, adopted by the American Heart Association or an equivalent course that meets the same objectives.

EMS notification

911 is to be contacted immediately when it is believed that an A.E.D. is to be used. Dispatch is to be informed as to the nature and location of the incident. If personnel are available, someone should be sent to meet the responding personnel and escort them to the location of the incident.

Defusing / Debriefing Sessions

Immediately following the use of the A.E.D., a defusing/debriefing session will be provided for the individuals involved in the emergency response in order to provide feedback and discussion about operational procedures and resolution of the emergency.

Responder List

Trained personnel, organization and expiration dates – A list of trained personnel will be maintained indicating the following information: name of person certified, contact information, level of certification, date of certification, and date of expiration of certification.

Agreement

A copy of the Department of Health Services - Mohave Community College A. E. D. Services Equipment User agreement shall be filed with the office of risk management.

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References: ARS 36-2261, et. Seq.
Unauthorized use, possession, or display of firearms and other weapons, dangerous instruments, explosive devices, torches, devices with open flames or fireworks on Mohave Community College property or at college sponsored events is prohibited. (References: ARS § 12-781, 13-2911, 13-3102, 13-1502, and 13-1503)

Subject to ARS §12-781, a person may lawfully transport or lawfully store a firearm that is both 1) in a person’s locked and privately owned motor vehicle or in a locked compartment on the person’s privately owned motorcycle and 2) not visible from the outside of the motor vehicle or motorcycle.

Persons excluded from this policy: Any certified peace officer currently employed by a law enforcement agency. Persons not excluded from this policy: Concealed carry permit holders.

Definitions

Weapon: Any object or substance designed to inflict a wound, cause injury, or incapacitate, including without limitation all firearms, BB guns, air guns, pellet guns, switchblade knives, knives with blades five inches long or more.

Also, chemicals such as mace, tear gas or oleoresin capsicum, but excluding normally available over-the-counter self-defense repellents. Chemical repellents labeled “for police use only” or “for law enforcement use only” may not be possessed by the general public.

Fireworks: Any fireworks, firecrackers, sparklers, rockets or any propellant activated devise whose intended purpose is primarily for illumination.

Explosive: Any dynamite, nitroglycerin, black powder or other similar explosive material including plastic explosives.

Also, any breakable container that contains a flammable liquid with a flash point of 150 degrees F or less and has a wick or similar device capable of being ignited (example: “bottle bomb”)

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The college shall secure insurance coverage and manage the risk environment to protect the Governing Board and the college district against liability and property losses (ARS 15-1444).

The college strives to provide a safe environment for its students, faculty and staff. To ensure the safety and welfare of the campus, the college seeks to provide to the college community timely and appropriate notification of the presence of any registered sex offender who may be on or live near the campus. This notification will be in accordance with current applicable state and federal laws.

In Arizona, a sex offender is required to register with the sheriff in the county where he or she resides. A sex offender who is a student at a college, who is employed by a college, who volunteers at a college or who carries a vocation at a college is required to register this information with the sheriff in the county where the college is located. For the purpose of this procedure, a “student” is defined as someone who is matriculated or otherwise enrolled to attend class full-time or part-time at the college.

Federal law requires institutions of higher education to advise the college community as to where law enforcement agency information concerning registered sex offenders may be obtained. Accordingly, the college has developed the procedures set forth below.

1. The Campus Dean of Student and Community Engagement (Campus Dean) will notify the college community according to the classification system used by the Mohave County Sheriff Department to identify all sex offenders who after June 1, 1996, have been released from jail or prison or sentenced to probation. The classification system assesses the risk of the offender committing another offense as follows: a level-one offender – low risk; a level-two offender – intermediate risk; and a level-three offender – high risk.

2. The Mohave County Sheriff Department will notify the college through the Campus Dean of any registered level three sex offender who resides near the college, or who is a student, employee, volunteer, or who carries on a vocation at the college. The Sheriff may, but is not obligated to, notify the college of any registered level-two sex offender who resides near the college, or who is a student, employee, volunteer or who carries on a vocation at the college.

3. The Campus Dean will periodically check the Arizona Department of Public Safety (DPS) has also established a web site that contains the address and nature of the conviction of each registered level-two and level-three sex offender who has been released from jail or prison or sentenced to probation on or after June 1, 1996. The website does not contain information as to whether a

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References: ARS 13-3821 and ARS 13-3826, et seq
registered sex offender is a student, employee, volunteer or one who carries a vocation at the college. The website also does not identify level-one registered sex offenders.

Comparing Lists with Sheriff Department

Once each semester and summer session, at the end of the drop-add period, the office of the of Vice President of Student and Community Engagement will compare a list of college students, employees, and volunteers with the Mohave County Sheriff Department’s sex offender registration notices and the DPS’s sex offender website and will identify any names appearing on the Sheriff’s notices or the DPS list that are known or believed to be persons engaged in a program of instruction or employment on college property. The office of the of Vice President of Student and Community Engagement will determine the following:

1. Whether any registered sex offender has listed his or her residence within one mile of the college’s campuses; or
2. Whether any college student, employee, or volunteer on college property is a registered sex offender.

Procedure if a Known Sex Offender is identified

1. If a known sex offender is identified, the Chief Student Services Officer will notify the appropriate Campus Dean.

2. From time to time, the Campus Dean may also receive other information from local or state law enforcement officials or members of the public that an individual living within one mile of the college’s campuses or who is a student, employee, volunteer or person carrying on a vocation at the college is a registered sex offender. The Campus Dean will verify the individual’s status with the Vice President of Student and Community Engagement.

3. After a sex offender is identified, the Campus Dean or designee will make reasonable and prompt efforts to meet with the registered sex offender and advise him or her of the procedure set forth in this policy.

Within ten business days of the Campus Dean’s receipt of a notice of an identified registered sex offender, the Campus Dean or designee shall be responsible for notifying the college community as follows:

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References: ARS 13-3821 and ARS 13-3826, et seq
5.125-J Insurance and Risk Management
Registered Sex Offender Notification

1. A level-one registered sex offender (low risk): If the Campus Dean or designee receives information concerning a level-one offender, the Campus Dean shall maintain information about the offender.

2. A level-two registered sex offender (intermediate risk) or level-three (high risk) registered sex offender:
   A. The Campus Dean or designee will provide the Vice President of Student and Community Engagement with pertinent information regarding the offender.
   B. If the offender is an employee, volunteer, or person carrying on a vocation at the college, the Campus Dean or designee will also provide the office of human resources with pertinent information regarding the offender.
   C. The Vice President of Student and Community Engagement will ensure that a level-two or level-three flyer is posted on the college’s web site in the crime alert section. The website level-two or level-three flyer will contain the following information: (i) a picture of the offender; (ii) the exact address of the offender; (iii) a summary of the offender’s status and criminal background; and (iv) whether the offender lives within one mile of college property, is a student, employee, volunteer, or carries on a vocation at the college. The Campus Dean or designee will print level-two or level-three flyers that will contain the same information as the level-two or level-three flyer posted on the college website and post the flyers on campus bulletin boards; and in the administrative offices of off-campus centers.
   D. The Vice President of Student and Community Engagement will decide how further to disseminate the level-three flyer in local publications so as to alert the campus community to the offender’s presence near or on campus.
   E. The Campus Dean may hold group meetings to discuss concerns of the college community.

Other Notifications

Nothing in this procedure will restrict the Campus Dean or other college administrators from making further notifications allowable under state and federal law, should he or she feel that a particular offender’s case warrants the giving of any additional notification not referenced above.

The Vice President of Student and Community Engagement will maintain records on all registered sex offenders covered under this policy. For any offender covered under this policy, the Campus Dean or

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designee shall be responsible for verifying each offender’s status on an ongoing timely basis. If at any time, the offender (i) no longer lists his or her residence within one mile of the college’s campus, or (ii) no longer is a student, employee, volunteer, or person carrying on a vocation on college property, this fact shall be so reflected in the offender’s record, and any and all information concerning the offender shall be removed from the college’s website.

The federal Campus Sex Crimes Prevention Act designates certain information concerning a registered sex offender as public information and therefore amends and supersedes the Family Education Rights and Privacy Act (FERPA) and other federal and state laws that might otherwise prohibit the disclosure of such information.
The Mohave Community College Board of Trustees shall implement a program for Identity Theft Prevention. (Section 114 of the Fair and Accurate Transactions Act (FACTA) of 2003).

Mohave Community College District has a program for Identity Theft Prevention. The purpose of the program is to help protect students, employees and others who have certain accounts with the college. The program is designed to detect, prevent, and mitigate identity theft in accordance with the provisions outlined in the Federal Trade Commission’s Red Flag Rule, which implements Section 114 of the Fair and Accurate Transactions Act (FACTA) of 2003.

Definitions

- **Covered Account.** A consumer account designed to permit multiple payments or transactions, and any other account for which there is a reasonably foreseeable risk of identity theft, including:
  - student accounts established for the payment of tuition, fees, room, board and other charges related to college activities; and
  - personal accounts through which employees receive wages or reimbursements, and;
  - accounts tied to college identification cards that allow students and employees to load personal funds for use at college retail locations and approved community vendors.

- **Customer.** A person who has a covered account with the college. A customer may be a student, employee, or other individual.

- **Identity Theft.** A fraud committed or attempted using the identifying information of another person without his or her authority.

- **Red Flag.** A pattern, practice or specific activity that could indicate identity theft.

**Common Red Flags**

The college is committed to protecting its students, faculty, staff, and others who entrust their personal information with the University. Common Red Flags include:

- **Receipt of Notice of Dispute from a credit agency;**
- **Identification document or card that appears to be forged, altered or inauthentic;**
- **Identification document or card on which a person’s photograph or physical description is not consistent with the person presenting the document;**
- **Inconsistencies in information among different documents presented by the customer (example: inconsistent birth dates);**
Identifying information presented by the customer that is inconsistent with other sources of information (for instance, an address not matching an address on a Perkins loan application);

Social Security number presented that is the same as one given by another student or employee; and

Notice to the university from an external source, student, or employee that an account has unauthorized activity.

Identity Theft Prevention Committee

The Chief Finance Officer will establish an Identify Theft Prevention Committee (the “Committee”) to be charged with overseeing the Program. The Committee is responsible for ensuring that reasonable policies and procedures exist to identify, detect, and respond to Red Flags relating to covered accounts. The Committee is charged with reviewing existing university policies and procedures related to identify theft and incident reporting, and developing new policies and procedures as needed to ensure that the college maintains a high level of due diligence with respect to preventing, detecting, and mitigating identify theft. The Committee will also be responsible for establishing and maintaining routine training for staff in relevant positions, including training in how to identify a Red Flag, how to report a Red Flag, and how to mitigate against identity theft in Covered Accounts.

Incident Reporting

Any employee who believes that a security incident has occurred shall immediately notify their immediate supervisor and the Chief Financial Officer.

Any students who believes that a security incident has occurred shall immediately notify the campus dean.
The college shall maintain financial and business services functions consistent with requirements of the State of Arizona and best practices in higher education (ARS 15-1445 and ARS 15-1473).

System of Accounts, Structure, and Classification

The accounting codes and systems of accounts outlined within the Uniform System of Accounts and Financial Reporting for Community Colleges of Arizona (USAFR) shall be followed.

The college will recognize the accounting principles, the fund classes, and the structure and classification of income and expenditures recommended in (1) College and University Business Administration, prepared under the auspices of the National Association of College and University Business Officers, published by the American Council on Education, Washington, D.C.; and (2) Audits of Colleges and Universities, published by the American Institute of Certified Public Accountants under the auspices of the Committee on College and University Accounting.

Financial Reports

The Chief Financial Officer shall prepare monthly financial statements for presentation to the Governing Board at regular meetings. The financial statements shall include the year-to-date figures of revenue, expenditures, and available balances.

Collection of Funds

All collections of money shall be handled in accordance with USAFR regarding cash receipts and related safekeeping.

Deposit of Funds

All cash or checks received by the college shall be entered in the records as received using serial number receipts (or an electronic equivalent), a copy of which shall be made part of the records of the college. All monies received shall be deposited in a bank account according to the schedule prescribed.

Payment of Expenses

All expenses of the College shall be paid by check or warrant signed by the President and the Chief Financial Officer by actual signatures or by a facsimile plate signatures. Each supporting voucher shall state the budget account against which the warrant or check is drawn.
Processing Invoices

The Chief Financial Officer and/or designee shall be authorized to process invoices and issue warrants and checks when due.

Financial Aid Funds

The President may delegate the responsibility of administrating these funds to the financial aid office. The Chief Financial Officer shall be responsible for issuing checks and accounting for said funds according to state and federal guidelines.

Student Organization Accounts

All income secured through student endeavors shall be deposited with the college immediately. All requests for expenditures of these funds shall be made through appropriate procurement procedures prescribed for the organizations.

Property Records

The college shall maintain a listing, updated annually, of all property and capital equipment owned by the college in accordance with approved accounting standards practices. The primary goal is to ensure that the capital assets are correctly accounted for using the approved accounting standards.

The capitalization threshold for any individual item buildings, equipment, improvements other than buildings, and software is set at $5,000 or higher with an estimated life of at least two (2) years. The estimated useful life of each category may differ. The capitalization threshold for land, land improvements, and library book collections is $1. This inventory listing should include the item description, cost and date of acquisition, location of item and disposal information if applicable. Capital inventory items should be assigned a numbered inventory tag with the details and corresponding number entered on the listing worksheet.
The college shall maintain financial and business services functions consistent with requirements of the State of Arizona and best practices in higher education (ARS 15-1445 and ARS 15-1473).

Intergovernmental Agreement (IGA) or Contract

Upon entering into an agreement may appropriate funds, Mohave Community College may sell, lease, give, or otherwise supply for the benefit of the undertaking such services or personnel as is within its legal power to furnish. However, the college may not exercise a power or engage in a business or enterprise that is not authorized by law. Likewise, an agreement does not relieve a district of obligations imposed on it by law, State Board of Education Rules, or the Uniform System of Financial Records (USFR).

A substantial number of services can be provided cooperatively through contracts or agreements, including, but not limited to, the following activities:

- Accounting
- Adult education
- Alternative schools
- Curriculum development and implementation
- Data processing
- Distance learning
- Driver education
- Equipment repair
- Grant program writing and management
- Health and safety management
- Mobile learning centers
- Purchasing
- Research and planning
- Shared staff
- Special education
- Staff development
- Teacher pools
- Technology
- Testing
- Transportation
- Vocational education
Development and Approval of Intergovernmental Agreements

1. Adopt a joint resolution of purpose and objectives with governing boards of other participating entities to form an IGA.
2. Prepare an IGA and review it with the district’s attorney to determine that the agreement is in proper form and that the purpose of the agreement is within the college’s powers and authority.
3. Specify in the IGA which district is to act as fiscal agent, if necessary.
4. Ratify the IGA.
5. Submit the IGA to the Arizona Department of Education (ADE) to be forwarded to the Attorney General and State Board of Education for approval, as applicable.
6. File the IGA with the Secretary of State or county recorder, as applicable.

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References: ARS 15-1445, ARS 15-1473
The college shall maintain financial and business services functions consistent with requirements of the State of Arizona and best practices in higher education (ARS 15-1445 and ARS 15-1473).

Any individual performing services for the College will be presumed to work under the direction and control of the College as an employee unless the individual meets the criteria for being an independent contractor as established within this procedure and provides a completed substitute form W-9.

In order for an individual to be compensated as an independent contractor, all four of the following criteria, as established by the Internal Revenue Service, must be met:

1. The College does not control or direct the performance of the task (i.e. the individual is, and will continue to be, free to use whatever means he or she deems appropriate to accomplish the task or service);
2. The task or service being performed is outside the regular expertise, and/or duties, of existing College employees;
3. The task is of short duration and is not indicative of an ongoing relationship (contractual relationships that are longer than 30 days, with very few exceptions, indicate that an employee/employer relationship rather than an independent contractor relationship exists);
4. A written agreement (e.g. contract, purchase order, statement of work, etc.) exists with the College that spells out the task(s) or service(s) to be performed.

Final evaluation to determine the individual as an independent contractor will be made by the Business Office in consultation with Employee Services and/or Legal Counsel when deemed necessary. If the relationship between the College and the provider of the service or product does not clearly meet all of the consultant/independent contractor criteria above, the individual must be hired as a College employee.

Independent Contractor Status
The college department engaging an individual as an independent contractor is responsible for supplying the necessary evidence to support the status request. To secure independent contractor status, the following steps must be followed:

1. The college department and the potential contractor complete the independent contractor request form.
2. Potential contractor attaches a W-9 form.
3. The Business Office evaluates the information and evidence provided.
4. If the individual is determined to be an independent contractor, follow purchasing policies and procedures to procure the services of the individual.

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NOTE: Sole proprietors and single member LLC’s are not excluded or exempt from this procedure. Independent Contractors may be required to present a Certificate of Insurance (CoI) prior to beginning contracted services.

Exceptions
The following are examples of related transactions that are excluded/exempt from this procedure.

- Expense reimbursement only: No income or honorarium payment is included
- Reimbursement of recruiting related expenses to candidates for hire
- Guest lecturers and speakers visiting the College for less than two weeks
- Individuals performing external peer-review consulting services as part of departmental and/or program accreditation
- Performers/entertainers giving a limited number of performances
- Corporations or partnerships

Tax Considerations
The college will report payments to independent contractors of $600 or more during a calendar year on IRS Form 1099. The independent contractor is responsible for the following:
1. All estimated tax payments and other tax filing requirements.
2. All tax records, original business receipts, etc.
3. General liability and other insurance coverage for workers that work on his/her contract with the college.
4. All benefits such as health insurance, pension plan, etc.
The college shall maintain financial and business services functions consistent with requirements of the State of Arizona and best practices in higher education (ARS 15-1445 and ARS 15-1473).

An honorarium is a payment that is primarily intended to confer distinction or to symbolize respect, esteem or admiration. It is paid at the discretion of the college, is not a fee charged by a person being paid, and is not contractual in nature. Honoraria may be provided to individuals such as guest speakers or presenters who participate in educational events or projects. The value of an honorarium is not related to the performance of services.

Requests for payment of honoraria are exempt from independent contractor review and can be paid via a requisition through accounts payable. However an honorarium paid to an employee of the college is treated as additional compensation and must be processed through the college’s payroll department.
**The President is authorized to accept gifts in the name of the college (ARS 15-1444).**

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### Gifts Presented to the College

The donor must relinquish all rights affecting the ultimate disposition of gifts to the college. If those rights are not relinquished, acceptance of the gift must be approved by the Governing Board.

### Solicitation of Donations

Anyone engaged in planning a solicitation of donations of any kind must have the effort approved by the MCC Office of Advancement before the fundraising activities start. Solicitation of donations is where a donor is asked to provide cash, merchandise, service or anything else of value for which they do not receive something of comparable value in return. Approval from the MCC Office of Advancement must have been received before anyone is asked to donate.

To obtain approval, send a description of what you want to do to the Office of Advancement.

The description should include:

1. Your name
2. Organization name
3. Voice telephone number and best times to reach you
4. Email address
5. Date that the fundraising will start
6. Briefly describe the purpose of the solicitation. (For what will the funds be used?)
7. Who will be asked for donations (e.g. individual people, local merchants, foundations)
8. What do you expect to be donated (e.g. cash, checks, credit card, physical item, etc.)?
9. How will the cash or property be handled and safeguarded?
10. How will a record of the donations be kept?
11. How will you say “thank you” to the donors?

Approval will be based upon:

The information provided and how that contact fits with other fundraising efforts already in place by the Office of Advancement, other senior officials of the college, and other MCC related clubs and organizations.

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**Date of Policy Adoption:** Adoption of Manual: July 2008

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**References:** ARS 15-1444
The college shall establish a fiscal year in conformance with state requirements (ARS 15-1473).

Fiscal Year

The fiscal year shall begin July 1 and end June 30.
The college shall be responsive to the requirements of the annual audit of finances as required by the Auditor General of the State of Arizona (ARS 15-1473).

In cooperation with the office of the auditor general, the college will schedule annual audits of college finances.
The college shall be responsive to the requirements of the annual audit of finances as required by the Auditor General of the State of Arizona.

The College shall be responsive to the requirements of the annual Full-time Student Equivalency (FTSE) audit in accordance of ARS 15-1466.01 and ARS 15-1466.02 as required by the Office of the Auditor General of the State of Arizona.
The college shall maintain a process for the annual development of operations and maintenance and capital budgets in conformance with requirements of the State of Arizona (ARS 15-1461 and ARS 15-1461.01).

Budget Planning

Budget planning is a year-long collaborative process coordinated with all departments and divisions of the college. Annual budgeting focuses on the college mission, goals and objectives of all divisions, in an effort to optimize expenditures on human resources (including staff development), marketing, scholarships and incentives, instructional program development, student and community service needs, equipment and facilities. The budget process initiates in early fall of each year, with strategic planning, salary and benefit meetings, and actual-versus-budget analyses (student populations, actual revenues and revised cost forecasts), supported with the efforts of institutional effectiveness.

Budget Preparation and Adoption

The President and the Chief Financial Officer shall each year prepare an estimate of the revenue available for expenses to be incurred in the forthcoming fiscal year and an estimated expenditure budget for the operation of the college.

The President shall present a preliminary budget to the Board for review during the spring semester. The Board shall hold an advertised public hearing before adoption of a final budget. Prior to the public budget hearing, the proposed budget shall be published online or in a newspaper of general circulation, not later than fifteen (15) days prior to the public hearing and a second time not later than five (5) days prior to the public hearing. Under the provisions of the Truth in Taxation legislation, the Board may also hold a Truth and Taxation hearing, also published in a newspaper of general circulation. The first publication shall be at least fourteen (14) days but not more than twenty (20) days before the date of the Truth and Taxation hearing. The second publication shall be at least seven (7) days but not more the ten (10) days before the date of the hearing.

Subsequent to the public hearing on the budget, and the possible hearing under Truth and Taxation, the Board shall hold a special meeting to consider adoption of the budget for the forthcoming fiscal year. The public hearings for Truth and Taxation and for the budget may occur on the same day as the special meeting to consider the budget.

Date of Policy Adoption: Adoption of Manual: July 2008
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References: ARS 15-1461, ARS 15-1461.01
**Budget Timelines and Process**

The Adoption of Budget will occur no later than June 20. The budget will be distributed to required organizations. Copies of the adopted budget will be sent to the Property Tax Oversight Commission by July 1.
The college shall recommend tuition and fee rates to the Board since, under the provisions of Arizona statute, the Board must set the tuition and fee rates charged to students pursuing instructional programs at the college (ARS 15-1445).

**Tuition**

The college shall periodically prepare a study of tuition charges for the college in comparison with regional and national information and best practices as well as college needs. The President will recommend a tuition plan to the Board which may span several years.

**Fees**

The college shall review program fees and course and laboratory fees annually and present a fee schedule for the forthcoming fiscal year for Board approval.

It is incumbent on every budget manager at the college to analyze and present accurate fee recommendations so as to avoid changes in fee rates throughout the year, and after catalogs and schedules have been created.

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Date of Policy Adoption: Adoption of Manual: July 2008  
Last Date of Review/Revision: June 7, 2022  
References: ARS 15-1445
The college shall assure that its procurement procedures adhere to all applicable state statutes and regulations (ARS 15-1445). The Board has the authority to set appropriate parameters for the President’s signature limits on purchases and to define the formal procurement threshold for the college.

The College maintains a stand-alone Procurement Manual covering the following procedures:

**Source Selection and Contract Formation**


**Protest of Solicitations and Contract Awards:** Content of Formal Protest and Appeal Letter

**Contract Administration:** Procurement Record Maintenance and Retention Policy, Monitoring Contractor Performance and Corrective Actions, Receiving, Invoicing and Shipment Products and Services, Contract Modification, Termination and Closeout

**Intergovernmental Procurement:** Educational/Institutional Cooperatives, State Procurement Contracts

**Materials Management:** Management and Disposal of Surplus Property

**Ethics in Public Contracting:** Code of Ethics, Donations, Unauthorized Purchases, Conflict of Interest, Gifts and Gratuities

Date of Policy Adoption: Adoption of Manual: July 2008
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References: ARS 15-1445
The college shall assure that its procurement procedures adhere to all applicable state statutes and regulations (ARS 15-1445). The Board has the authority to set appropriate parameters for the President’s signature limits on purchases and to define the formal procurement threshold for the college.

The college may implement a Purchasing Card (PCard) program. Faculty, staff and administrators holding positions at the Director or Associate Dean level and above are eligible to be issued a PCard in their name.

The PCard Program Manual, maintained by the Business Office, governs the PCard program and includes the following procedures:


**PCard and Travel**

Purchasing Card (PCard) may be used for Travel Purposes. After travel has been pre-approved and finalized, the traveler may be issued a PCard for travel purposes. No travel arrangements may be booked until after official approval is received in the form of a completed purchase order (PO). A Travel PCard may be used for: hotels, flights, conference registration, parking, tolls, taxi and internet (work related only).
The college shall invest its surplus funds in conformance with the statutes and regulations of the state and in a manner that assures the greatest safety for the investment (ARS 15-1445).

The Chief Financial Officer and/or designee shall be authorized to invest all funds not currently in use in a manner allowable under the statutes to obtain the best and most prudent return to the college.
The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445 ARS 15-1406, ARS 38-623 and 38-624C).

The College expects all resources designated for travel purposes to be used efficiently. Employees and authorized representatives requesting travel expenses must follow procedures which include authorization, reporting and reimbursement schedules.

College rates described in this procedure are linked to the reimbursement rates established by the State of Arizona. The current State of Arizona reimbursement rates are defined as those set by the Arizona Department of Administration and approved by the Joint Budget Legislative Committee.

Requirements Before Traveling

Employees and authorized representatives must complete a Travel Request – Authorization Form and obtain the necessary approvals prior to travel. Out-of-District and In-state travel requires approval of the appropriate vice president. Out-of-State travel requires the President’s approval.
The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445 ARS 15-1406, ARS 38-623 and 38-624C).

Meal Allowances
Per diem meal reimbursement rates (in and out-of-state) are established by the Arizona department of administration, and qualifying meal costs may be reimbursed only up to the authorized limits. In the event that the traveler chooses to submit receipts for reimbursement instead of per diem rates, gratuities will not be included in reimbursement.

On days of departure, breakfasts are reimbursed only for travel initiated prior to 7:00 am. On days of departure or return, lunches are reimbursed only for departures prior to 11:00 am or returns after 2:00 pm. Dinners are reimbursed for departures prior to 5:00 pm and for returns after 7:00 pm.

No meal receipts are required for reimbursement if per diem rates are used. When a traveler is entitled to reimbursement for three (3) consecutive meals in one day the amount expended for any particular meal is left to the traveler’s discretion. The total for all meals and incidentals claimed may not exceed the daily per diem amount allowed.

No reimbursement shall be allowed for meals provided at no out-of-pocket cost to the traveler (e.g., prepaid conference luncheons). However, if circumstances prevent participation in a provided meal, reimbursement to the maximum per diem allowance for that meal may be approved. In such case, a receipt and written explanation (attached to the travel claim) is required. Conference agendas must be attached to the travel claim form to confirm if meals are included at the event or activity.

Lodging Allowances
Lodging rates shall be as currently established by the State of Arizona, plus applicable taxes. The location rate to be used is determined by the lodging establishment’s receipt. Reimbursement shall not exceed the single room rate when lodging is shared with an individual who is not on College business. The college qualifies for special government or educational lodging rates. Traveler is personally liable for any cost in excess of the allowable expense.

Date of Policy Adoption: Adoption of Manual: July 2008
Date Last Review/Revision: June 7, 2022
When a conference or event is scheduled to take place in a particular hotel (a “host” hotel) offering special rates for participants, reimbursement of such lodging may be authorized in full, even if in excess of the established rates. However, such excess must be approved in advance of travel and make clear business sense.

Occasionally, prevailing hotel rates exceed the maximum allowable reimbursements rates, despite reasonable efforts to locate alternatively priced accommodations. In these situations, the Vice President of Administrative Services or the Chief Financial Officer may grant exceptions, prior to travel, to the established reimbursement rates for travel that requires an overnight stay. Those seeking an exception should submit documentation of the circumstances, including a minimum of three (3) inquiries with hotels normally offering economical rates, indicating the city, hotel name, telephone number, room availability and rate.

Reimbursement for lodging at other than a commercial establishment is not allowed. When lodging is shared with an individual not on college business (e.g., spouse), reimbursement shall not exceed the single-room rate.

**Mileage Allowance for Use of Personal Vehicle**

A traveler using a privately-owned motor vehicle for College business may receive mileage reimbursement regardless of eligibility for lodging or per diem reimbursements. Mileage expense will be reimbursed at the rate currently established by the State of Arizona for employees traveling on official College business. Mileage reimbursement rate is considered full compensation for gasoline, vehicle maintenance, depreciation and all other costs of vehicle operation. No other costs for personal vehicle operation (repair, etc.) may be borne by the college. In most cases, employees commuting from home to an assigned campus are not eligible for travel reimbursement.

For out-of-state travel, total mileage reimbursement for personal vehicle use is limited to the total of: 1) the cost of economy-fare commercial airline service to and from the destination and 2) the cost of taxi service between the destination airport and the hotel. Travelers desiring this option must contact the business services department in advance of the trip to confirm the airline cost and obtain the approval of their supervisor and the appropriate vice president before driving a personal vehicle out of state on business. Reimbursement amounts must be clearly indicated and approved on the travel request form.
5.240-B Travel Requests and Allowances

Commercial Air Carriers
Allowing for reasonable flight times, reimbursement for commercial air travel shall be limited to the lowest fare available. Reimbursement may exceed the lowest fare only if seats are unavailable at the lowest fare or if air travel at a higher fare will result in a clear cost savings or other benefit to the College. Baggage fees for one bag will be reimbursed.

Airport storage or parking for a vehicle will be reimbursed and requires an original itemized receipt. Parking is reimbursed at the "economy" rate. Parking upgrades are not reimbursable unless they are the only option.

Taxi service, shuttle service, public transportation and other local transportation may be reimbursed. The most economical means of transportation shall be used in traveling to and from airports.

Fees related to early check-ins, preferred boarding, flight insurance etc. are the traveler’s responsibility and will not be reimbursed. Baggage fees for extra bags will not be reimbursed.

Other Allowable Expenses
Other allowable expenses regardless of amount, require documentation (invoice, bill or receipt). Other reimbursable professional travel expenses include parking fees, conference registration fees, highway tolls, postage, taxis, rental cars and fax charges. Questions regarding allowable expenses should be directed to the business services department. No gratuities will be considered for reimbursement.

The college may reimburse the cost of calls or faxes made for official college business. The reimbursement claim must clearly indicate the purpose of the business communication and include receipts when possible. Long distance calls shall be made “collect” wherever possible or through the college’s 1-800 numbers.

Non-Reimbursable Expenses
Items NOT considered travel expenses, for which there is NO provision for reimbursement include: Laundry, gratuities, valet services, entertainment, private telephone calls, alcoholic beverages, and servicing of personal vehicles (gas, motor, body or tire repair, etc.).

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Date Last Review/Revision: June 7, 2022
The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445, ARS 15-1406, ARS 38-623, and ARS 38-624C).

**Travel Reimbursement Claim**

Travelers may be reimbursed only for those allowable expenses previously approved on a travel request form. Individuals may submit a travel expense claim only for themselves. Travelers must reconcile travel advances and expenses by submitting a completed Travel Request Claim.

Original receipts for all expenses (except meal per Diems), must be attached to travel expense claim forms. Documentation by credit card slip alone is not sufficient. Receipts altered by the traveler may not be accepted (explanatory notes, however, are permitted). Advance funds not supported by receipts within 10 days of return will be reimbursed to the college by means of billing the traveler.

Claims for trips must be submitted within five working days after completion of the trip. Claims for prior fiscal year travel will not be considered outside of this five working day requirement.

Excess advances or travel balances owed to the college after completion of a trip must be reimbursed to the college within ten days following completion of the trip. Balances not reimbursed within the above time limit may be deducted from salary, wages or any other reimbursement due the traveler.

**Mileage Reimbursement Claim**

Mileage reimbursement claims are submitted to the business office via an online submission process. Mileage reimbursements may be authorized regardless of travel status; i.e., within 100 mile radius of the college. If a traveler maintains a daily log for a vehicle, accounting for travel by date and location and clearly indicating business related use, he or she may summarize mileage on the travel claim form. Odometer readings must be supplied or traveler may use standard default rates (call business services department for standard mileage rates).

Employees should maintain a record of their mileage and submit a single request for all mileage reimbursement in the previous 30 days by the 15th day of each month. Exception: if the total amount to be reimbursed does not meet a minimum of $5.00 and the activity is expected to continue and accumulate, employees should wait until that minimum level is reached to submit their mileage reimbursement.
Part-time Faculty Mileage Reimbursement

Part-time faculty are eligible for travel reimbursement if they are recruited for teaching assignments that require travel in excess of thirty miles round trip from their legal residences, to a maximum of one hundred fifty (150) miles round trip. The first thirty miles is to be deducted from the total (e.g. 65 miles round trip less 30 miles equals 35 miles round trip allowed for mileage). Reimbursement will be at the current mileage allowance approved for the college. Part-time faculty teaching classes via distance education modalities are not eligible for travel reimbursement to meet students. Associate Deans and Program Directors are expected to recruit local associate faculty whenever possible to minimize travel cost.
The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445, ARS 15-1406, ARS 38-623 and 38-624C).

Vehicles
The College shall acquire and maintain a fleet of vehicles to be used for approved and necessary travel by certain college employees in the performance of official college business. North Mohave campus will retain a fleet car for campus use due to remote location. The North Campus Dean shall designate a staff member to monitor and manage the vehicle assignments. North Mohave campus will retain a fleet car for campus use due to remote location. The office of procurement shall solicit bids for rental vehicle services, and the successful vendor shall be utilized during that fiscal year to supplement the college fleet of cars.

The office of procurement shall solicit bids for rental vehicle services and the successful vendor shall be utilized to supplement the college fleet of cars. Vehicles rented for college use are intended only for the conduct of official college business and may be driven only by employees having a valid driver’s license. Students, work studies, aides, and volunteers are not eligible.

For in-district travel employees will be expected to use a personal car but may arrange a rental car for out-of-district travel. When a personal vehicle is used for official college business, the employee may claim mileage. If personal circumstances will not allow for use of a personal car for in-district travel, a Travel Request form may be submitted to obtain a rental vehicle.

Vehicle Assignment
Faculty and staff members who travel for the purpose of conducting college business must receive approval on the Travel Form prior to the trip. Any passengers carried must be listed on the vehicle request form. Only persons having an appropriate college function or business relationship may be carried as passengers. Only persons having an appropriate college function or business relationship may be carried as passengers. No vehicle will be assigned without proper approval.

The Business Office shall review the approved travel request and make a rental reservation as necessary. The best use of college resources, considering the length of the trip, number of passengers and the days the vehicle will be in use, shall govern the vehicle assignment. The order of preference shall be determined by the Business Office. Compact class cars from rental agencies shall be used, unless the circumstances of the trip, i.e., number of travelers, hauling of supplies or unimproved roadways, justifies a larger vehicle. The Business Office will make arrangements for rental vehicles. The rental contract and associated paperwork will be forwarded to the business services department immediately after the trip for proper payment.

Date of Policy Adoption: Adoption of Manual: July 2008
Date of Last Review/Revision: June 7, 2022
If a personal vehicle is approved for use at the request of the traveler for personal comfort or convenience, the maximum reimbursement shall be the actual mileage rate for the miles driven, or the regular daily rental rate from the contract vendor, whichever is less. Part-time faculty members shall be reimbursed for the use of private vehicles for travel between campuses for the purpose of teaching a scheduled class.

**Fuel**
The campus office shall issue a gasoline credit card for trips in college fleet or rental vehicles, and the driver shall be responsible for refilling the vehicle prior to return. College fuel cards shall not be used for privately owned vehicles. Fuel cards for rental vehicles may be obtained from the campus dean’s secretary or the Business Office.

**Insurance**
When college cars are used for business travel, the college’s auto and liability insurance provides the primary coverage in accordance with state law. A certificate of coverage and an accident report form should be in the glove compartment of every college vehicle.

Insurance coverage offered by the rental agency is not approved. The college’s automobile insurance coverage is primary when rented cars are used for college business. Always rent in the name of the college. Always take a copy of the college’s certificate of coverage and an accident report form with you when renting an automobile. Any use of the rented vehicle which may appear to be personal may negate college insurance coverage and incur liability to the driver.

Travelers driving a privately-owned vehicle on official business must have current vehicle insurance in compliance with A.R.S. §28-4009. Personal automobile liability insurance will be primary and College liability insurance will be excess for travelers driving a privately-owned vehicle involved in an accident and found to be at fault. The College does not provide coverage for damage to or the loss of privately-owned vehicles. In accordance with ARS 28-1251, employees driving personal vehicles for college business must have personal auto coverage and submit proof of coverage to the business services department.

**Citations**
Any traffic or parking citations resulting from the use of a college car, or one rented by the college for approved travel, become the responsibility of the employee driver. The college will report to the requesting law enforcement agency the identity of the employee driver upon request for “speed camera,” or “red light camera,” violations received.
The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445, ARS 15-1406, ARS 38-623, and 38-624C).

Field Trips

1. Field trips must be planned in conjunction with the associate dean and chief academic officer for credit and non-credit courses prior to discussion with students.
2. No core courses will require a field trip.
3. Monday through Friday field trips will be avoided, or the trip must be completed within the regular class or lab times.
4. The notification that “field trips may be a required part of the class” will be included in the catalog, schedule, and syllabus.
5. The transportation fee paid by the student is listed in the current catalog and schedule.
6. No mandatory field trips will require the student expenditure of funds beyond meals, unless the costs are identified in the schedule.
7. Additional costs of a field trip (entrance fees, lodging) shall be identified in the schedule and the syllabus.
8. No mandatory field trips shall be scheduled on days the college is closed.
9. The syllabus shall contain a firm listing of the times and dates of field trips.
10. Students shall be made aware of the consequences of missing field trips.
11. No class will be offered with required field trips if the above requirements for listing in the catalog, schedule, and syllabus have not been met.
12. Proof of medical insurance is required for all field trip participants.
13. Arrangements should be made for students with special needs.
14. An instructor must accompany the field trip for it to be college sanctioned.
15. A travel request form must be completed whether or not there is a claim for reimbursement.
16. Any necessary pre-reservations must be made before the class starts.
17. All students under 18 years of age must have permissions slips signed by a parent or guardian prior to any field trip.
18. Field trips by college clubs will be funded from club revenues.
19. All students must complete the field trip release form and return it to the instructor prior to attending the field trip.

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Date of Last Review/Revision: June 7, 2022
The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445 ARS 15-1406, ARS 38-623 and 38-624C).

Whenever travelers on college business fall ill, suffer an accident or emergency, they should immediately notify proper legal authorities, if applicable and their immediate supervisor. If the supervisor cannot be reached, the traveler should notify Human Resources, who will forward the information.

In case of an accident while in college travel status, travelers must submit a full, written report as soon as possible to the Business Office. The report must indicate all important facts, names and addresses, police report numbers, witness information, extent of injuries, damages incurred and any other pertinent information.
The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445 ARS 15-1406, ARS 38-623 and 38-624C).

In order to support the college’s efforts to attract qualified job applicants, the college shall reimburse certain interviewee travel costs. Applicants are eligible for reimbursement if they have been invited to participate in an on-campus interview for a full-time regular job opening categorized as professional staff, administrative staff or full-time faculty. Reimbursement is limited to applicants traveling more than 100 miles one way.

Applicants may be told, at the time of the invitation for an on-campus interview that upon approval, the college may reimburse for interview expenses for the following:

**Lodging and Meals**

The college will reimburse candidates up to the authorized limits for lodging and meals in accordance with the levels established by the Arizona Department of Administration. Lodging and meals will be reimbursed to a maximum of two days.

**Transportation**

The college will reimburse candidates for least expensive method of transportation consistent with scheduled interview date. Transportation costs may consist of: parking fees, shuttle and/or taxi fare, airline ticket, mileage reimbursement for use of personal car (odometer readings will be required), rental car to and from destination.

**Other expenses may be approved on a case-by-case basis**

The college will not reimburse for personal expenses such as in-room bar/snack service, movie rentals, phone calls, valet service, etc.

Original, itemized receipts are required for reimbursement of covered expenses, excluding meals. Receipts and request for reimbursement must be submitted to Human Resources no later than 30 days from the date of the interview to be eligible for reimbursement.
The college shall provide for vehicle usage and travel reimbursement for employees, Board members, and others such as persons selected for interview in a manner that is consistent with Arizona statute and regulation and with best practices (ARS 15-1445, ARS 15-1406, ARS 38-623, and 38-624C).

Occasionally an employee may take a trip that includes both approved personal and business travel or the trip may originate from another location because of personal reasons. A combination trip does benefit the traveler to some extent, therefore, travelers should exercise special care not to seek reimbursement for expenses that could be construed as personal.

When combined personal and business travel occurs, the following rules apply:

- Approval(s): The traveler must have prior supervisory approval and Paid Time-Off (PTO) approval to extend the stay of business travel. Air Travel: A cost comparison is required if the stay at the business location is extended prior to or after the dates of the business mission. Additional expenses resulting from the added time, i.e., parking, lodging, fixed meals, etc., are not reimbursable and are the traveler’s expense. If any other destination is included on the ticket that does not pertain to the business purpose (other than normal connecting airports to get to the business destination), the amount reimbursed/paid by the college will be the fare directly related to the point(s) of business based on the economy/coach fare.

- Ground Travel: The traveler must pay for car rental and gas for travel other than that directly related to business.

- Lodging: Any additional days of lodging beyond the business dates is considered personal and is not reimbursable.

- Per Diem for Meals: Fixed meal allowance is paid to staff while traveling on official business. Fixed meal allowance is not paid for personal days.

- Miscellaneous: Parking expense at the airport and hotels must be reduced for any personal days. Taxi and shuttle expenses during personal days are not reimbursable.

- Insurance/Risk: When on personal PTO days, employees are not covered under college insurance policies specific to the institution such as worker’s compensation, liability coverage, and auto insurance and must have personal coverage as needed.
Mohave Community College will maintain and manage its records in accordance with applicable state and federal laws and regulations.

For purposes of this document, the term “record” is defined as all documentary material, regardless of format or characteristics, made or received in connection with the transaction of public business.

1. It is the responsibility of each department of the College, and its constituent members, to review and determine, on no less than an annual basis, which of its records need to be retained. Records may need to be retained on either a temporary or permanent basis. This review shall be done in consultation with the Arizona State Record Retention schedule for Higher Education, applicable state and federal regulations, with the guidance of the College’s record officer as needed.

2. Unless there is a compelling reason to retain records, they should be destroyed after the period specified by the schedule. When a record retained in accordance with a retention schedule can be destroyed, it is the employee’s responsibility to record the document destruction by completing a Certificate of Document Destruction. The completed form should be forwarded to the College’s Record Manager who will send it to the Arizona State Library and keep on file. If a litigation hold or other hold has been placed on a Record, the department responsible for the Record will be notified and will be responsible for labeling the Record for indefinite retention, until further notice is received.

3. The method of record retention will vary depending on several factors, including the format and expected length of storage. Permanent paper records will be maintained in accordance with the applicable state regulations to ensure their continued integrity.

4. All records containing sensitive information must have appropriate safeguards in place to protect against unauthorized access.

5. Emails are considered public records and must be retained appropriately. Emails are not considered a separate class of documents but rather the information contained within them are applicable to the usual range of records the institution may be expected to retain. Retaining messages must be accomplished in electronic format, if that was the method by which they were created.
Mohave Community College recognizes that dynamic and efficient staff and faculty members who are dedicated to higher education are necessary to forward the mission of the College. The College is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff and faculty members.

The College establishes, as human resources goals, the following:

- Ensuring that personnel activities involved in the treatment of employees or potential employees meet state and federal requirements.
- Recruiting, selecting, and employing the best-qualified personnel to staff the College.
- Maintaining an employee appraisal program that will contribute to the continuous improvement of staff and faculty performance.
- Professional development activities for employees that will improve their rates of performance and retention.
- Deploying available personnel to ensure that they are utilized as effectively as possible within budgetary constraints.
- Cultivating human relationships necessary to obtain maximum staff performance and satisfaction.
- Maintaining an employee compensation program sufficient to attract and retain qualified employees within the fiscal limitations of the College.
The college shall assure that the laws governing equal employment opportunity are followed by the college (ARS 15-1445).

Equal Opportunity

The college is committed to providing equal employment opportunity, educational opportunity, and advancement to individuals without regard to race, color, ethnicity, religion, sex, national origin, age, mental or physical disability, sexual orientation, gender identity or expression, or veteran status or any other legally protected class in any of its policies, practices, or procedures. The equality of employment opportunity for all persons must be consonant with all applicable provisions of state and federal laws. The college shall promote equal opportunity and treatment on a continuing basis through a positive and ongoing program.
The college shall establish procedures for employees representing the college at external activities (ARS 15-1445).

Members of the staff may be appointed as delegates by the President to represent the college on appropriate occasions, but no such delegate may commit the college to any doctrine, policy, or action without obtaining the approval of the President.
The college shall expect employees to adhere to state statute and regulation in regard to their personal political activities (ARS 15-1445).

The college was founded by and is supported by the public of the district. Staff and faculty members influence the thinking and conclusions of the student body. The college best supports the democratic process if staff and faculty members avoid wearing partisan emblems or taking sides in the classroom on candidates, partisan issues, and ballot propositions.

This procedure is not intended to limit free and objective discussion in the classroom of all ballot issues when appropriate to the curriculum, nor is it intended to limit the right of employees to express political opinion outside of the workday.

Date of Policy Adoption: July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
The college shall not retaliate against employees who disclose information of a public concern to a public body as prescribed by law (ARS 38-531 through 38-534).

No adverse personnel action will be taken against a college employee in retaliation or reprisal for the written disclosure of information of a matter of public concern.

The Board will act as an independent hearing board to hear all cases of alleged violations of the employment rights of an employee who makes such a disclosure.

If the college determines that a “frivolous” complaint was levied, the college has the right to contact Employment Standards Administration’s Wage and Hour Division to investigate. If, at the conclusion of their investigation, the Wage and Hour Division determines that the complaint was “frivolous” then the employee can be disciplined up to and including dismissal.
The college shall avoid hiring the immediate family or relatives of current employees in the same department or division where one employee might supervise a relative (ARS 15-1445).

No person shall be employed or serve as a volunteer in a position wherein any aspect of the person’s work is supervised by a member of his/her immediate family or a relative. Additionally, immediate family members or relatives shall not be employed in the same department without the approval of the President. Immediate family members or relatives of Board members shall not be employed by the College.

A member of the immediate family is defined as parent, spouse, son, daughter, brother, sister, grandparent, or grandchild – including stepchildren and in-laws whether related by blood, adoption or marriage.

Relative for purposes of this chapter is defined as aunt, uncle, first cousins and all related children, stepchildren and in-laws whether related by blood, adoption or marriage.
The college shall require each employee of the college to sign a loyalty oath as prescribed by law (ARS 38-231).

Each employee of Mohave Community College is required to sign a loyalty oath, as prescribed in Arizona law.

In order to ensure the statewide application of this section on a uniform basis, each board, commission, agency and independent office of this state, and of any of its political subdivisions, and of any county, city, town, municipal corporation, school district and public educational institution, shall completely reproduce this section so that the form of written oath or affirmation required in this section contains all of the provisions of this section for use by all officers and employees of all boards, commissions, agencies and independent offices.

Any officer or employee who fails to take and subscribe to the oath or affirmation provided by this section within the time limits prescribed by this section is not entitled to any compensation until the officer or employee does so take and subscribe to the form of oath or affirmation prescribed by this section.

Any officer or employee having taken the form of oath or affirmation prescribed by this section, and knowingly at the time of subscribing to the oath or affirmation, or at any time thereafter during the officer’s or employee's term of office or employment, does commit or aid in the commission of any act to overthrow by force, violence or terrorism as defined in section 13-2301 the government of this state or of any of its political subdivisions, or advocates the overthrow by force, violence or terrorism as defined in section 13-2301 of the government of this state or of any of its political subdivisions, is guilty of a class 4 felony and, on conviction under this section, the officer or employee is deemed discharged from the office or employment and is not entitled to any additional compensation or any other emoluments or benefits which may have been incident or appurtenant to the office or employment.

Any of the persons referred to in article XVIII, section 10, Constitution of Arizona, as amended, relating to the employment of aliens, are exempted from any compliance with this section.

In addition to any other form of oath or affirmation specifically provided by law for an officer or employee, before any officer or employee enters upon the duties of the office or employment, the officer or employee shall take and subscribe the following oath or affirmation:

Date of Policy Adoption: Adoption of Manual
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 38-231
State of Arizona, County of ______________ I, _____________________
(type or print name)
do solemnly swear (or affirm) that I will support the Constitution of the United States and the
Constitution and laws of the State of Arizona, that I will bear true faith and allegiance to the same and
defend them against all enemies, foreign and domestic, and that I will faithfully and impartially
discharge the duties of the office of ______________________ (name of office)
________________________ according to the best of my ability, so help me God (or so I do affirm).
____________________________________
(Signature of officer or employee)

For the purposes of this section, "officer or employee" means any person elected, appointed or
employed, either on a part-time or full-time basis, by this state or any of its political subdivisions or any
county, city, town, municipal corporation, school district, public educational institution or any board,
commission or agency of any county, city, town, municipal corporation, school district or public
educational institution.

Date of Policy Adoption:       Adoption of Manual
Date of Last Procedure/Process Review:  June 7, 2022
References:                  ARS 38-231
The college shall establish an appropriate classification of employment status with the college (ARS 15.1445).

Definitions

Exempt Position: A bona fide executive, administrative or professional position which is not subject to overtime.

Non-Exempt Position: A position that does not meet the requirements necessary to qualify for exemption and is subject to overtime and minimum wage provisions.

Regular Full-time: Hired for an indefinite period of time and scheduled to work 40 hours per week. However, for exempt positions, greater emphasis is placed on meeting the responsibilities assigned to the position than on working a specified number of hours. Position is eligible for full benefits package.

Regular Part-time: Hired for an indefinite period of time and scheduled to work less than 30 hours per week. Position is eligible for a limited benefits package.

Temporary Part-time: Hired for a finite period of time (usually less than one semester) and scheduled to work less than 20 hours per week. Position is eligible for a limited benefits package.

Date of Policy Adoption: July 2008
Date of Last Procedure/Process Review: June 7, 2022
The college shall establish an appropriate classification of employment status with the college (ARS 15.1445).

Position Classifications

The college shall classify positions according to federal standards and best practices and shall implement this policy in its procedures and salary/pay schedules. Each position of employment within the college is classified for placement on the college’s salary schedules in accordance with the level of performance and qualifications required. The classification for each position, as well as the attributes of each position, including job functions and duties and minimum qualifications, are set forth in position specifications.

Job descriptions will be reviewed and updated as necessary by the supervisor with assistance from the office of human resources and approval by the President.

<table>
<thead>
<tr>
<th>Position Classifications</th>
<th>Exempt Positions</th>
<th>Non-Exempt Positions</th>
</tr>
</thead>
</table>
| **Regular Full-time**    | Chief Executive Officer  
                          Administrative Staff  
                          Full-time Faculty – 9, 10, 11 or 12 months  
                          Professional Management Staff  
                          Professional Staff | Support Staff |
| **Regular Part-time**    | Part-time Faculty – 9, 10, 11 or 12 months  
                          Professional Management Staff  
                          Professional Staff | Support Staff |
| **Temporary Part-time**  | Adjunct Faculty | Support Staff |

Date of Policy Adoption: July 2008
Date of Last Procedure/Process Review: June 7, 2022
The college shall establish an appropriate classification of employment status with the college (ARS 15.1445).

For the purpose of awarding service awards to employees at the college, the following is the definition of continuous years of service: Continuous years of service includes all part- and full-time service for 9-, 10- and 12-month employees with no break in service. Continuous years of service will not include work study status; temporary employment status such as a registration clerk, clinical instructor status or adjunct faculty status.
The college shall establish an appropriate classification of employment status with the college (ARS 15.1445).

Reclassification

When it is in the best interests of the college, a position and/or pay grade may be reclassified. A position audit is the tool used to gather first-hand information about a particular position. Findings are compared to classification standard(s) and other organizational materials to ensure that the position description is properly classified.

An audit is normally conducted when significant changes are being proposed or have occurred to a position, such as mission changes; downsizing; reorganizations; additional duties, elimination of obsolete programs, practices and requirements, etc. These and other changes can impact the classification of the position in terms of its title and pay. These classification elements not only determine what salary the employee will be paid, but categorize the work experience he/she will gain while occupying the position, and specifies the qualification requirements (knowledge, skills and abilities) necessary when filling the position.

It is the position that is being audited and not the employee. This tool and process are meant to look at a position as a whole. Below are examples of person-related factors that are not taken into account when reclassifying a position.

- Longevity/Length of Service – If an employee has been in a particular position for an extended period of time, longevity and length of service are not considered as factors for reclassification.
- Financial Need – The reclassification process does not take personal financial conditions into consideration.
- Dedication/Performance – We value dedicated employees who are competent, capable, experienced, and loyal. Although these characteristics are admirable, they are not considered in reclassification.
- Change in Workload – An increase in the workload for the duties required of the position does not necessarily mean that it’s time for an audit.
- Tools Used – the use of new tools (technology, etc.) to complete existing duties is not a factor considered in an audit.
- Relationship to MCC and/or Supervisor – The working relationship between employee and supervisor, whether good or bad, is not considered as part of the audit process.
- Employee Retention – Reclassification should not be the mechanism to retain an employee within the department if a position has not changed or evolved over time.

Process

Because reclassification of employees affects the annual budget, all completed position audit packets, including the Job Audit Questionnaire and any supervisor recommendations or documentation, must be received by December 31st and, if approved, will not take effect until the new budget year (July 1st).

Date of Policy Adoption: July 2008
Date of Last Procedure/Process Review: June 7, 2022
The position audit is initiated by the supervisor, on behalf of the employee. The supervisor can obtain a job audit form from Employee Services. The employee is to complete their part of the questionnaire first. The electronic file must then be sent to the direct supervisor for completion.

If there is an additional or supplemental supervisor, that individual needs to complete their section next. All questions on the audit form must be answered. Responses should be typed or printed clearly.

The position audit packet is forwarded to the appropriate administrator for review and approval. If approved, the administrator will forward the audit to Employee Services. Files received in Employee Services without administrator-level approval will be returned.

Upon receipt of the position audit packet, Employee Services will review the position audit form and will contact the employee or employee’s supervisor if further clarification of duties and responsibilities is needed. Employee Services will determine whether the position is assigned the proper classification or if the position should be reclassified. This review may result in a higher or lower classification, a lateral move or no change.

Employee Services will send their recommendation and the results of the review, including the financial impact, to the college president for consideration and final approval and results will be returned to Employee Services. Employee Services will notify all parties involved regarding the results of the position audit. All reclassifications are subject to district governing board approval.

Upon reclassification, unless otherwise approved, an employee shall be placed on the appropriate step of the new salary/pay schedule. Any effected employee whose current rate of pay exceeds the maximum of the new salary/pay schedule will be frozen at his or her current salary or pay rate. There will be no adjustment in salary or pay rate until such time as the salary/pay schedule exceeds his or her current base salary. Reclassification does not trigger a new probationary period for any effected employee.

Date of Policy Adoption: July 2008
Date of Last Procedure/Process Review: June 7, 2022
The college shall establish an appropriate classification of employment status with the college (ARS 15.1445).

Voluntary Transfer
A current employee may apply for any open MCC position for which he or she is qualified.

Upon transfer to a position classified at the same level, the employee’s range and step will not be changed.
Upon transfer from a part-time position into a full-time position at the same level, the employee’s range and step will not be changed.

Upon transfer to a position classified at a higher level, the employee’s pay target will be the appropriate step of the salary/pay schedule, although the employee’s rate of pay may not yet have reached the target.

Upon transfer to a position classified at a lower level, the employee will be placed at the appropriate step of the salary/pay schedule. Any employee whose current rate of pay exceeds the maximum of the new salary/pay schedule will be frozen at his or her current salary or pay rate. There will be no adjustment in salary or pay rate until such time as the salary/pay schedule exceeds his or her current base salary.
The Board expects that employees of the college district shall exhibit high standards of professional conduct (ARS 15-1445).

All employees of Mohave Community College are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and College property. No employee shall, by action or inaction, interfere with or disrupt any College activity or encourage any such disruption. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the College, and carry out all applicable orders issued by the President.
The Board expects that employees of the college district shall exhibit high standards of professional conduct (ARS 15-1445).

In addition to statutorily prohibited conduct, employees may be disciplined for infractions that include, but are not limited to:

1. Engaging in unprofessional conduct, such as that which will bring discredit or embarrassment to Mohave Community College or the Governing Board.
2. Committing fraud in securing employment
3. Exhibiting incompetency and/or inefficiency in work
4. Neglecting duties
5. Exhibiting unprofessional attitudes
6. Engaging in acts of insubordination
7. Engaging in acts of dishonesty
8. Being under the influence of drugs or alcohol while on duty
9. Engaging in the illicit use of narcotics or habit-forming drugs
10. Being absent without authorized leave
11. Being involved in excessive absenteeism
12. Engaging in discourteous treatment of student, co-workers, or the public
13. Engaging in dress or grooming that does not present a professional image, as dictated by supervisors
14. Being involved in the misuse or unauthorized use of college property
15. Failing to disclose to any personal interest in any business transactions of the College.
16. Engaging in the solicitation of anything of economic value, (gift, gratuity, favor, entertainment, or loan) which is or, may appear to be, designed to influence the employee’s official conduct except for food, refreshments, or unsolicited advertising or promotional material of nominal value
17. Using position or confidential information for personal gain
18. Carrying or possessing a weapon on school grounds, unless acting as a peace officer
19. Failing to maintain high standards impartiality, free from any personal considerations or obligations, favoritism, or partisan demands.
20. Violating any standard of conduct related to academic integrity or the utilization of financial aid.
21. Failing to report any arrests, other than minor traffic violations, to the Chief Human Resources Officer within three (3) days of the arrest.
22. Engaging in any activity which leads to direct or indirect discrimination, reprisal, force, coercion, or intimidation of another employee or student.
23. Violating any College Policy or Procedure.

Date of Policy Adoption: July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
The Board expects that employees of the college district shall exhibit high standards of professional conduct (ARS 15-1445).

Mohave Community College is committed to maintaining an environment where the education of students is of the greatest importance. Consensual romantic relationships can give rise to conflicts of interest and become potentially exploitative when they involve colleagues in the workplace or people in teaching or mentoring relationships. The dissolution of these relationships can create discord and significantly impair the normal operations of the College. In addition, such relationships can create an uncomfortable work or educational environment for other students, faculty, and staff. Employees are expected to be aware of their professional responsibilities and avoid apparent or actual conflicts of interest, favoritism, or bias in their relationships.

Definition of Romantic Relationships
The term “romantic relationships,” as used in this document, is evidenced by, but not limited to, the following behaviors: a pattern of exclusivity between the couple; time spent together as a couple after work hours; physical touching that implies a romantic intention or desire; the sharing of personal information appropriate for a romantic relationship but beyond the boundaries of a professional workplace relationship; actual physical intimacy; written communications or other actions that imply or directly indicate romantic interest.

Relationships between Faculty and Students
Romantic relationships are not allowed between students and faculty members, including relationships that occur when College is not in session or students are on leave. The mentoring relationship exists between all faculty and all students, by nature of direct professional responsibility, such as teaching, assigning grades, advising, writing recommendations, directing performances, coaching, supervising research, making decisions about awards, disciplining, and any other action which may affect a student’s current or future study or employment. The decision to become a faculty member or a student at the college assumes this mentoring relationship and precludes engaging in such a romantic relationship.

Relationships between Staff in Mentoring Positions and Students
Romantic relationships are not allowed between students and staff members in mentoring positions with students (e.g., administrative staff who work with students in Student Life, Admissions, and Financial Aid). The mentoring relationship exists between any such staff member and students where the staff member has professional responsibilities such as admissions counseling, financial aid planning, writing recommendations for jobs, disciplining, and any other action which may affect a student’s current or future study or employment. The decision to become a student at the college or a member of staff in a position that is defined by a mentoring role with students assumes this mentoring relationship and precludes engaging in such a romantic relationship.

Date of Policy Adoption: July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
Supervisory Relationships
Romantic relationships are not allowed between employees of Mohave Community College when a supervisory relationship is involved. This applies to all employees (faculty, staff, or student) and their supervisors. The difference in perceived and real power makes such relationships open to abuse and to charges of sexual harassment or unprofessional conduct. Such relationships can also create a hostile work environment for others.

Relationships between Students
Where students have supervisory employment roles with other students, a mentoring role, or otherwise have authority that affects the work or educational environment of other students, they are discouraged from having a romantic relationship with a student under their authority.

Exceptions
In certain circumstances, (i.e. if a faculty member has a romantic relationship with an individual who then becomes a student, or an individual with a pre-existing relationship with a student joins the faculty) exceptions to the above prohibitions will be considered by the President and the Director of Employee Services on a limited, case-by-case basis. It is the obligation of the faculty member to fully disclose the relationship. Faculty or staff with questions about the application or effect of this policy should consult with the Director of Employee Services. Since individual cases may vary, the college has discretion to consider specific circumstances—the nature of the relationship, the specifics of the student’s academic program and the faculty or staff member’s responsibilities, and constraints of the program of study—in fashioning a suitable resolution.

Complaints
A student or subordinate in the relationship, a supervisor, or third parties who feel that their learning, campus life, or work environment has been negatively affected by a specific romantic relationship between faculty, staff, or students should report their complaint by contacting the appropriate supervisor or the Director of Employee Services. Faculty and staff members who violate this policy are subject to disciplinary action up to and including termination of employment.

Date of Policy Adoption: July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
The Board expects that employees of the college district shall exhibit high standards of professional conduct (ARS 15-1445).

Social Media
Mohave Community College adheres to all federal and state laws governing prohibited speech, libel and access to public records, including those that apply to the use of electronic and social media in all existing and future formats. The college shall develop a set of effective procedures to advise the college and its personnel of the risks that can arise from using social media. Social Media is defined as any online collaboration, sharing or publishing platform, whether accessed through the Web, mobile devices, text messaging, e-mail or any other existing or emerging communications platform.

The college will prepare and distribute documents that are appropriate for the various levels of employee involvement in social media and electronic communications. Those documents will identify the issues of libel, expectation of privacy, unprotected speech, endorsement, ownership and security of data, and access. They shall include but not be limited to the following:

A Social Media Advisory will be distributed to all employees upon implementation of this policy, and all new employees thereafter, as part of their employee package. Employees will acknowledge receipt thereof by signing a document prepared by Employee Services. Continuing employees will annually acknowledge receipt of the Social Media Advisory via the Employee Handbook. The Advisory includes communication guidelines for individual users who choose to comment, post or “Like” posts by others on an MCC-related social media page.

A Social Media Manager’s Guide, outlining the college’s expectations of employees who create and maintain social media pages on behalf of the college, will be distributed to all employees who are actively involved managing social media accounts for MCC.

Date of Policy Adoption:       July 2008
Date of Last Procedure/Process Review:       June 7, 2022
References:          ARS 15-1445
The Board expects that employees of the college district shall exhibit high standards of professional conduct (ARS 15-1445).

Notice of Candidacy
Notification to the College: An employee planning to run for public office is required to notify the Office of the President in writing prior to the submission of filing candidacy documentation. All personnel running for public office or requested by public officials to perform public services, including but not limited to board membership, shall give prior notification to the College President of the campaign and/or assignment, remuneration (if any), and the effect the position or assignment will have on performance of the employee’s duties at the College. Employees who violate this policy are subject to disciplinary action up to and including termination of employment.

Political Activity Guidelines
Becoming an employee of Mohave Community College (MCC), with limited exceptions, does not prohibit one from participating in the political process. Personnel shall act in accordance with the law and the MCC Employee Code of Conduct. ARS § 15-1408 prohibits the use of college personnel and resources to influence the outcome of elections. MCC is funded in significant part by local taxes and state appropriations. As an employee of MCC, one is provided office space, and support services (e.g. computers, printers, telephones, voice mail, photocopy machines, email accounts, office supplies, etc.) to perform the job duties efficiently and effectively. This property, equipment and supplies are all owned by and/or considered to be “college property.” An employee of a publicly funded college has rights and responsibilities if/when participating in political activity.

A simple way to distinguish permissible activities from prohibited activities is to refrain from engaging in political activity on college time or with college resources and/or property. Political activities should be conducted on one's own personal time and with one's own personal resources. While engaging in such campaign activities, the employee's relationship to Mohave Community College may not be directly or indirectly exploited, in that the College shall not be named in media coverage and/or campaign materials and events. The College does not endorse any candidates for public office. Employees who violate this policy are subject to disciplinary action up to and including termination of employment.

Date of Policy Adoption:       July 2008
Date of Last Procedure/Process Review:  June 7, 2022
References:          ARS 15-1445
6.040-F  Standards of Professional Conduct  6.040-F
Privacy

The Board expects that employees of the college district shall exhibit high standards of professional conduct.

Mohave Community College strives to strike a balance between the legitimate uses of audio and visual recordings and concerns of compliance, privacy and protection of intellectual property. It is expected that faculty, students, and staff will respect the privacy of other individuals in the workplace. Consequently, the secret recording (audio or video) of meetings or other conversations, including telephone calls, is prohibited, as not compatible with the promotion of an open exchange of ideas.

Recordings may serve many legitimate workplace purposes. However, the College does not condone recording of any College activities when participants are unaware that such recordings are being made. In order to promote an environment of trust and collegiality, recordings may be made only with the prior consent of the parties involved. Covert/secret recording of any in-person or telephone conversation or meeting occurring at the workplace or conversations or meetings offsite that deal with workplace or educational matters is prohibited.

Surveillance cameras/equipment and software may be placed on campus by authorized campus personnel to prevent or deter crimes and protect public safety and to facilitate official College investigations into criminal activities or violations of campus policy.

Violation of the policy by an employee may lead to disciplinary action up to possible termination.

Date of Policy Adoption:       July 2008
Date of Last Procedure/Process Review:       June 7, 2022
References:          ARS 15-1445
The Board expects that employees of the college district shall exhibit high standards of professional conduct.

No member of the college staff shall have direct dealings with students in the sale of books, instruments, lectures, classroom supplies, notes, or similar materials unless acting as an authorized agent or with express permission of the President. All funds and monies are to be handled in the manner prescribed by the business services office.
Employees are subject to the conflict of interest provisions of Arizona law. No employee shall directly or indirectly receive any compensation or remuneration, or derive any profit or gain, by reason of his/her employment or by reason of his/her services to the college district (ARS 38-501 et seq).

The board, officers, and employees of Mohave Community College have the responsibility to uphold the public trust, protect and advance the College’s integrity, administer the affairs of the College honestly and prudently, and exercise their best care, skill, and judgment for the sole benefit of the College. The interests of the organization must be the first priority in all decisions and actions. The purpose of this policy and procedure is to ensure that employees identify and disclose potential Conflicts of Interest, and conduct themselves in a manner that will not compromise the integrity of the College.

Definition of Conflict

An actual conflict of interest occurs when financial or personal considerations compromise an individual’s objectivity, professional judgment, professional integrity and/or ability to perform his/her responsibilities for the College. A perceived or potential conflict of interest can occur when, although there is no actual conflict of interest, the circumstances are such that a reasonable person might question whether a decision maker is biased in carrying out his/her professional responsibilities for the College. Actual or potential conflict of interest may arise in the following situations:

- An employee or his/her family members has an ownership interest in an entity which supplies goods and services to the College.
- An employee or his/her family member has an ownership interest in an entity from which the College leases property and equipment.
- An employee or his/her family member has an ownership interest in an entity with whom the College is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
- An employee or his/her family member holds office, serves on the board, participates in management, or is otherwise employed (or formerly employed) with any third party dealing with the College.
- An employee or his/her family member has an ownership interest in any agency, organization, or association which affects the operations of the College
- An employee receives personal gifts, gratuities or loans from any past, present or potential supplier of goods or services to the College.
- An employee receives a significant salary or other compensation from an entity/individual with which the College does business
- An employee has a relationship or receives a significant salary or other compensation from a competing or affinity organization.
- An employee has the potential for family members to enroll in course(s) he/she teaches, or who, in the roll of student, are under the employee’s scope of control.

Date of Policy Adoption: Adoption of Manual: July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 38-501 et seq.
Conflicts might arise in other areas or through other relations. It is assumed that the officers, directors, and employees will recognize such areas and relation by analogy.
Employees are subject to the conflict of interest provisions of Arizona law. No employee shall directly or indirectly receive any compensation or remuneration, or derive any profit or gain, by reason of his/her employment or by reason of his/her services to the college district (ARS 38-501 et seq).

Mohave Community College recognizes that certain outside employment activities are of benefit to the college and to the private sector, as well as to individual employees. Although the right of employees to engage in outside employment is recognized, full-time college employees must understand that their first employment responsibility is to the college and the assignments for which they have been contracted. Outside employment may represent an actual or potential conflict of interest when an employee accepts outside employment with an organization that directly competes with Mohave Community College or outside employment negatively affects the employee’s ability to be successful in his/her college assignments.

All full-time employees of Mohave Community College, including faculty, administration, professional and support positions, are required to annually disclose outside employment, using the approved disclosure process. The employee will not be permitted to use any college staff, equipment, supplies or facilities to promote or assist in his/her outside assignment. The college employee may not use the college name, logo, telephone number, or address on any material such as letterheads, business cards, or brochures in the promotion of his/her outside business or employment.

Should outside employment occur during the course of the fiscal year, employment must be reported using the appropriate form within five (5) business days of the acceptance of employment.

Date of Policy Adoption: July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 38-501 et seq.
Employees are subject to the conflict of interest provisions of Arizona law. No employee shall directly or indirectly receive any compensation or remuneration, or derive any profit or gain, by reason of his/her employment or by reason of his/her services to the college district (ARS 38-501 et seq).

Any employee or Governing Board member who has, or whose spouse, domestic partner, or business associate has such an actual or potential Conflict of Interest will make know that interest by annually completing the appropriate form before any transaction is consummated. Employee forms shall be kept in Employee Services and Governing Board member forms shall be kept in a special file maintained in the college contracts office which shall be open to the public. Should a conflict occur during the course of the fiscal year, the actual or perceived conflict of interest must be reported using the appropriate form within five (5) business days of the understanding of the conflict.

It is the continuing responsibility of the board, officers, and employees to scrutinize their transactions, business interests and relationships for potential conflict. Potential conflicts should be disclosed as such conflicts arise and annually thereafter.

Disclosure forms will be submitted to the Director of Employee Services (or if he/she is the one with the conflict, then to the President), who shall bring the matter to the attention of the Board. The Board shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to the College. The decision of the Board on these matters will rest in their sole discretion, and their concern must be the welfare of the College and the advancement of its purpose.

It shall be the continuing responsibility of the board, officers, and employees to scrutinize their transactions and outside business interests and relationships for potential conflicts. Potential conflicts should be disclosed as such conflicts arise and annually thereafter. Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid; and
4. The Board has determined that the transaction is in the best interest of the College.
5. Failure to disclose potential conflicts of interest will result in disciplinary action.

Date of Policy Adoption: July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 38-501 et seq.
The college shall adhere to recruitment, selection and hiring practices that conform to all applicable federal and state laws and regulations and to best practices (ARS 15-1445).

Definitions:

Adjunct Faculty Pool: Adjunct Faculty candidates who have applied for an Adjunct Faculty position and have provided acceptable qualification documents, but have not yet been offered a position.

Hiring Manager: Immediate supervisor of the vacant position

New Position: A position that is newly created and has not been recently vacated by any MCC employee.

Replacement Position: A position that already exists in the college staffing structure and has been vacated due to employee attrition.
The college shall adhere to recruitment, selection and hiring practices that conform to all applicable federal and state laws and regulations and to best practices (ARS 15-1445).

Vacancy
A vacancy is recognized when the hiring manager and Employee Services receives notice of an employee's intent to separate from employment or the college's intent to sever the working relationship with an employee. All vacancies require written documentation of separation.

When a vacancy is identified, Employee Services and the hiring manager will decide which recruitment, selection and hiring process (Reassignment, Merit Promotion, or Competitive Interview) will best provide employees equipped to meet the needs of the College. In most instances and for professional and administrative positions, a competitive interview process is preferable.
The college shall adhere to recruitment, selection and hiring practices that conform to all applicable federal and state laws and regulations and to best practices (ARS 125-1445).

Reassignment is a permanent assignment of an employee to another position within the same pay grade or one (1) pay grade higher. At any time, the College may reassign an employee or a position and it’s incumbent to meet organizational needs. If the new location is within a reasonable commute, as defined by the College, the employee must accept the reassignment or choose to resign.

Recruitment:
Employee Services will work with the hiring manager to review and update the position specification, as needed. Any changes to the position specification must be approved by the President. No other advertising or recruiting will be enacted when a vacancy is to be filled by reassignment.

Selection:
The hiring manager will consider available employees and recommend the chosen employee to the President for reassignment. Documentation concerning the rationale for reassignment must be provided by the hiring manager. The President may approve a reassignment to the recommended employee or reopen the search.

The notice of reassignment may be made by the hiring manager, an employee services representative, or another as designated by the President.

Hiring:
Once an individual has been notified of a reassignment, Employee Services, in consultation with the hiring manager and the new employee, will determine the first day of employment in the new position. All regular full-time and regular part-time employees will be contacted by an employee services representative to make an appointment to complete any additional employment paperwork. All employment processing must be completed prior to the first day in the new position. Incomplete paperwork may result in a postponement of the first day of employment. Employee Services will verify completion and release the employee for the start of work.

Date of Policy Adoption: Adoption of Manual
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
The college shall adhere to recruitment, selection and hiring practices that conform to all applicable federal and state laws and regulations and to best practices (ARS 15-1445).

Merit Promotions
Merit promotion is the system under which the College considers an employee for vacant positions through competition with other employees being evaluated and ranked for the position on the basis of their personal merit, experience, education, competencies and performance.

Recruitment
Recruitment for a new position is as follows:
1. Request to Staff and Fund
   The requesting supervisor will complete a Request to Staff and Fund form, including a list of the proposed duties and a rationale for the addition of the new position. Human Resources will review the request, assign an appropriate pay grade and status, and create a position specification. All new positions must receive final approval from the President. After approval, Human Resources will assign a position control number and create a position description.

2. Create Job Requisition
   The hiring manager will initiate the job requisition and Human Resources will assign the appropriate approval track.

3. Advertise Vacancy
   Upon receipt of the approved job requisition, Human Resources will advertise the position as appropriate for the audience, time frame and format.

Recruitment for a replacement position is as follows:
1. Review position specification
   Employee Services will work with the hiring manager to review and update the position specification, as needed. Any changes to the position specification must be approved by the President.

2. Create job requisition
   The hiring manager will initiate the job requisition and Employee Services will assign the appropriate approval track.

3. Advertise the position as required
   Upon receipt of the approved job requisition, Employee Services will advertise the position as appropriate for the audience, time frame and format.

Date of Policy Adoption: Adoption of Manual
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
Selection
Screening: Prior to screening, Employee Services in conjunction with the hiring manager will establish neutral, job-based criteria for screening candidates. Employee Services will screen employee applications based on the established criteria and may administer a subject matter screening, conducted by faculty and staff considered to be experts in the field of the opening. Applicants may be required to take a skills test prior to being selected for interviews. Eligible applicants will be presented to the hiring manager, who will select the interview candidates.

Interviews and Background Checks
Interviews and background checks will be conducted in accordance with policies and procedures set forth herein.

Offer of Employment
For temporary and adjunct faculty positions, the interview committee will make a final decision and contact Employee Services with the name of the successful candidate.

For support, professional, faculty and administrative positions, the top applicant will be recommended to the President by the committee chair. Documentation concerning the rationale for employment must be provided by the committee. The President may approve an offer of employment to the recommended candidate, request further interviews, or reopen the search.

The offer of employment may be made by the committee chair, an employee services representative, or another as designated by the President. Should the top candidate decline the offer, resign during the probationary period, or fail the probationary period, the College reserves the right to extend an offer of employment to the second place candidate, and likewise, the third place candidate.

The College may either provide a relocation stipend or reimburse new employees for relocation expenses at the discretion of the college President. Any new employee who voluntarily separates from employment before completing 12 continuous months of service or academic year (in the case of faculty) will be required to repay the college one half of the net payment of college supported relocation expenses, which can be deducted from the final paycheck.

Hiring
Once an individual has accepted an offer of employment, Employee Services, in consultation with the hiring manager and the new employee, will determine the first day of employment. All regular full-time and regular part-time employees will be contacted by an employee services representative to make an appointment to complete new hire paperwork. New hire processing must be completed prior to the first
day of employment. Incomplete new hire paperwork will result in a postponement of the first day of employment.
The college shall adhere to recruitment, selection and hiring practices that conform to all applicable federal and state laws and regulations and to best practices.

Competitive Interview is the process under which the College considers inside and outside applicants for vacant positions through a competitive process, being evaluated and ranked for the position on the basis of their personal merit, experience, education, competencies and performance.

Recruitment
Recruitment for a new position is as follows:

1. Request to Staff and Fund
   The requesting supervisor will complete a Request to Staff and Fund form, including a list of the proposed duties and a rationale for the addition of the new position. Employee Services will review the request, assign an appropriate pay grade and status, and create a position specification. All new positions must receive final approval from the President. After approval, Employee Services will assign a position control number and create a position description.

2. Create Job Requisition
   The hiring manager will initiate the job requisition and Employee Services will assign the appropriate approval track.

3. Advertise Vacancy
   Upon receipt of the approved job requisition, Employee Services will advertise the position as appropriate for the audience, time frame and format.

Recruitment for a replacement position is as follows:

1. Review position specification
   Employee Services will work with the hiring manager to review and update the position specification, as needed. Any changes to the position specification must be approved by the President.

2. Create job requisition
   The hiring manager will initiate the job requisition and Employee Services will assign the appropriate approval track.

3. Advertise the position as required
   Upon receipt of the approved job requisition, Employee Services will advertise the position as appropriate for the audience, time frame and format.

Date of Policy Adoption: Adoption of Manual
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
Selection

1. Screening
   Prior to screening, Employee Services in conjunction with the hiring manager will establish neutral, job-based criteria for screening candidates. Employee Services will screen employee applications based on the established criteria and may administer a subject matter screening, conducted by faculty and staff considered to be experts in the field of the opening. Applicants may be required to take a skills test prior to being selected for interviews. Eligible applicants will be presented to the hiring manager, who will select the interview candidates.

2. Interviews and Background Checks
   Interviews and background checks will be conducted in accordance with policies and procedures set forth herein.

3. Offer of Employment
   For temporary and adjunct faculty positions, the interview committee will make a final decision and contact Employee Services with the name of the successful candidate.

   For support, professional, faculty and administrative positions, the top applicant will be recommended to the President by the committee chair. Documentation concerning the rationale for employment must be provided by the committee. The President may approve an offer employment to the recommended candidate, request further interviews, or reopen the search.

   The offer of employment may be made by the committee chair, an employee services representative, or another as designated by the President. Should the top candidate decline the offer, resign during the probationary period, or fail the probationary period, the College reserves the right to extend an offer of employment to the second place candidate, and likewise, the third place candidate.

   The College may either provide a relocation stipend or reimburse new employees for relocation expenses at the discretion of the college President. Any new employee who voluntarily separates from employment before completing 12 continuous months of service or academic year (in the case of faculty) will be required to repay the college one half of the net payment of college supported relocation expenses, which can be deducted from the final paycheck.

Hiring

Once an individual has accepted an offer of employment, Employee Services in consultation with the hiring manager and the new employee, will determine the first day of employment. All regular full-time and regular part-time employees will be contacted by an employee services representative to make an appointment to complete new hire paperwork. New hire processing must be completed prior to the first day of employment. Incomplete new hire paperwork will result in a postponement of the first day of employment.

Date of Policy Adoption: Adoption of Manual
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
The college shall adhere to recruitment, selection and hiring practices that conform to all applicable federal and state laws and regulations and to best practices (ARS 15-1445).

Interview Committee Membership
To ensure applicants selected for interview and final consideration are evaluated by more than one individual to minimize the potential for personal bias, an interview committee will be utilized. The committee consists of three (3) to five (5) members, including the chair and may be expanded at the request of the president. The committee should, to the extent possible, be diverse in job classification, gender and ethnicity. In the case of faculty interviews, the committee shall be comprised of faculty members and associate deans and/or program directors. All members will complete training in interview techniques prior to serving on an interview committee. No member of the interview committee can be an acquaintance or relative of an applicant.

The interview committee chair will be as follows:

<table>
<thead>
<tr>
<th>Position Type</th>
<th>Interview Committee Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct Faculty</td>
<td>Associate Dean or Program Director</td>
</tr>
<tr>
<td>Temporary and Support</td>
<td>Hiring Manager</td>
</tr>
<tr>
<td>Professional</td>
<td>Chief Officer/Dean/Director</td>
</tr>
<tr>
<td>Faculty</td>
<td>Chief Academic Officer/Program Director</td>
</tr>
<tr>
<td>Administration</td>
<td>President</td>
</tr>
</tbody>
</table>

If the interview committee chair is not the hiring manager, the hiring manager will be included as one of the members of the interview committee. The assigned interview committee chair may delegate the chair position to another with approval from Human Resources. The President, or his/her designee, may serve as the chair and/or member of every interview committee.

An employee services representative may serve as a non-voting member of the committee and as a facilitator to the committee and the process, including setting up interview appointments, preparing a list of approved questions, training interview committee members on appropriate interview notes and discussing college salary ranges and benefits with candidates.

Interview Process
The interview process shall be dictated by and conducted in accordance with state and federal laws and guidelines concerning hiring practices. In an interview process where candidates are located outside of the immediate area, a telephone or video interview may be used to narrow the field of candidates to be invited to an on-ground interview.

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Applicants should be interviewed as closely together as possible, preferably in the same day when practical. Prepared questions, reviewed and approved by Employee Services, must be used in all cases. No additional questions may be asked with the exception to follow-up questions based upon the interviewee’s response. During the interview process the committee members shall individually make notes and rate the responses of the applicant.

In addition to the interview, faculty applicants shall be prepared to provide a teaching demonstration to the committee or a class to be evaluated. Professional or administrative applicants may be required to present an administrative project or demonstrate public speaking abilities.

After discussion and consensus, the interview committee shall rate the candidates in order of preference for hiring. All portions of the interview process are confidential. Members of the interview committee shall not discuss the interview process with any other individuals, except other members of the interview committee. All interview notes and rationale must be submitted to Employee Services at the end of the process.
The college shall adhere to recruitment, selection and hiring practices that conform to all applicable federal and state laws and regulations and to best practices (ARS 125-1445).

Background Checks: Candidates will be offered the opportunity to sign a release allowing the College to seek references and a criminal history report as part of a background check. Refusal to submit to the background check process may eliminate a candidate from consideration for the position. Background checks will be completed for only the top candidate. Background check results may affect the candidate’s eligibility for the position or the order of preference for hiring. A background check may be required or transfers or promotions of current employees.

References: A minimum of two reference checks are to be completed. One reference check must be from the candidate’s current or, if not currently working, most recent employer. A summary of the reference checks will be prepared for the committee. Because internal applicants are current employees, only an informal reference check will be conducted with the current supervisor.

Criminal History: Mohave Community College is committed to protecting the safety and welfare of employees, students and the general public, preserving state property, and upholding the reputation and integrity of MCC for the citizens of Mohave County. The final candidate for any position, Academic, Administrative, Professional or Support, is required to pass a criminal history background check prior to beginning the duties of the new position and the offer of employment shall be conditioned on the receipt of an acceptable criminal history background check. Failure of an applicant to consent to a criminal background check is grounds for rejection of the applicant. A background check may be required for transfers or promotions of current employees within the college. Further, a criminal history background check may be used as part of an investigation of current employee misconduct.

Individuals with a criminal history will not be automatically disqualified for employment. While an arrest or conviction of a crime, in and of itself, may not be an automatic bar to employment, if conduct leading to arrest or conviction relates to suitability of the individual to perform duties in a particular position, such person may be denied employment.

Criminal history records shall not be used to discriminate on the basis of race, color, national origin, religion, sex, disability, or age.

In reviewing the results of a criminal history background check on an individual applicant, MCC will review each applicant on a case-by-case basis to determine whether there is a substantial relationship between the pending charge or conviction and the position and whether the applicant should be further considered for the position. Convictions and guilty pleas include all felonies and misdemeanors except minor traffic violations in relation to any position which does not require driving. For positions that require operation
of a motor vehicle, the terms conviction and guilty plea shall include minor traffic violations. During deliberation, the following factors will be considered:

The Offense - The nature, severity and intentionality of the offense(s) including but not limited to:
• The statutory elements of the offense (rather than the individual’s account of the facts of the offense);
• The individual’s age at the time of the offense(s);
• Number and type of offenses (felony, misdemeanor, traffic, other);
• Time elapsed since the last offense;
• The individual’s probation or parole status;
• Whether the circumstances arose out of an employment situation; and
• Whether there is a pattern of offenses.

The Position - The duties, responsibilities and circumstances of the position applied for, including but not limited to:
• The nature and scope of the position, including key access to facilities, access to cash and access to vulnerable populations, including minor children;
• The nature and scope of the position’s student, public or other interpersonal contact;
• The nature and scope of the position’s autonomy and discretionary authority;
• The amount and type of supervision received in the position or provided to subordinate staff;
• The sensitive nature of the data or records maintained or to which the position has access;
• The opportunity presented for the commission of additional offenses; and
• The extent to which acceptable job performance requires the trust and confidence of the employer, MCC, or the public.

Using these and other appropriate factors, Employee Services and, if needed, legal counsel, will make the final determination on whether to appoint or reject the candidate on the basis of criminal background check results. Employee Services will be responsible for documenting the basis for the decision to approve/deny the offer of employment to a candidate based on the criminal background check review.

If a candidate is disqualified from employment based on the criminal background check results, the results will be provided and the candidate will be given a three working day time period to refute the information. Additional time extensions may be provided to the candidate at the sole discretion of MCC. If a private, commercial background check vendor is used, MCC and the commercial background check vendor will need to ensure compliance with the federal Fair Credit Reporting Act.

Records gathered as a result of a criminal background check will be kept by the Director of Employee Services in separate files segmented by the applicant/employee’s name. The files will be maintained separately from an applicant/employee’s general personnel records. These records include:
• Consent Form
• Information collected from the check

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Recruitment, Selection and Hiring
Background Checks

- Analysis and decision whether criminal activity (if any) was substantially related to position
- Correspondence related to criminal background check

The records will be securely maintained for a period of seven years after the position has been filled if the applicant is denied employment, or for the full life of the personnel file if the applicant is awarded a position, and may be accessed only on a need-to-know basis.
The college shall establish terms and conditions of employment that conform to all federal and state laws and regulations (ARS 15-1445).

Terms and Conditions of Employment

All administrative, professional and support employees, other than temporary employees, will be employed under written work agreements. Employment at the college is at-will, meaning each employee is employed by the college for no specific term and has no right of continued employment. The employment of an at-will employee may be terminated for any reason, or for no reason, with or without advance notice, as the college desires. No employee shall have the authority to make any agreement or contract to the contrary or any agreement with an at-will employee for any specified period of time. No college policy or procedure or item within the employee handbook is intended to, and shall not operate to, create any property or contract rights inconsistent with the at-will employment status of employees.

Continuing Employment

Decisions for continued employment will be predicated upon optimization of use and reallocation of resources in order to maintain the highest level of fiscal responsibility and community service. All employees are subject to non-reappointment/dismissal when and where the President determines that a reorganization, reduction or elimination of positions or programs is necessary based on fiscal exigencies, academic priorities or operational efficiency. Decision-making with respect to employment, reorganization, maintenance or elimination of positions or programs is delegated to the President. Each employee will be provided a written work agreement or letter of dismissal at least fifteen (15) calendar days prior to the implementation of any proposed change to the work assignment, however, the College reserves the right to implement work assignment changes in a shorter or longer time frame, as fits the needs of the College. Each employee desiring to accept employment as assigned in the work agreement must sign and return the agreement to Employee Services on or before the date designated on the agreement.

Initial Probationary Period

All new employees or those new to a particular position are subject to a three-month probationary period. The probation progress report must be completed by the end of probation to reflect successful completion. The original probation progress report is sent to Employee Services to be included in the employee’s personnel file.

Supervisors are encouraged to complete a probation progress report at the one-month and two-month intervals when an employee needs to be made aware of a need for improvement in their performance. In these cases, the original probation progress report is sent to Employee Services to be included in the employee’s personnel file and the supervisor will keep a copy.

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At any time prior to the conclusion of probation, a supervisor may complete a probation progress report and recommend termination of that employee. Termination of a probationary employee requires approval by the appropriate administrator and the President. Termination can be with or without cause and is not grounds for appeal pursuant to administrative procedures. Termination under this section is not independent grounds for an employee grievance.

Upon successful completion of the three-month probation, the employee is subject to the disciplinary employment policies and procedures of a non-probationary employee of Mohave Community College.

Outside activities
All full-time college employees must recognize that their first employment responsibility is to the college and their assignments for which they have been contracted. If a full-time college employee does accept outside employment, the employee will not be permitted to use any college staff, equipment, supplies or facilities to promote or assist in his/her outside assignment. The college employee may not use the college name, logo, telephone number, or address on any material such as letterheads, business cards, or brochures in the promotion of his/her outside business or employment. Employees who hold the position of director, associate dean, dean, chief officer, vice president, and president are required to annually report any outside employment using the Conflict of Interest Disclosure process as outlined in this manual.

Staff Participation in Commencement
Members of the administration and selected instructional staff will attend commencement exercises in academic dress unless they have been previously excused, in writing, by the President. All full-time professional employees will attend the ceremony unless previously excused, in writing, by the President.

Committee Assignments
Full-time employees will be expected to participate in the committee work of the college. The administration will make committee assignments on an equitable basis and, wherever advisable, in consultation with the staff members involved.

District Governing Board
Employees are welcome to attend district governing board meetings. If an employee wishes to bring an item of business before the board, it must be cleared through administrative channels and placed on the agenda by the President of the college.
The college shall establish terms and conditions of employment that conform to all federal and state laws and regulations (ARS 15-1445).

Full Time Faculty
All faculty will be employed under written notices of term appointment. Employment at the college is based solely on the terms, conditions and dates prescribed by individual notices of term appointment. There is no expectation of subsequent reappointment beyond the period covered by the current notice of term appointment.

Continuing Employment
Decisions for continued employment will be predicated upon optimization of use and reallocation of resources in order to maintain the highest level of fiscal responsibility and community service. All employees are subject to non-reappointment/dismissal when and where the President determines that a reorganization, reduction or elimination of positions or programs is necessary based on fiscal exigencies, academic priorities or operational efficiency. Decision-making with respect to employment, reorganization, maintenance or elimination of positions or programs is delegated to the President.

Each faculty member will be provided a written notice of term appointment or letter of non-reappointment at least fifteen (15) calendar days prior to the last date of his or her current term of appointment. Each employee desiring to accept appointment for the term of the notice must sign and return the notice to Employee Services on or before the date designated on the notice.

By signing the notice of term appointment full-time faculty and/or fulltime staff working less than twelve (12) months acknowledges continued employment for the next academic/fiscal year. Based on the acceptance of the notice of term appointment the full-time faculty/staff member understands that the college, in good faith, will continue to pay health insurance benefits during the summer months. If after signing the notice of term appointment, the full-time faculty/staff member chooses not to return for the new term or does not complete 30 days in the new term, they will be liable for insurance premiums for the months the college has paid. All premiums must be repaid at COBRA rates.

Outside activities
All full-time college employees must recognize that their first employment responsibility is to the college and their assignments for which they have been contracted. If a full-time college employee does accept outside employment, the employee will not be permitted to use any college staff, equipment, supplies or facilities to promote or assist in his/her outside assignment. The college employee may not use the college name, logo, telephone number, or address on any material such as letterheads, business cards, or brochures in the promotion of his/her outside business or employment.

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References: ARS 15-1445
Faculty Participation in Commencement
Members of the faculty will attend commencement exercises in academic dress unless they have been previously excused, in writing, by the President.

Committee Assignments
Faculty will be expected to participate in the committee work of the college. The administration will make committee assignments on an equitable basis and, wherever advisable, in consultation with the faculty members involved.

District Governing Board Meetings
Employees are welcome to attend district governing board meetings. If an employee wishes to bring an item of business before the board, it must be cleared through administrative channels and placed on the agenda by the President of the college.

Extracurricular Duties
All faculty members are expected to bear a reasonable share of extracurricular duties as part of their regular contractual obligations. Employees may be paid for certain supervisory work required for activities supported by admission fees or activities provided from student/college activity funds.
The college shall establish in procedures the requirements for work hours that conform to applicable federal and state law (ARS 15-1445).

Definitions:

- **Workweek**: The college’s standard workweek begins at 12:01 am on Sunday and ends at midnight the following Saturday.
- **Workday**: During the academic year the normal workday hours are 8 am to 5 pm, Monday through Friday, with a one-hour unpaid lunch period.
- **Standard Work Schedule**: The standard work schedule for all full-time employees is a 40-hour workweek consisting of five 8-hour days. Workday hours are 8 am to 5 pm, Monday through Friday, with a one-hour unpaid lunch period.
- **Summer Work Schedule**: The workday hours are 7 am to 5 pm, Monday through Thursday, with a 30-minute paid lunch period.
- **Modified Work Schedule**: Is a deviation from the standard work schedule for a full-time employee that includes working parts of each day, Monday through Friday in the office and/or involves working at approved sites other than the assigned workplace/station during the workweek.
- **Alternate Work Schedule**: Is a deviation from the standard work schedule for a full-time employee that includes working outside the normal workday/workweek at the assigned workplace/station. Some employees may be required to work (non-traditional hours) night shift and/or scheduled to work Saturday/Sunday.
- **Assigned Workplace or Work Station**: A physical place on college property where the work of the employee’s position is normally performed; does not include any place away from college property, unless assigned through an official process.

The definitions applicable to the Fair Labor Standards Act (FLSA) are:

- **Regular Full-time Employee**: A regular full-time employee is hired for an indefinite period of time and is scheduled to work 40-hours per week. Continued appointment is subject to satisfactory performance and availability of funding.
- **Regular Part-time Employee**: A regular part-time employee is hired for an indefinite period of time and is scheduled to work less than 40 hours per week. Employees in this category are classified either as: more than half-time (1/2) time, normally scheduled to work 25 hours per week; less than half-time (1/2) normally scheduled to work 19.5 hours per week. Continued appointment is subject to satisfactory performance and availability of funding.
- **Exempt Employee**: As defined by the FLSA is a bona fide executive, administrative or professional position and is not subject to the overtime provision (employer is not required to pay overtime in excess of 40 hours per week).

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• Non-Exempt Employee: As defined by the FLSA is a position that does not meet the requirement necessary to qualify for exemption and is subject to overtime and minimum wage provisions of the Act (employer is required to pay overtime in excess of 40 hours per week).
6.060-B Work Schedule
Standard Work Schedule

The college shall establish in procedures the requirements for work hours that conform to applicable federal and state law (ARS 15-1445).

The college’s business hours are 8 am to 5 pm, Monday through Friday. During the summer, the business hours are 7 am to 5 pm, Monday through Thursday. Each department and/or division must post office hours in their respective offices/buildings.

- The standard work schedule for all full-time staff employees is a 40-hour workweek consisting of five 8-hour days, with a one-hour unpaid lunch period. During the summer, the work schedule for all full-time employees is a 40-hour workweek consisting of four 10-hour days with a half-hour paid lunch.
- Individual staff employee schedules (including full-time, part-time and temporary employees) are determined by the supervisor to meet the needs of the department, in consultation with employees and with the approval of the appropriate administrator.
- Full-time faculty are recognized as professional employees whose work week often includes evenings and weekends. In addition to their work on campus, work that faculty complete off-campus in the performance of their duties is expected to be commensurate with an average of 40 hours of service per week. Instances of faculty members not adequately performing their responsibilities will be addressed on an individual basis by the professional judgment of the appropriate supervisor.
- Faculty office hours and any changes in office schedules must be approved and reposted by the appropriate associate dean. Faculty office hours must be posted at a place on campus, readily accessible to students, prior to the start of each new term. These schedules are to be forwarded when completed each term to the Vice President and President.

Those employees who are absent from their assigned workstation because of business necessity must post alternate contact information while away.

Accounting of Hours
Due to the nature of exempt positions, work beyond the standard workweek may be required to meet legitimate business needs. The workweek for full-time regular exempt employees is 40 hours; however, greater emphasis is placed on meeting the responsibilities assigned to the position than on working a specified number of hours.

Each week, all employees are expected to account for the full number of hours in the assigned work schedule through hours worked or authorized leave. Exempt employees must obtain approved leave for
absences of four hours or more per week. Non-exempt (hourly) employees must obtain approved leave for absences of 30 minutes or more.

**Rest Periods**
Rest periods (breaks) are privileges subject to the needs of each department. Rest periods of short duration not to exceed 15 minutes will be permitted during each half day of work. These rest periods will be considered compensable work time. Unauthorized extensions of rest periods will not be counted as hours worked.

Rest periods shall not be used to reduce the length of the workday, or to cover late arrival to work or early departure, nor may they be accumulated if not taken. The workday may not be shortened by working through rest periods.
The college shall establish in procedures the requirements for work hours that conform to applicable federal and state law.

An employee’s standard, approved schedule may vary with the particular needs of the department. A deviation from the standard work schedule that includes scheduled hours and/or location may be approved. Requests for telecommuting must be approved through the designated procedure.

Modified work schedules may be approved on an episodic basis by the supervisor. If an employee’s standard work schedule must be modified for a period longer than 30 days, the supervisor must consult with the appropriate administrator for approval. Requests and approvals must be in written form. A copy of the approved work schedule change will be kept on file in the human resource office.
6.060-D

Work Schedule
Faculty Load Hours

The college shall establish in procedures the requirements for work hours that conform to applicable federal and state law (ARS 15-1445).

Faculty Load Hours
The unit used to measure a faculty member’s instructional workload and payment is based on this calculation. Load hours are determined according to the following formula:

- One (1) hour of lecture = One (1) load hour
- One (1) hour supervising laboratory = Seven-tenths (.7) load hour
- Forty-five (45) clock hours of supervisory clinical, internship, externship = Seven-tenths (.7) load hour

Full-Time Faculty Load
The instructional load for full-time faculty in any given academic year (fall and spring semesters) is not less than 15 load hours per semester, dependent upon teaching assignments. Normal load (30 load hours for 9-month faculty, 36 load hours for 12-month faculty) is established for each full-time faculty member at the beginning of each semester by the respective associate dean or program director. Required load is indicated on the MCC Faculty Load form for agreement by the associate dean of instruction or program director, and the faculty member, before submission.

Part-Time Faculty Load
The teaching load for adjunct faculty shall not exceed 9 load hours per term of appointment.
The college shall establish in procedures the requirements for work hours that conform to applicable federal and state law.

Remote work is a regularly scheduled flexible work arrangement whereby eligible college employees are authorized to perform the normal duties and responsibilities of the position for a portion of the workweek at designated sites other than the normal, on-campus place of work.

Mohave Community College recognizes telecommuting as a viable, flexible work option when both the employee and the job are suited to such an arrangement. Either an employee or a supervisor can suggest telecommuting as a possible, voluntary, work arrangement, however, therefore, remote is not an entitlement, is not a college-wide benefit, and in no way changes the terms and conditions of employment with Mohave Community College.

Authority
Supervisors have the authority to establish telecommuting arrangements, and will give serious consideration to all reasonable requests. However, telecommuting may be appropriate for some employees and positions but not for others. Therefore, telecommuting should only be approved when it is in the best interest of the college to do so.

Eligibility
Individuals must meet the following eligibility criteria to be considered for a telecommuting arrangement.

1. Hold a regular full- or part-time position that has normal duties and responsibilities that can be performed remotely without diminishing the quality and quantity of completed work.
2. Be employed in current position for a minimum of six months.
3. Have a satisfactory performance record, without a performance and/or disciplinary plan within the last 24 months.
4. Be able to satisfactorily meet workspace, technology, security, safety and dependent care requirements.

Work Space & Supplies
The employee is responsible for establishing and maintaining a designated, adequate workspace at the alternate worksite. The space must be safe, professional, generally free from noise and distraction, and of sufficient size to accommodate any necessary work equipment. This designated space will be the exclusive place where the employee will perform work on behalf of the college. The employee may not change this designated location without college approval.
The employee will provide office furniture, including a work surface such as a desk or table and an appropriate chair, to be used during the telecommuting assignment. The college will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary.

The college will not be responsible for costs associated with the setup of the employee’s remote work space, such as remodeling, furniture or lighting, nor for repairs or modifications to the space. Further, the college is not responsible for operation, maintenance, or incidental costs associated with the use of an employee’s home as a telecommuting work space.

**Technology & Equipment**
The college will provide a laptop computer and softphone software to each remote work employee. On a case-by-case basis Information Technology will determine, with information supplied by the employee and the supervisor, any additional appropriate equipment needs (including hardware, software, phone lines, etc.) for each telecommuting arrangement. Employee Service will serve as a resource in this matter.

Equipment supplied by the organization is to be used for business purposes only and will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Mohave Community College accepts no responsibility for damage or repairs to employee-owned equipment and reserves the right to make determinations as to appropriate equipment, subject to change at any time.

The employee must sign an inventory form, acknowledging all college property received and agreeing to take appropriate action to protect the items from damage or theft. Upon termination of employment, all college property must be returned to the Mohave Community College.

**Security**
Consistent with the college’s expectations of information security for employees working on campus, telecommuting employees will be expected to ensure the protection of proprietary college and student information that may be accessible from the home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

**Safety**
Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The college will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the college’s workers’ compensation policy and employees are responsible for notifying the supervisor of such injuries as soon as practicable. Employees are liable for any injuries sustained by visitors to the home worksite.

**Dependent Care**
Telecommuting is not designed to be a replacement for appropriate dependent care. Throughout the telecommuting arrangement, the employee must provide child or dependent care in a manner that allows job responsibilities and department expectations to be successfully met.

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References:
The college shall establish in procedures the requirements for work hours that conform to applicable federal and state law (ARS 15-1445).

Administrative/Professional (exempt) employees may teach one class, up to four credits, each fall, spring and summer sessions. Compensation for teaching a class will be according to the part-time faculty pay schedule.

Based on the Fair Labor Standards Act (FLSA), full-time (hourly) non-exempt employees are required to receive compensation at time and a half for working in excess of 40 hours a week; therefore, they are only eligible to teach if the total payment for the class, up to four credits, can be demonstrated on an hourly basis to be equal to at least time and one half their normal hourly rate.

The teaching assignment cannot occur during the employee’s normal (assigned) workday and preparation for teaching such a class shall not take place during normal workday hours.

Employees who teach as part of their normal job duties will not receive additional compensation for teaching classes that are defined as a job responsibility.

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The college shall establish in procedures the requirements for work hours that conform to applicable federal and state law (ARS 15-1445).

Supervisor’s Responsibilities

1. Create a standard work schedule for each employee that adheres to existing policies and procedures, which allows for adequate staffing during the college’s business hours.

2. Adhere to existing policies and procedures, determine and initiate modified work schedules as needed.

3. Monitor employee weekly work to ensure compliance to existing schedules.

4. Counsel, coach and/or discipline any employees who are non-compliant with established schedules and assignments.
The college shall assure that all employees are aware of, and adhere to, their work assignments (ARS 15-1445).

Fitness for Duty
Mohave Community College endeavors to provide a safe workplace for the benefit of all members of the College community. In order to provide a safe work environment, employees must be able to perform their job duties as outlined in the position specification document in a safe, secure, productive, and effective manner, and remain able to do so throughout the entire time they are working. Employees who are not fit for duty may present a safety hazard to themselves, to other employees, to the College or to the public. The purpose of this fitness for duty procedure is to establish procedures by which the College will evaluate an employee’s fitness for duty when an employee is:

- Having observable difficulty performing work duties in a manner that is safe for the employee, for the employee’s coworker, for the College, or for the public, as determined by the supervisor; or
- Posing an imminent and serious safety threat to self or others.

Employee Responsibilities
1. Employees are responsible for managing their health in a manner that allows them to safely perform their job responsibilities.
2. Employees must come to work fit for duty and must perform their job responsibilities as outlined in the position specification document in a safe, secure, productive, and effective manner during the entire time they are working.
3. Employees are responsible for notifying their supervisors when they are not fit for duty.
4. Employees are responsible for notifying the supervisor when they observe a coworker acting in a manner that indicates the coworker may be unfit for duty. If the supervisor’s behavior is the focus of concern, an employee may inform the upper-level manager or may call Human Resources for further guidance.

Employer Responsibilities
1. Supervisors are responsible for observing the attendance, performance, and behavior of the employees they supervise.
2. Supervisors/managers are responsible for following this policy’s procedures when presented with circumstances or knowledge that indicate that an employee may be unfit for duty.
3. Human Resources is responsible for maintaining the confidentiality of medical records. Any document containing medical information about an employee is considered a medical record and is regarded as confidential and will be maintained in a file separate from all other employee records.

Process
The supervisor who receives reliable information that an employee may be unfit for duty, or through personal observation believes an employee to be unfit for duty, will validate and document the information or observations as soon as is practicable. Actions that may trigger the need to evaluate an

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employee’s fitness for duty include, but are not limited to, altered levels of dexterity, coordination, concentration, memory, alertness, vision, speech, or inappropriate interactions with coworkers or supervisors, inappropriate reactions to criticism, or suicidal or threatening statements.

The supervisor will present the information or observations to the employee at the earliest possible time in order to validate them; and will allow the employee to explain his or her actions, or to correct any mistakes of fact contained in the description of those actions.

In situations where there is a basis to think that the employee is making threats to harm himself or herself or others, or is acting in a manner that is immediately dangerous to himself or herself or others, the supervisor shall contact local law enforcement authorities. Human Resources should be consulted regarding the fitness for duty procedure after the immediate safety issue has been addressed.

In all other circumstances the supervisor shall complete a Supervisor’s Fitness for Duty Request form and forward it to Human Resources. Based on the descriptions provided by the supervisor, Human Resources will determine whether a fitness for duty evaluation is required and, if so, the type of evaluation needed and the type of health service provider to make the evaluation. Human Resources will then provide a form to the supervisor containing the evaluation information, and the supervisor will convey the form to the employee. Human Resources will also determine the type of leave to be used during the evaluation process.

Human Resources will provide a form for the designated health service provider for completion to certify whether the employee is fit to return to work. The health service provider form will include a description of the circumstances leading to the request for evaluation, and a list of the employee’s relevant duties. Human Resources may facilitate communication with the health service provider as necessary. The employer will be responsible for the cost of the fitness for duty evaluation not covered by the employee’s health plan.

Based on information provided by the health service provider, Human Resources will advise the supervisor whether the employee should return to work and, if so, the conditions of return, including whether the employee must attend a re-entry conference with the supervisor and a Human Resources rep, and whether additional follow-up meetings are necessary. The final decision on whether a provider’s certification will be accepted lies with Human Resources. A second independent health service provider certification may be requested in some cases. The employer will be responsible for the cost of the second independent provider’s certification.

The employee must comply with all aspects of the fitness for duty and evaluation procedures, including furnishing necessary consent and release forms to the health service provider. Noncompliance may be grounds for disciplinary action up to and including termination. Information will be requested from the health service provider regarding work restrictions that may be required upon the employee’s return to work. Situations involving violations of College policies or practices may result in disciplinary action.

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The college shall assure that all employees are aware of, and adhere to, their work assignments (ARS 15-1445).

Staff members will perform work assignments as determined by their supervisors to ensure efficient utilization of the college workforce. Staff members who complete their work must report to their supervisors for other tasks to perform. Refusal or failure to follow a supervisor’s request could be considered insubordination and may lead to disciplinary action.
The college shall maintain a system of employee evaluation that supports employee success within the college (ARS 15-1445).

Staff Performance Management System

The purpose of the performance management system is to improve individual and organizational performances and by ensuring that:

- Employees perform work that accomplishes the business needs of the College;
- Employees clearly understand the quality and quantity of work expected;
- Employees receive ongoing feedback about their effectiveness, relative to expectations;
- Opportunities for employee development are identified and provided when possible; and
- Employee performance that does not meet established standards is addressed.

Performance information is one consideration in making other personnel decisions such as promotions, disciplinary actions, layoff determinations, and salary increases.

The staff performance management system applies to all regular, non-faculty employees, including full time and part time, in the administrative, professional and support staff groups. It does not apply to temporary staff, faculty, volunteers, and student workers.

The staff performance management system cycle runs annually in accordance with each employee’s anniversary of hire into the current position. Shorter (or longer) cycles may be allowed depending on the employee’s entry date or other relevant organizational changes. A formal meeting between the supervisor and employee will be held each year to discuss the performance evaluation and professional development goals or individualized development plan.

Staff Performance Evaluation

As part of the annual staff performance evaluation, each employee will be evaluated on general performance factors utilizing the approved evaluation instrument.

Employees have an opportunity to provide input regarding their own performance through submission of a written self-reflection. Information regarding the employee’s performance may also be collected from line-of-sight supervisors.

Individual Development Plan

An individual development plan (IDP) is a process to help employees overcome unsatisfactory performance, strengthen work skills, and achieve success. Because an employee’s unsatisfactory performance can result in serious consequences, an IDP may be recommended when previous attempts to remediate performance have been unsuccessful.
The college shall maintain a system of employee evaluation that supports employee success within the college (ARS 15-1445).

Faculty Performance Management System
The purpose of the faculty performance management system is to improve individual and organizational performances and by ensuring that:

- Faculty perform work that accomplishes the business needs of the College;
- Faculty clearly understand the quality and quantity of work expected;
- Faculty receive ongoing feedback about their effectiveness, relative to expectations;
- Opportunities for Faculty development are identified and provided when possible; and
- Faculty performance that does not meet established standards is addressed.

Performance information is one consideration in making other personnel decisions such as promotions, disciplinary actions, layoff determinations, and salary increases. The performance management system cycle runs annually. Evaluations must be completed and submitted to Human Resources by March 1st of each academic year. Shorter (or longer) cycles may be allowed depending on the faculty member’s entry date or other relevant organizational changes.

Faculty Performance Evaluation
A formal meeting between the supervisor and employee will be held each year to discuss the performance evaluation and professional development goals or individualized development plan. The faculty performance management system consists of four components: 1) professional development and college/community service activities, 2) teaching evaluation, 3) student evaluation, and 4) self-evaluation.

Individual Development Plan
An individual development plan (IDP) is a process to help employees overcome unsatisfactory performance, strengthen work skills, and achieve success. Because an employee’s unsatisfactory performance can result in serious consequences, an IDP may be recommended when previous attempts to remediate performance have been unsuccessful.
The college shall maintain a system of employee evaluation that supports employee success within the college (ARS 15-1445).

Professional Development
The College recognizes its responsibility to provide opportunity for the continual professional growth of its employees. Such opportunities include, training courses, workshops, conferences, and assistance from supervisors and consultants. Employees will be required to participate in College endorsed professional development programs. Participation in professional development is expected and encouraged throughout the year to enhance employee performance. In conjunction with the annual budget process, departments shall identify specific professional development plans that incur cost and/or employee absence from the college premises.
The college shall conform to all federal and state statute and regulation in the process of payment to employees of the college (ARS 15-1445).

Mohave Community College will:

1. Update the salary and pay schedules each year by reviewing the available and most recent local, regional, and national salary and pay studies for each employee classification.

2. Report the updated salary and pay schedules by employee classification for the next fiscal year to the Board.

3. Assure that new hires to be reported to the Board in the Human Resources Report for ratification by Board action are employed at the appropriate level and within the salary or hourly pay range provided in the salary and pay schedules.

4. Assure that the proposed budget for the next fiscal year includes salary or pay adjustments for all employees in conformance with the existing salary and pay schedules for the fiscal year since the Board’s adoption of the budget also ratifies pay adjustments.

Date of Policy Adoption: July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
The college shall conform to all federal and state statute and regulation in the process of payment to employees of the college (ARS 15-1445).

During the initial hiring process, full-time faculty are placed on the salary scale according to their level of educational achievement and experience. Resident faculty who pursue advanced degrees may move up the salary scale upon achieving the requirements for the next pay grade.

Upon meeting the educational requirements for the next pay grade, the faculty member must request official transcripts, documenting completion of the educational requirements, be sent to Human Resources. To be eligible for advancement in January, transcripts must be received no later than January 15. To be eligible for advancement for August, transcripts must be received no later than July 15. It is the responsibility of the faculty member to ensure the necessary documentation is received in Human Resources in sufficient time to process the salary adjustment.

Human resources will review the transcripts and make the appropriate salary adjustments. In January, the adjustment will begin with the next available pay period. In July, the adjustment will begin upon the faculty member’s return to work in August.

Requirements for each pay grade are indicated on the Faculty Salary Schedule which is available on the website or can be obtained from human resources.

Date of Policy Adoption: July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
The college shall conform to all federal and state statute and regulation in the process of payment to employees of the college (ARS 15-1445).

Upon transfer to a position classified at the same level, the employee’s pay grade will not be changed. Upon transfer from a part-time position into a full-time position at the same level, the employee’s pay grade will not be changed.

Upon transfer to a position classified at a higher level, the employee’s pay rate will be the appropriate pay grade of the salary/pay schedule.

Upon transfer to a position classified at a lower level, the employee will be placed at the appropriate pay grade of the salary/pay scale. Any employee whose current rate of pay exceeds the maximum of the new salary/pay schedule will not receive a pay increase until such time as the salary/pay schedule is adjusted to exceed the current rate of pay.

Date of Policy Adoption: July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
The college shall conform to all federal and state statute and regulation in the process of payment to employees of the college.

In accordance with the Fair Labor Standards Act regulations, exempt employees are those who qualify under the job duty and compensation requirements as defined for executive, administrative, professional or computer employees. Exempt employees are not eligible for overtime pay. Exempt employees may not have their pay reduced for:

- Variations in the quantity or quality of work performed
- Jury duty
- Attendance as a witness
- Temporary military leave
- Absences caused by the employer
- Absences caused by the operating requirements of the business

Under the principles of public accountability, exempt employees may have pay reduced or may be placed on unpaid leave for:

- Absences of full or part days for personal or health-related reasons:
  - Before the employee becomes eligible to participate in the employee leave plan (i.e., in the initial 90 days of employment)
  - When permission to use leave has not been sought or permission has been sought and denied
  - After the employee has exhausted the leave entitlement under the leave plan
  - When the employee receives compensation according to the employer’s sick leave plan. (In this case, the employee would not see a reduction in pay but rather the employee's leave benefit would be reduced by the number of days absent for which compensation from the plan was received).
- Fees received by the employee for jury or witness duty or military leave. These fees may be applied to offset the pay otherwise due to the employee for the week.
- Unpaid disciplinary suspensions of one or more full days in accordance with the College’s disciplinary policy

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References: ARS 15-1445
• Partial week employment during the first and last week of employment.
• Deductions for unpaid leave taken in accordance with a legitimate absence under the Family and Medical Leave Act.

Employees who believe their pay has been improperly reduced should contact the Payroll Department immediately to request an investigation. The employee will be asked to specify in writing, using the guidance above, the circumstances of the pay deduction and whether it has occurred on other occasions. Mohave Community College will review pay records and interview the supervisor or manager, as well as the payroll representatives handling the employee’s pay, to determine if the allegation is correct. The resolution of the situation will be documented (including confirmation on the part of the employee that the situation has been resolved) and placed with the employee’s pay records.

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Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
The college shall conform to all federal and state statute and regulation in the process of payment to employees of the college.

Exempt employees do not track, earn or receive overtime compensation or comp time for extra hours worked. Exempt employees are expected to perform all duties assigned without regard to the number of hours on the job.
The college shall conform to all federal and state statute and regulation in the process of payment to employees of the college.

In accordance with the Fair Labor Standards Act regulations, nonexempt employees are those who do not qualify for exempt status under the job duty and compensation requirements as defined for executive, administrative, professional or computer employees. Nonexempt employees are eligible for overtime pay and will be paid on an hourly basis. As such, accurately reporting time worked is the responsibility of every nonexempt employee and the employee’s supervisor. Mohave Community College must keep an accurate record of time worked to calculate employee pay and benefits.

**Time Worked**

Time worked includes all time that an employee is required to be performing duties for the College. Time worked is used to determine regular and overtime pay required for nonexempt employees. The following provisions are included as time worked:

- **Work away from premises or at home.** If approved, work performed off the premises or job site or at home by a non-exempt employee will be counted as time worked. A nonexempt employee will not be permitted to perform work away from the premises, job site or at home unless approved in advance in writing by the department director.

- **Break time.** Rest periods of 15 minutes or less are counted as time worked.

**Time Not Worked**

Per the Fair Labor Standards Act (FLSA), the College does not count the following provisions as time worked:

- **Paid leave.** Approved paid absences, including sick leave, vacation leave, holiday leave, Family and Medical Leave Act (FMLA) leave, military leave, jury and witness duty, funeral/bereavement leave, and voting time off are not counted as time worked.

- **Lunch or dinner periods.** Uninterrupted time off for lunch or dinner is not counted as time worked.

**Timekeeping – Employee Responsibilities**

Date of Policy Adoption: July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
Nonexempt employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons.

It is the employee’s responsibility to review the time card to certify the accuracy of all time recorded. Altering, falsifying, tampering with time records or recording time on another employee’s time card may result in disciplinary action, up to and including termination of employment.

**Timekeeping – Supervisor Responsibilities**

1. Time cards will be submitted electronically by supervisors responsible for payroll timekeeping for approval. Responsible supervisors must view time cards, ensure that all fields are filled in correctly to reflect accurate reporting of time categories, and approve each time card. Any corrections after submission must be made by contacting the payroll office.

Supervisors must be aware of timelines and deadlines for submission of payroll files including periods of time in which the college is closed and must anticipate for meetings, vacations or any absences that can occur causing to miss submission of payroll file. Supervisor signatures predated to allow for absences are not acceptable. Supervisors must have a designated substitute to fill in for any absences (same level of authority or higher) and payroll shall have on file a list of approved substitutes; however, the ultimate responsibility for payroll submission will be that of the supervisor.

Supervisors missing payroll dates will be subject to discipline.
The college shall conform to all federal and state statute and regulation in the process of payment to employees of the college.

More hours worked does not equal greater productivity. Quality and productivity suffer when employees work unreasonable hours. Supervisors should reserve the use of overtime for genuine scheduling emergencies.

**Definitions**
- **FLSA** – Fair Labor Standard Act, the federal law which governs minimum wage and overtime compensation.
- **Exempt** – employees are paid an agreed amount for performance of all duties assigned, regardless of the amount of time or effort required to complete the work, and do not record hours of work on a time record/sheet.
- **Nonexempt** – employees are paid for each hour worked and record each hour worked on the time record/sheet.
- **Overtime** – Any amount of time worked that increases the total compensable hours during the workweek above the weekly hours assigned in the term appointment.
- **Workweek** – For purposes of determining eligibility for overtime pay as mandated by applicable state and federal laws, the work week shall be deemed to commence at 12:01 a.m. on Sunday and end seven days later on Saturday at midnight. The full-time workday for employees is eight hours per day with a one-hour unpaid lunch period except for summer hours in which may vary based upon administrative directive.

**Approval of Overtime**
Overtime shall be used only after other alternatives have been exhausted, such as rescheduling priorities, reassigning work, re-balancing workloads, offsetting excess hours in one day with reduced hours in another day in the same workweek, and revising the work schedule so the work can be performed on the weekend as a regular part of the affected workweek.

Supervisors are responsible for obtaining authorization and scheduling overtime in advance; therefore, a nonexempt employee shall not work overtime unless the supervisor has secured authorization in advance. To obtain authorization, a supervisor must request approval of overtime from Human Resources using the

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appropriate form. The request must include the estimated number of hours of overtime needed, the date range over which the overtime work will be performed and a rationale as to why the overtime is needed.

Employees are expected to work overtime when requested to do so.

**Overtime Compensation**

Employees will be compensated at the regular rate of pay when the time actually worked during a workweek, including any overtime hours, is equal or less than forty (40) hours.

Employees will be compensated at a rate of one and one-half times the employee’s regular rate of pay for only those hours which an employee is required or is permitted to work in excess of forty (40) hours in a workweek. Personal time off, sick leave reserve, paid holidays and other absences, paid or otherwise, do not count toward the forty (40) hour workweek for determining the number of hours compensated at time and a half. An employee may not waive the right to compensation for overtime.

**Unauthorized Overtime**

If an employee works overtime without supervisor’s authorization, the college is responsible for compensating the employee. Employees who work unauthorized overtime and supervisors who assign unauthorized overtime may be subject to disciplinary action.

**Compensatory Time Off in Lieu of Overtime Payment**

Supervisors may give compensatory time off (comp time) in lieu of overtime payment under the following circumstances:

- Cap at 80 hours, must be used within 13 pay periods (6 months) of earning.
- Any overtime over the 80 hours of comp time must be compensated with pay.
- Any compensatory time on the books at the time of separation from employment must be compensated with pay as per FLSA requirements.
- Both employee and supervisor must agree to compensatory time.
- Supervisors are expected to plan for and manage employee compensatory time.

For purposes of this—

- Compensatory time is applicable to non-exempt (hourly) employees only
the term “overtime compensation” means the compensation required for hours worked physically worked in excess of 40 hours during a single work week

the terms “compensatory time” and “compensatory time off” (comp time) mean hours during which an employee is not working, which are not counted as hours worked during the applicable workweek or other work period for purposes of overtime compensation, and for which the employee is compensated at the employee’s regular rate.

Funds for Overtime
Supervisors will be responsible for insuring availability of overtime funds in their department budgets.

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The college shall conform to all federal and state statute and regulation in the process of payment to employees of the college.

Full-time Faculty
The instructional load for full-time faculty in any given academic year (fall and spring semesters) is not less than 15 credit hours per semester, dependent upon teaching assignments. Normal load (30 credits for 9-month faculty, 36 credits for 12-month faculty) is established for each full-time faculty member at the beginning of each academic year by the respective associate dean or program director. Normal load is documented on the load form during the fall meeting with faculty. The associate dean of instruction or program director and the faculty member sign the form for the first time during this meeting to indicate the agreed upon normal load for the year.

Overload courses will only be assigned to faculty who demonstrate successful teaching strategies. An overload (up to 6 additional load hours per academic year) will be considered with approval from the appropriate dean. Overloads above 36 load hours in an academic year will not be considered without significant rationale. If an overload condition exists, the associate dean of instruction or program director will record it on the load form. The form must be signed by the associate dean of instruction or program director and each faculty member during their spring meeting before routing for approval.

Overload payment is based on the associate faculty salary schedule and will be calculated once a year, in the spring, after load for the academic year has been established. Upon approval by the appropriate dean, the overload calculations will be transmitted to the payroll office for processing. A separate payroll will be processed for overloads and will be paid out two weeks after the final full-time faculty pay of the spring semester.

Part-time Faculty Load
The teaching load for part-time faculty shall not exceed 9 hours per term of appointment, or the equivalent of 19.5 clock hours per week.

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The college shall conform to all federal and state statute and regulation in the process of payment to employees of the college.

The college shall adhere to state and federal statutes relative to the requirements for deductions to be made from any employee’s paycheck.

Mandatory Deductions
The College is required by law to make certain deductions from employee's gross earnings, including income taxes and social security taxes. In addition, for certain benefit programs which require payments by participants, the College may specify payroll deduction as the only acceptable method of payment.

Voluntary Deductions
Voluntary payroll deductions will be made available to employees without charge only in circumstances which are regarded by the College as supportive of or beneficial to the College’s goals and objectives, including fringe benefit programs for employees.

The college has authorized participation in tax-sheltered annuity programs for employees. An employee who has purchased a tax-sheltered plan with a legally-qualified insurance company may authorize the college to reduce his/her salary by an amount to be applied to the tax-sheltered annuity.

External Payments to College Employees
An employee may be granted leave to participate in a professional, patriotic, or civic duty without loss of salary. If, as in temporary military service or jury duty, compensation is received for these outside services which is less than that earned normally, the salary paid by the district will be the difference between the amount received and the regular salary, or the employee may turn over to the district remuneration received for the approved outside services.

Stipend for College-Approved Activity
When staff members are absent from the college to engage in a college-approved activity for which they receive a stipend, they will either remit the stipend to the district or a pay deduction will be made for the period of absence.
**Honorarium**

Whenever tasks are performed in accordance with the customary and usual responsibilities of the employee’s job specifications, the employee is not permitted to accept an honorarium. College personnel are permitted to accept an honorarium for performance of specialized tasks for which they are uniquely qualified and which are performed during their personal time. Honoraria are not a condition of or an expectation of regular employment at Mohave Community College. Written approval from the appropriate vice president must be received by the employee before an honorarium may be accepted.

**Unapproved Absence of Employees**

Unapproved absences for personal reasons will result in loss of salary. Such absences include holidays other than those on the school calendar. Should employees be required involuntarily to appear in court and be reimbursed for such appearances, their pay for time missed will be the difference between their salaries and the compensation received.

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**Date of Policy Adoption:** July 2008

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The college shall conform to all federal and state statute and regulation in the process of payment to employees of the college.

Mohave Community College provides pay through direct deposit and paper paychecks for all full- and part-time faculty and staff and temporary employees. The college strongly encourages direct deposit of payroll payments for all employees due to increased security and efficiency.

**Paper Paychecks**

Paper paychecks will be mailed to the home address on file for the employee. It is the employee’s responsibility to ensure the accuracy of the home address on file. In certain cases, the final pay for a terminating employee will be provided by paper paycheck. Paper final paychecks will be sent to the home address on file via certified mail and will require a signature.

**Direct Deposit**

Under the direct deposit program, employee pay will be electronically deposited directly into one or more checking or savings accounts designated by the employee. Accounts must be established with banks or credit unions that support direct deposit and employees must provide required documentation of the account. An employee may set up multiple accounts at the same or different banking institutions for receipt of direct deposits.
The college shall establish a grievance process that meets all requirements of federal and state statute and regulations (ARS 15-1445).

The procedure is applicable to all employee groups.

This procedure does not affect the at-will status of employees and shall not be interpreted to require that employees be dismissed for cause only.

Disciplinary action of varying severity may be imposed for an accumulation of different offenses.

The employee’s entire employment record may be considered in order to determine the appropriateness of the disciplinary action.

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The college shall establish a grievance process that meets all requirements of federal and state statute and regulations (ARS 15-1445).

Mohave Community College may utilize a series of minor corrective disciplinary actions providing the opportunity to improve job performance and comply with College Policies and Procedures. Such actions may include counseling/coaching, verbal and written warnings, disciplinary probation, investigative suspension with pay, and suspension without pay for a period less than five (5) days, as deemed appropriate by the responsible administrator and the President.

Minor disciplinary actions shall be imposed by the employee’s immediate supervisor. An employee who wishes to object to a minor disciplinary action shall submit a written statement to the supervisor’s superior within five (5) workdays of receiving notice of the disciplinary action. The supervisor’s superior will review the statement and may confer with the employee, the supervisor, and such other persons, as the supervisor’s superior deems necessary. The decision of the supervisor’s superior will be final, and documentation will be forwarded to human resources.

**Counseling/Coaching**

Counseling and coaching are the most common methods employed for assisting the employee to improve work performance or comply with policies and procedures. Counseling or coaching should be a cooperative attempt at determining and correcting the problem. Except for serious failures to conform with Policies and/or Procedures, as determined by the responsible administrator, disciplinary actions will occur only after counseling/coaching efforts have been unsuccessful.

**Warnings**

Warnings may be either verbal or written. A written warning is used for more serious errors, failure to meet job requirements or violations of policies or procedures, as determined by the responsible supervisor, or when a verbal warning has not produced satisfactory results. Either type of warning shall specify problem(s) and what action is required to correct it. For a verbal warning the supervisor will keep notes detailing the events of the meeting to include what work issues were discussed and what measures are to be taken to resolve the issue.

A written warning shall explicitly state that it is a "written warning" and shall specify that further disciplinary action will follow if the employee fails to achieve a satisfactory level of performance. The written warning shall be reviewed by the appropriate chief officer and Office of Human Resources before it is presented to the employee. A copy of the warning shall be sent to Human Resources for inclusion in the personnel file.

**Disciplinary Probation**

Date of Policy Adoption: Adoption of Manual – July 2008
Date of Last Procedure/Process Review: June 7, 2022
Disciplinary probation is the establishment of a period of time, normally not less than thirty (30) calendar days and no more than one semester, during which the performance or behavior of a staff member will be more closely scrutinized in an attempt to bring about a desired change. A disciplinary probation period carries an implied intent by the College to retain the employee for the duration of the probation. If, however, new deficiencies occur during a disciplinary probation period or performance declines, the employee may be given more serious discipline, up to and including termination. Before initiation of the disciplinary probation period, written documentation to substantiate the discipline must be on file with the appropriate campus dean, chief officer and Human Resources. To initiate the disciplinary probation period, the Supervisor must recommend to the administrator that an employee be disciplined. If approved by the administrator, a memorandum will be given to the employee showing the inclusive dates of the probation period. The memorandum should also include a description of the specific nature of the deficiencies, the corrective action required, and the fact that more severe disciplinary action will be taken (up to and including termination) if the employee does not correct his/her behavior.

Upon issuing the notice of the disciplinary probation period, the Supervisor will initiate a schedule of meetings between the employee and the Supervisor to regularly review the progress made by the employee to correct the deficiencies. The employee has the option of having a third party, agreeable to both parties, present at these meetings. The Supervisor shall keep a written record of these meetings. At the end of the disciplinary probation period, the employee's Supervisor shall prepare a special performance evaluation report detailing the employee's success or failure in completing the period. This report should then be forwarded to the administrator. After reviewing the report, the administrator will then decide to recommend termination of the employee or return the employee to his/her previous employment status. If termination is warranted, the Chief Human Resources Officer will notify the employee in writing of the decision within ten (10) business days. A copy of this memorandum shall be provided to Human Resources for placement in the personnel file.

Investigative Suspension
Investigative suspension is the temporary release of an employee from duty by an Administrator with approval of the President, normally for up to three (3) business days, with pay, to permit investigation of infractions of College Policies or Procedures. Upon completion of the investigation, the employee may be returned to work without penalty, placed on disciplinary suspension, discharged or subject to more moderate disciplinary action as deemed appropriate to the circumstances by the responsible administrator with approval of the President. The facts surrounding the investigative suspension shall be documented with a copy to the employee and Human Resources. The duration of an investigative suspension may be extended when deemed necessary by the administrator who imposed it with approval of the President, in order to permit additional investigation.

Disciplinary Suspension
Disciplinary suspension is the temporary release from duty of an employee for up to five (5) consecutive business days without pay and is applicable when the responsible supervisor determines that a violation(s)
Discipline
Minor Disciplinary Actions

or repetition of violation(s) of College Policies or Procedures is serious enough to warrant suspension and the appropriate Campus Dean and chief officer recommends the action. Should an employee's conduct warrant two suspensions within a two-year period, dismissal shall be considered. Written notice of disciplinary suspension shall be given to the employee by the appropriate Campus Dean or chief officer with the approval of the President, with a copy to Human Resources and shall include the following:
1. Reason for the disciplinary suspension.
2. Dates of suspension duration.

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The college shall establish a grievance process that meets all requirements of federal and state statute and regulations (ARS 15-1445).

The responsible administrator shall determine whether particular violations of the Standards of Professional Conduct policy or other College Policies and Procedures are serious enough to warrant immediate specific disciplinary measures outside of minor disciplinary action, including recommendation for dismissal. Major disciplinary actions shall follow notice and appeal processes set forth in the policies and procedures contained herein.

Suspension without Pay for More than Five Days
The employment of an employee may be suspended without pay for a period of more than five (5) days by action of the President, for any conduct that, in the judgment of the President, is inappropriate.

Dismissal
Dismissal is the involuntary termination, other than a layoff/reduction in force, of an employee by a responsible administrator with approval of the President. Dismissal terminates the disciplinary process and no further steps under this section are available to the employee. Dismissal will occur in accordance with the policies and procedures contained herein.
The college shall establish a grievance process that meets all requirements of federal and state statute and regulations (ARS 15-1445).

Formal grievance procedures are not available until the informal grievance process has been exhausted or Employee Services determines there is a compelling reason to proceed directly to the formal grievance process.

Step 1: Submission of Written Statement
The aggrieved employee will submit, within three (3) business after being advised to proceed, to his/her immediate Supervisor, or to Employee Services, a written statement describing in detail, the nature of the complaint, setting forth times, dates, names of witnesses and the substance of every contributing event. The written statement will also include a description of any action taken to resolve the matter, the results of such action and how the employee has been impacted.

Step 2: Investigation
Upon receipt of the aggrieved party’s statement, Employee Services will give written notification to the aggrieved party and the alleged offending college administrator(s) that the formal grievance process has been initiated. By the same notification, the parties will be advised that an investigation of the allegations will be conducted, the nature of the investigation and the expected time of completion. Employee Services may recommend to the President that an outside investigator be retained.

Employee Services will consult with the President about whether it is reasonable to place the employee and/or the college administrator on administrative leave with pay until the investigation is complete and a written response is delivered to all concerned parties. Employee Services will consider factors such as whether a hostile working environment may exist. Pending investigation, Employee Services may also determine to consult with the President to consider the reassignment of duties. A notification will include directions to affected parties regarding administrative leave and/or reassignment of duties.

In order to maintain the greatest possible confidentiality, all parties interested in or affected by the grievance will be expected to refrain from discussing with non-affected parties, any matters related to the grievance and/or the ensuing investigation.

The investigative process will include, but not be limited to, interviews of all interested parties and witnesses and the collection and indexing of pertinent documents, written statements and other evidence. The notes or transcriptions of the interviews and the evidence collected will be compiled in a record to which the investigator’s findings and conclusions will be attached. The record will remain confidential (to the extent allowable by law).

Step 3: Findings, Conclusions and Recommendations

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Employee Services or investigator will prepare a written summary of findings, conclusions and recommendations which will serve as the response to the aggrieved party and will be served upon the aggrieved party and accused party(ies) within five (5) business days after completion of the investigation.

Step 4: Appeal to Hearing Panel
If unsatisfied with the findings, conclusions and recommendations of the investigation, the aggrieved party will submit a written notice of appeal to Employee Services within five business days. Failure to timely submit objections will constitute waiver of further proceedings. Employee Services will convene a hearing to proceed in accordance with administrative procedures section 5.165.

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The college shall establish a grievance process that meets all requirements of federal and state statute and regulations (ARS 15-1445).

Harassment and False Testimony Prohibited
No employee may knowingly use or participate in the grievance or disciplinary process without a reasonable, good faith belief that there exist grounds for his/her position; no employee may use or participate in the grievance or disciplinary process solely for harassment purposes. Moreover, no employee may knowingly provide false information or testimony in the investigative or hearing process. Utilization of the grievance or disciplinary process without reasonable grounds or in bad faith or for the purpose of harassment or the falsification of information or testimony in the investigative or hearing process will be grounds for immediate termination from employment.

Grievance Procedures
A grievance occurs when it is alleged by an employee that a specific policy or procedure has been violated by the College administration, misinterpreted or inequitably applied to the detriment of the respective employee. Mohave Community College recognizes the importance of providing a prompt and efficient procedure for resolving grievances fairly and equitably, without fear of prejudice or retaliation for initiating a grievance or participating in its settlement.

Items that cannot be grieved
The grievance procedures do not apply to complaints solely related to:

1. Performance or progress reports; improvement plans; program review
2. Work assignments, including work location; schedule changes; reassignment and other work-related directives given by a supervisor.
3. Job classification and compensation, including salary adjustments.
4. Administrative leave or suspension with pay.
5. Recommendation and notification for non-reappointment; reduction in force.
6. Notification of failure to successfully complete initial probationary period.
7. Hiring decisions, including internal promotion decisions.
8. Decisions that a complaint is not grievable.

If Employee Services determines the complaint cannot be grieved pursuant to these procedures, the grievance will be returned to the aggrieved party with a written explanation.

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References: ARS 15-1445
The college shall establish a grievance process that meets all requirements of federal and state statute and regulations (ARS 15-1445).

Grievances should be resolved at the division or department level whenever possible. Upon notification of a complaint to the immediate supervisor or to Employee Services, a conference will be held between the aggrieved party, supervisor and, where appropriate, the college administrator. A member of the Employee Services team will participate in a mediator role. If the grievance is satisfactorily resolved at the conclusion of the conference, the matter will be considered closed with no need for advancement to formal grievance process. If the conference is unsuccessful, the aggrieved party will be advised by Employee Services to proceed with the formal grievance process within five business days. Failure of the aggrieved party to initiate Step 1 of the formal grievance procedures within the time allowed will constitute waiver.

Supervisors must document all informal grievance conferences by memorializing the date, time, persons present, issues in dispute, and agreements reached. Copies will be submitted to Employee Services within five (5) business days of the conclusion of any conference.
The college shall establish a process for hearing grievances by employees (ARS 15-1445).

Where appeal is provided for in these administrative procedures, a hearing officer will be utilized. The hearing officer will be selected from those approved and under contract through the State of Arizona Procurement Office. Within five (5) working days after the request for appeal has been received, Employee Services will contact the hearing officer and provide notice of required service.

The Hearing Process

1. Preliminary Matters
   Once the hearing officer has received notice that he/she is to serve in a particular matter, he/she will, within two working days (1) review the record to determine the time likely to be needed for the hearing, (2) select a date, time and place for the hearing and (3) notify the Employee Services of the date, time and place of the hearing and its probable length.

   All hearings will be convened no less than eight (8) business days after notice to the appealing employee and no more than eighteen (18) business days after the date the request for appeal is received in Employee Services. Employee Services will immediately notify the grievant, the accused college employee, and any witnesses, attaching a copy of these procedures to the notice. The date of the hearing may be postponed by stipulation of the employee and the College, or by and in the sole discretion of the hearing officer, or at the request of the grievant or the College for such reason as the hearing officer may deem appropriate.

2. Position Statements
   The employee may be represented at the hearing by counsel, at the employee’s expense. Not less than three (3) days before the hearing date, the grievant and the accused college administrator will submit a written position statement setting forth a comprehensive summary of all facts and issues pertinent to the appeal, listing any and all witnesses expected to be called at the hearing and listing and attaching all documents, materials and exhibits which support the party’s position.

   For each witness listed a brief summary of the expected testimony will be included. The original and two copies of the position statement and all attachments will be submitted to the Office of Employee Services for distribution.

   Failure to submit a complete statement or a complete list of witnesses and exhibits on the part of any party is grounds for limiting the presentation of that party’s case at the hearing. The hearing officer will have the discretion to: 1) not allow a party to offer particular testimony 2) introduce a particular document or exhibit; 3) disregard the offending position statement, or; 4) vacate the hearing and recommend denial of the appeal or reinstatement of the appealing employee.

Date of Policy Adoption: Adoption of Manual – July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
3. Closed Hearing
   The hearing will be closed unless the employee requests that it should be conducted as a public hearing. Persons who have a right to attend a closed hearing include the hearing officer, legal counsel for the College, the employee and the supervisor and his/her legal representative. Witnesses will be allowed in a closed hearing during their testimony only.

   Appealing parties who wish to have an open hearing will notify the office of Employee Services no less than five days before the hearing. The Office of Employee Services will notify the hearing officer that a request for an open hearing has been submitted and the hearing will be conducted in the open.

   **Record**
   The hearing officer shall, by use of a mechanical devise, make a record of the hearing.

   **Conduct of the Hearing**
   1. The College will present its case first, followed by the employee, unless the parties agree, or the hearing officer determines otherwise.
   2. The hearing will be conducted in an informal manner without any requirement to adhere to normal rules of evidence.
   3. All witnesses will testify under oath. Except for the employee, the college administrator, and their legal representation, all witnesses will be excluded from the hearing except when testifying and witnesses will be instructed not to discuss their testimony outside the hearing room.
   4. The hearing officer will otherwise make rulings necessary to expedite the hearing process, including:
      a. Rulings regarding the admissibility of evidence or testimony; i.e. the necessity, repetitiveness or relevance of the evidence or testimony.
      b. The use of any reasonable mechanism to identify documents and exhibits for the hearing.
      c. Whether there will be opening statements and closing arguments by the parties.

   **Decision of the Hearing Officer**
   The hearing officer shall prepare a written statement of findings and submit it to the President within ten (10) working days after the conclusion of the hearing.

   The President is not bound by the findings, conclusions and recommendations of the hearing officer. After receipt of the findings, conclusions and recommendations of the hearing officer, the President will review the record of the proceedings and issue a written decision within ten (10) working days, under unusual circumstances as many as 20 days, and provide a copy of the decision to all parties and to Employee Services.

   **Date of Policy Adoption:** Adoption of Manual – July 2008
   **Date of Last Procedure/Process Review:** June 7, 2022
   **References:** ARS 15-1445
The President’s decision shall constitute the final agency action. Judicial review before a court of competent jurisdiction must be filed, if at all, within 30 calendar days of the date of the President’s decision.
The college shall establish procedures for employee separation from employment that conform to federal and state statute and regulations (ARS 15-1445).

**Resignation**
Two weeks prior to resignation, the employee will provide a letter of resignation to the Supervisor and Employee Services.

**Retirement**
Three months prior to effective date, the employee should submit a letter of resignation to their Supervisor and Employee Services. The employee should also submit an application for retirement to the Arizona State Retirement System (ASRS).

**Death**
In the event of an employee’s death, the legal heir(s) will be entitled to the following:

1. Any unpaid compensation due to the employee.
2. Any earned but unused vacation time pay due to the employee.
3. Any pertinent benefits accrued to the employee as a result of participation in the Mohave Community College flexible benefits plan (except expressly excluded such as unused time accrued, or as expressly stated such as life insurance).

**Separation Pay**
Upon involuntary separation, the employee will receive any compensation due him/her, via active direct deposit account on file or by placing payment in the US mail within seven (7) business days of the termination.
The college shall establish procedures for employee separation from employment that conform to federal and state statute and regulations (ARS 15-1445).

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Constructive Discharge Pursuant to Arizona Law

An employee is encouraged to communicate to the employer whenever the employee believes working conditions may become intolerable to the employee and may cause the employee to resign. Under Arizona Revised Statutes 23-1502, an employee may be required to notify an appropriate representative of the employer in writing that a working condition exists that the employee believes is intolerable, that will compel the employee to resign or that constitutes a constructive discharge, if the employee wants to preserve the right to bring a claim against the employer alleging that the working condition forced the employee to resign.

Under the law, an employee may be required to wait for fifteen calendar days after providing written notice before the employee may resign if the employee desires to preserve the right to bring a constructive discharge claim against the employer. An employee may be entitled to paid or unpaid leave of absence of up to fifteen calendar days while waiting for the employer to respond to the employee's written communication about the employee's working condition.

Constructive discharge may be established by either of the following:

1. Evidence of objectively unpleasant working conditions to the extent that a reasonable employee would feel compelled to resign, or

2. Evidence of outrageous conduct by the employer, managing agent of the employer, including sexual assault, threats of violence directed at the employee, a continuous pattern of discriminatory harassment by the employer or by a managing agent of the employer or other similar kinds of conduct, if the conduct would cause a reasonable employee to feel compelled to resign.

Procedure for Constructive Discharge Complaint by College Employee

1. In order to preserve a claim of constructive discharge, an employee must (1) submit a written statement to Employee Services, describing in detail the working conditions or conduct of any managing agent of the College which he/she believes constitutes or may constitute constructive discharge, and (2) allow fifteen days for the director’s response before resigning.

2. The complaining employee may be entitled to up to fifteen days paid leave at the discretion of Employee Services pending a response to the employee’s claim or complaint. If leave is granted, the employee must keep the director informed as to how the employee may be contacted for further information and/or for service or delivery of the director’s response.

Date of Policy Adoption: Adoption of Manual – July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
3. Upon receipt of the response from Employee Services, the employee may elect to (1) resign, (2) proceed under formal grievance procedures pursuant to Section 5.160 or (3) treat the matter as resolved and return to work.

4. When a claim of constructive discharge is established, the alleged offending college administrator(s) may be subject to the disciplinary procedures in administrative procedures.
The college shall establish procedures for employee separation from employment that conform to federal and state statute and regulations (ARS 15-1445).

The employment relationship may be terminated at any time, with or without cause.

**Dismissal of an At-Will Employee**

The employment relationship of an at-will employee may be terminated at any time, with or without cause. A supervisor, who determines the need to dismiss an employee, will notify Employee Services. Employee Services will evaluate the grounds for termination, seek approval from the appropriate dean, chief officer or vice president and prepare a written notice of dismissal. The notice will include the reason(s), if any, for dismissal and the effective date.

The notice of dismissal will be given to the employee in person, or via certified mail. No employee will be dismissed for a legally impermissible reason such as race, color, gender, religion, national origin, age, or disability.

**Dismissal of a Term Employee**

Any faculty or staff member employed under a notice of term appointment may be dismissed mid-term for cause only. A supervisor, who determines the need to dismiss an employee, will notify Employee Services. Employee Services will evaluate the grounds for termination seek approval from the appropriate dean, chief officer or vice president and prepare a written notice of dismissal. The notice will include the reason(s), if any, for dismissal and the effective date.

**Appeal**

The employee may appeal the decision to dismiss by submitting a written request for a hearing to Employee Services within five (5) workdays of receiving written notice. Failure to submit a written request for an appeal to the Human Resource Office within the time limit results in forfeiture of any appeal rights. Employee Services will convene a hearing, which will proceed in accordance with the policies and procedures contained herein.
President’s Review

The findings, conclusions and recommendations of the hearing officer, along with the termination, the employee’s notice of appeal and the record of the appeal, will be reviewed by the President. The President shall within ten (10) business days, under unusual circumstances as many as 20 days, forward a written decision to Employee Services. Employee Services shall, within two business days, deliver copies of the decision to all interested parties. Delivery shall be complete upon mailing to the last-known address of each party. The President’s decision will be final.

Judicial review of this agency’s decision shall be filed in a court of competent jurisdiction, if at all, within 30 calendar days of the date of delivery of the President’s decision.
The college shall establish procedures for employee separation from employment that conform to federal and state statute and regulations (ARS 15-1445).

Employee Exit Procedures

Upon receipt of notice of an employee’s intent to separate from employment, the supervisor shall submit written documentation of the notice to Employee Services. If the employee gives verbal notice, the supervisor shall endeavor to obtain written notice from the employee. If an employee refuses to provide a written notice, the supervisor shall document the verbal notice and submit it to Employee Services. The employee’s last day of employment is the last day that the employee physically works at the assigned work station for a minimum of 50% of the scheduled work day. The last day of employment is considered a leave blackout date and Employees are not generally granted leave on this day, unless approved by Employee Services and the President’s Office.

On the employee’s last day of employment, the supervisor will meet with the separating employee to review the employee separation checklist and collect any College property the employee may have been issued, including but not limited to: keys, laptop computer or other mobile computing device, name tag, or credit card.

The supervisor submits the completed separation checklist form to Employee Services. The employee will be provided with a voluntary exit interview form to be completed and returned to Employee Services.
The College shall maintain a procedure for reduction in force in the event of financial necessity.

A reduction in force (RIF) is defined as the elimination or involuntary reduction of regular administrative, professional, faculty, or support staff positions due to declining enrollment, lack of work, lack of funds, budget constraints, grant expiration, departmental reorganization, elimination or curtailment of courses and/or programs, or other business reasons resulting in the necessary curtailment of personnel.

Procedure

1. Whenever possible, pre-reduction in force alternatives will be considered. Alternatives may include but are not limited to reassignment of staff to another work area or teaching discipline as long as all qualifications are met, reduction of contract length with corresponding reductions in pay, reductions in office hours or workdays, or freezing current salaries.
2. The President determines that a RIF is warranted and notifies the Board. The President then solicits recommendations for reductions in order of priority from the administrators and department heads. The President ranks the recommendations in priority for meeting the mission of the college and determines which position reductions are warranted. The President can extend the reductions beyond what was recommended or determine that it is in the best interest of the college to choose other reductions.
3. When the President determines that a reduction in force is necessary, the President shall send a written notification of intent to impose a reduction in force to Employee Services. The written notification shall include the reason(s) for the elimination of staff positions, the position(s) to be eliminated or involuntarily reduced, the name(s) of the employee(s) to be separated from the college, and the effective date of separation.
4. The Employee Services office will assist the department heads and administrators throughout the process. Employee Services will review with the administrator or designee how the criteria provided in the notification were used in determining which employee(s) are to be separated from college employment as a result of the reduction in force.
5. Employee Services will assist the administrator or designee in writing appropriate, individual reduction in force notifications to each affected employee that includes: the action being taken and the effective date of the action; a brief statement as to why the action is being taken; a statement explaining that the employee may obtain special assistance from Employee Services in applying for another position at the college; a statement of the employee's right to appeal (grieve) the reduction in force decision if the employee alleges that college policies have been violated; or the right to appeal under Discrimination and Sexual Harassment Complaint Procedures if discrimination is alleged; and, instructions to contact Employee Services for information on continuation of medical insurance under COBRA. Notifications will be hand delivered or mailed US postal service certified mail at least thirty (30) days prior to the RIF separation. A copy of the written notice to the employee is to be placed in the employee's personnel file.

Date of Policy Adoption: Adoption of Manual – July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
6. The President may determine that it is in the best interest of the college to pay employees severance pay for thirty days in lieu of a timely notice. In this instance, employees will be provided with the severance check and written notification within seven (7) business days.

7. For six (6) months following the date of RIF, employees laid off due to a RIF will be recalled without advertising if an opening occurs in the same department in a position of the same classification within an equal or lower level. If more than one person has been laid off from the same classification and department within the preceding six (6) months, the employee who best meets the qualifications of the position will be offered the position.

Separation Pay
Upon involuntary separation, the employee will receive any compensation due him/her, va active direct deposit account on file or by placing payment in the US mail within seven (7) business days of the termination.
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Purpose
Employees of Mohave Community College may wish or be required to be absent for several reasons:
- Those beyond their control, such as personal illness or injury (including pregnancy), jury duty, military service or emergencies.
- Those governed by compassion or conviction, such as family illness, bereavement, religious observance, and other personal reasons.
- Those stemming from occupational status, such as attendance at meetings, conventions, in-service training courses and seminars, and other patterns of additional study when approved by the President and/or the Governing Board.
- Those provided by scheduled vacations.

The College recognizes that absences for any such reasons are justifiable and will maintain an employee leave plan for the purpose of providing staff with the opportunity to take time away from work without loss of compensation.

Effective Date
This policy is effective July 1, 2017, and supersedes the PTO, vacation, sick leave and personal/emergency leave policies previously outlined in the administrative procedures manual and any other documents previously published, but not specified herein.

Eligibility
All employees are eligible to accrue paid sick leave beginning from the date of employment. All regular fulltime, benefits eligible, non-temporary employees are eligible to accrue paid time off (PTO) beginning from the date of employment.
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Leave Scheduling

1. To the extent possible, leave is to be requested and approved by the supervisor in advance. In most cases two weeks of advance notice will be sufficient. However, the amount of advance notice may vary by department depending on operational and staffing needs. Supervisors may approve requests for leave with less than two weeks of advance notice at their discretion. In all cases a leave request must be completed online by the employee and submitted for approval.

2. Generally, leave may not be scheduled during annually established blackout dates. An employee seeking authorization for leave during blackout dates must include a written explanation with the request form and receive approval from the appropriate vice president.

3. Supervisors are responsible for scheduling leave in a manner which balances the operational and service delivery needs of the department with the time off preferences of the staff member. The college reserves the right to deny leave requests which may have an adverse effect on its operations or cancel previously approved leave requests if unexpected circumstances arise which require the employee’s attendance at work.

4. In the event of illness or emergency preventing the employee from requesting leave in advance, the employee must notify the supervisor no later than fifteen minutes after the start of the employee’s workday and explain the need for unscheduled time off. In the event of illness or emergency preventing the employee from reporting to work for periods exceeding one day, the employee must contact the supervisor each subsequent day no later than fifteen minutes after the start of the employee’s workday. The immediate supervisor shall make arrangements for class coverage in the case of resident faculty illness. Employees who do not adhere to these guidelines may be subject to disciplinary action by the college.

5. Regardless of the reason, should an employee’s unscheduled absences occur with such frequency so as to adversely affect department operations and prevent the employee from meeting their employment obligation of regular and reasonable attendance, the college may take corrective action up to and including termination of employment.

6. Supervisors must notify Employee Services when an employee is absent for three (3) consecutive days due to illness. All leave taken due to illness for three (3) or more consecutive days shall be deemed to apply toward the twelve (12) week maximum under the Family and Medical Leave Act. After three (3) or more consecutive days of absence and before an employee may return to work, a physician’s
certification may be required regarding the employee’s health and ability to perform his/her job with or without reasonable accommodation. If an employee fails to submit a physician’s statement as requested or required, the time requested will be charged to leave without pay.

**Employee Leave Tracking**
The college will maintain a leave account for each eligible employee and track the beginning balance, current balance, accruals, and usage on a fiscal year basis (July through June).

**Employee Leave Reporting**
Supervisors are responsible for ensuring accurate reporting of employee leave usage by staff during each biweekly pay period by confirming that leave hours are correctly recorded in the online leave request system. Leave hours taken will be charged against the employee’s account as they occur. Supervisors are responsible for ensuring that all leave hours taken are properly documented and submitted to Employee Services via the online leave tracking system.
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Employees carrying leave balances may not opt to take excused absences without pay in lieu of leave for purposes of saving accrued leave time. Employees with insufficient leave balances to cover requested periods of time off may be granted excused time off without pay at the discretion of the supervisor. Leave shall not be advanced to any employee. Leave shall accrue during any approved paid leave of absence, except while out on donated leave. Leave shall not accrue during any period of leave of absence without pay or when compensated using donated leave.
Employee Leave
Worker’s Compensation Leave

The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Employees may use leave during the waiting period due to absences from work for a work-related injury, but thereafter will be limited to payments under worker’s compensation.
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

The college shall grant up to 40 hours of paid leave, to an eligible full-time employee, for the death of an immediate family member. A member of the immediate family is defined as parent, spouse, son, daughter, brother, sister, grandparent, or grandchild – including stepchildren and in-laws whether related by blood, adoption or marriage. Such requests must be in written form and approved by the President or designee. Bereavement leave is not charged against PTO leave.
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

If a full-time employee is the subject of grievance procedures, disciplinary action or an investigation, the President may authorize paid administrative leave for a reasonable period of time. In such circumstances, a reasonable period of time will be determined based on the length of time it takes to complete an investigation.

The President reserves the right to place an employee on suspended leave without pay when the employee is charged with a felony or other offense of moral turpitude that adversely affects the employee’s ability to perform the job or has an adverse effect on the college.

Date of Policy Adoption: Adoption of Manual – July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

**Military Leave – Temporary Training Duty**
Under the provisions of ARS 38-610, the officers and employees of the state, or of any county, city or town, or of any agency or political subdivision thereof, shall be granted leaves of absence from their duties without loss of time, pay or efficiency rating on all days during which they are employed on training duty or attend camps, maneuvers, formations or drills under order with any branch, reserve or auxiliary of the armed forces of the United States for a period not to exceed thirty days in any two consecutive years (fiscal year of the United States government). For purposes of this section, any officer or employee shall not be charged military leave for days on which the individual was not otherwise scheduled for work. The period spent in training under orders shall not be deducted from the vacation period with pay to which any officer or employee is otherwise entitled.

Valid evidence of orders including pay must be presented to Employee Services prior to the leave commencing to assure continuation of salary while on leave. A personal check in the amount of the base pay received for military duty shall be turned over to the college, or a deduction of this amount will be made from the employee’s pay. Any employee choosing not to follow this process can charge the leave to PTO or leave without pay.

**Military Leave – Active Duty**
The college will follow the guidelines established by the Uniformed Services Employment and Reemployment Rights Act (USERRA) regarding employees who voluntarily or involuntarily leave employment positions to undertake military service.

Notice of Service: When an employee is called to military service, USERRA requires the employee in the uniformed service to give advance written or verbal notice of the service to their department unless such notice is precluded by military necessity. An employee performing military service may opt to, but is not required to, use PTO leave with pay during the time that he/she is performing military service. This is an exception to other leave policies which requires an employee to exhaust all appropriate accruals prior to going into an unpaid status.

The college will activate the returning veteran’s benefits based upon the length of service he/she would have had if he/she remained on the job. However, PTO leave, or holidays are not accrued during the time spent in the military service.

An employee may, while in the service, elect to continue health plan coverage for up to 24 months; however, the employee will be required to pay the health insurance premium. If the coverage is terminated at the employee’s option, the college may not impose a waiting period for benefit reinstatement upon the return to employment.

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Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
Returning to Work after Military Duty: The general guidelines under USERRA for employees’ return to work are as follows:

If the employee served fewer than 31 days, the employee must return to work the next regularly scheduled workday. If the employee served more than 30 days, but fewer than 181 days, the employee must notify the college of his/her intention to return to work and reapply within 15 days after completion of service. If the employee served more than 180 days, the employee must notify the college of his/her intention to return to work and reapply within 90 days after completion of service.
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Leave of Absence

The President may approve a leave of absence without pay upon written request by an employee for a period of not more than one year. This leave will commence when all paid PTO leave has been exhausted.

Employees on leave of absence without pay, upon approval of the President, may return to the same or equal position with the college, provided such a position exists, and shall retain all employment benefits EXCEPT salary and step adjustments, insurance (unless paid by the employee), and accumulation of PTO leave.

Date of Policy Adoption: Adoption of Manual – July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

An employee selected to serve on a jury will be given a leave of absence with pay. Employees are not entitled to receive payment from both their employer and the courts. The check stub or a copy showing the amount received and a personal check or money order in the amount of the jury duty pay, minus expenses, shall be provided to the payroll department. Any employee choosing not to follow this process can charge the leave to PTO or leave without pay.

If an employee is subpoenaed due to circumstances unrelated to college business, time off will be charged to PTO or leave without pay.

Date of Policy Adoption: Adoption of Manual – July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

The President may grant special paid leave to full-time employees for various reasons related to scholarly or professional growth, development, or renewal, including creative endeavors that promise to enhance the professional effectiveness of the employee and college.

Compensation and conditions of leave shall be determined by the President.
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

MCC Cares is a program that allows employees to be released with pay from work to participate in an approved community service event or program. MCC Cares eligibility is limited to full-time employees. Hourly (non-exempt) staff may ONLY participate in service opportunities during standard working hours as determined by the employee’s supervisor.

Employee Services will identify community organizations and events that are acceptable for MCC Cares. These organizations and events will be aligned with the College strategic plan wherever possible and will not be tied to political or religious causes. MCC Cares release time may only be used for these approved service opportunities. Additional organizations and events may be submitted for consideration.

Employees may work a maximum of 10 hours per quarter and 40 hours per fiscal year for MCC Cares programs. The official time-off management program of the College will accrue MCC Cares hours at 10 hours per quarter. There is no obligation on the part of employee or supervisor to use any of these hours.

No employee will receive ANY additional pay for volunteer time. The College approves time to be away from work for volunteering. This is not an additional work assignment above and beyond contract.

Participation in the MCC Cares program is only allowable during standard working hours. MCC Cares does not apply to any events worked outside of these hours. Employees are free to participate in other community events of their choosing outside of their work hours. MCC Cares is not connected to these non-work hour events.

The request is approved or denied in the same manner as PTO is currently processed. Managers will consider the impact on the employee being out of the office in considering the request. No manager is under any obligation to approve requests or ensure employees participate in the MCC Cares program. Departmental staffing needs must be considered above all else. MCC Cares is not required and employees will be allowed release if and when work schedules and duties allow. Employees must request the time off using the official time-off management program of the College in advance of the event and may not be released without prior approval from his or her manager.

No travel expenses of any kind will be paid/reimbursed for traveling to site of service opportunity.

Date of Policy Adoption: Adoption of Manual – July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

The Family and Medical Leave Act of 1993 (FMLA) requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, and if there are at least fifty (50) employees within seventy-five (75) miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances. Mohave Community College substitutes any available compensated leave for unpaid leave.

Reasons for Taking Leave
Qualifying reasons for FMLA leave include the following:

• Childbirth and/or care for a newborn (within the first 12 months of birth);
• Childcare needs resulting from an adoption or foster care placement (within the first 12 months of the adoption or placement);
• Care for employee’s spouse, child, or parent with a serious health condition;
• Employee’s own serious health condition;
• Circumstances relating to the fact that an employee’s spouse, son, daughter, or parent is on, or has been called to, active duty in the National Guard or Reserve branches of the Armed Forces or is in a regular component of the Armed Forces deployed to a foreign country;
• Employee who is caring for a spouse, son, daughter, parent, or next of kin who is a seriously injured or ill service member, or a veteran service member if the veteran had been an active member of the Armed Forces (including the National Guard or Reserves) at any time during a five-year period prior to medical treatment, recuperation, or therapy.
• For the purpose of this policy, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves incapacity or treatment connected with:
  • inpatient care in a hospital, hospice or residential medical facility;
  • pregnancy or prenatal care; or
  • continuing treatment by a health care provider.

Advance Notice and Medical Certification
The employee may be required to provide advance leave notice and medical certification. The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable." An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work. Taking of leave may be denied if requirements are not met.

Date of Policy Adoption: Adoption of Manual – July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445, The Family and Medical Leave Act of 1993 (FMLA)
Job Benefits and Protection
For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan." Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. If the employee fails to return to work upon expiration of the FMLA leave and has not received authorization for a continued absence, the employee may be subject to disciplinary action in accordance with College policies.

Unlawful Acts by Employers
FMLA makes it unlawful for any employer to:
• interfere with, restrain, or deny the exercise of any right provided under FMLA.
• discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement
The U.S. Department of Labor is authorized to investigate and resolve complaints of violations. An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Eligibility
All full-time faculty, regardless of length of annual term appointment are eligible to participate in the Full-time Faculty Leave Program, beginning from the date of employment in such position.

Faculty Personal Leave Accrual Guidelines
Leave will begin accruing as of the first day of eligible employment. Employees beginning employment mid-accrual period will receive a full accrual for that period. Those terminating employment mid-accrual period will not receive a full accrual for that period. The same standard will be applied for those faculty beginning or returning from leaves of absence or any status not subject to faculty personal leave accrual.

Newly-hired faculty can use employee leave hours after three-months of employment. Leave used within the first three months will be charged to leave without pay.

Faculty will accrue leave while in active employment status. Faculty will not earn faculty personal leave for scheduled hours when absent from work in connection with: excused or unexcused absences without pay, including unpaid leaves of absence, worker’s compensation, long-term disability and donated leave. Holidays, bereavement leave, military and jury duty will not be charged against faculty personal leave.

Paid Sick Leave
Paid sick leave is provided to an employee for:
- the mental or physical illness, injury, or health condition; the need for medical diagnosis, care or treatment of a mental of physical illness, injury or health condition; or the need for preventative medical care of the eligible employee or the employee’s family member.
- the closure of Mohave Community College by order of a public official due to a public health emergency.
- the closure of the employee’s child’s school or place of care by order of a public official due to a public health emergency.
- any absence necessary due to domestic violence, sexual violence, abuse of stalking

All eligible full-time faculty will receive 40 hours of paid sick leave annually, accrued at 50% at the beginning of the fall and spring semesters. Accrual is based on a typical resident faculty appointment, accrual for faculty with differing appointment lengths will be prorated as needed. Resident faculty can only accrue and use faculty personal leave within the dates of the full-time resident faculty term appointment.

Any unused sick leave will be carried over to the following year, without limit.

Date of Policy Adoption: Adoption of Manual – July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
If an employee separates from employment and is rehired within nine (9) months of separation by Mohave Community College, previously accrued sick leave that had not been used or exchanged for compensation shall be reinstated and the employee is entitled to accrue and use sick leave immediately at the re-commencement of employment.

**Paid Time Off Leave**

Paid Time Off (PTO) leave is provided to full-time faculty for personal obligations or for other important personal unplanned crises or emergencies involving family members or personal property.

Eligible 9-month resident faculty will receive 18 hours of PTO leave and eligible 12-month resident faculty will receive 35 hours of PTO leave annually, accrued at 50% at the beginning of the fall and spring semesters. Accrual is based on a typical resident faculty appointment, accrual for faculty with differing appointment lengths will be prorated as needed. Resident faculty can only accrue and use faculty personal leave within the dates covered by the full-time resident faculty notice of term appointment.

Any unused PTO will be carried over for one (1) additional year. If at the end of the second year, PTO hours remain unused, those hours will be transferred to sick leave.

Should an eligible full-time faculty exhaust all available PTO and require additional PTO, up to 16 hours of sick leave can be transferred to PTO annually, with supervisory approval.

**Compensation for Unused Leave**

Upon separation after ten (10) consecutive years of eligible full-time service, Mohave Community College will compensate an eligible employee for any combination of unused sick and PTO leave, up to the maximum of 480 hours at the rate $75 per day. Employees with less than ten (10) years of eligible service are not eligible to participate in the unused leave compensation program. Under no circumstances can the maximum number of compensated unused hours exceed the limit, regardless of account balance.

Date of Policy Adoption: Adoption of Manual – July 2008
Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

**Eligibility**
All full-time administrative, professional, and support employees, both exempt and non-exempt, are eligible to participate in the Full-time Employee Leave Program beginning from the date of employment in such position.

**Full-time Employee Leave Guidelines**
Leave will begin accruing as of the first day of eligible employment. Employees beginning employment mid-accrual period will receive a full accrual for that period. Conversely, employees terminating employment mid-accrual period will not accrue leave during that pay period. The same standard will be applied for those employees beginning or returning from leaves of absence or any status not subject to leave accrual.

Newly-hired staff can use employee leave hours after satisfactorily completing the three-month probation period retroactive to the date of employment. Leave used within the three-month probation period will be charged to leave without pay.

All new hires, including former employees who are rehired after a separation, will begin accrual of PTO at the year one (1) rate regardless of past MCC employment. The only exception is for employees in good standing whose separation from employment was involuntary due to position elimination or reduction in workforce, and are reemployed within 60 days. Those employees will resume accrual of PTO at the rate effective at the time of loss of position. When a full-time, benefits-eligible 9-month Resident Faculty transfers or is reassigned to a 12-month staff position, accrual rate will be based on number of years of service.

Employees will earn leave while in active employment status, when present at work or absent from work in connection with PTO, holidays, paid leave of absence, bereavement leave, and jury duty. Employees will not earn leave when absent from work in connection with excused or unexcused absences without pay, including unpaid leaves of absence, worker’s compensation, long-term disability and catastrophic leave. Holidays, bereavement leave, military and jury duty will not be charged against PTO leave.

**Paid Sick Leave**
Paid sick leave is provided to an employee for:
- the mental or physical illness, injury, or health condition; the need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or the need for preventative medical care of the eligible employee or the employee’s family member; or

Date of Policy Adoption: Adoption of Manual – July 2008
Date of Last Procedure/Process Review: May 25, 2023
References: ARS 15-1445
• the closure of Mohave Community College by order of a public official due to a public health emergency; or
• the closure of the employee’s child’s school or place of care by order of a public official due to a public health emergency; or
• any absence necessary due to domestic violence, sexual violence, abuse of stalking.

All eligible full-time employees will earn 40 hours of paid sick leave annually, accrued on the first of each month. Accrual is based on a typical full-time 12-month employee calendar, accrual for employees with differing assignment lengths will be prorated as needed.

Any unused sick leave will be carried over to the following year, without limit.

If an employee separates from employment and is rehired within nine (9) months of separation by Mohave Community College, previously accrued sick leave that had not been used or exchanged for compensation shall be reinstated and the employee is entitled to accrue and use sick leave immediately at the re-commencement of employment.

Paid Time Off Leave
Paid Time Off (PTO) leave is provided to full-time employees for planned vacations, personal obligations or for other important personal, unplanned crises or emergencies involving family members or personal property.

Eligible Administrators including executive directors, will accrue PTO at a rate of 180 hours per year. All other eligible employees will accrue PTO at a rate based on years of eligible service. See table below. PTO is accrued on the fourteenth and twenty-eighth of each month. Accrual is based on a typical full-time 12-month employee calendar, accrual for employees with differing assignment lengths will be prorated as needed.

<table>
<thead>
<tr>
<th>Consecutive Years of Service</th>
<th>Annual Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0 – 4.9 years</td>
<td>120 hours</td>
</tr>
<tr>
<td>5.0 – 9.9 years</td>
<td>150 hours</td>
</tr>
<tr>
<td>10.0 + years</td>
<td>180 hours</td>
</tr>
<tr>
<td>ADM and Executive Directors</td>
<td>180 hours</td>
</tr>
</tbody>
</table>

Any unused PTO will be carried over for one (1) additional year. If at the end of the second year, PTO hours remain unused, those hours will be transferred to sick leave.

Compensation for Unused Leave
Upon separation after ten (10) consecutive years of eligible full-time service, Mohave Community College will compensate an eligible employee for any combination of unused sick and PTO leave, up to a maximum

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References: ARS 15-1445
of 480 hours at the rate of $75 per day. Employees with less than ten (10) years of eligible service are not eligible to participate in the unused leave compensation program. Under no circumstances can the maximum number of compensated unused hours exceed the limit, regardless of account balance.
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Eligibility
All part-time employees, including but not limited to associate faculty, support staff, and student workers, are eligible to participate in the Part-time Employee Leave Program, beginning from the date of employment in such position.

Part-time Employee Leave Program Guidelines
Leave will begin accruing as of the first day of eligible employment. Employees beginning eligible employment mid-accrual period will receive a full accrual for that period. Those terminating employment mid-accrual period will not receive a full accrual for that period. The same standard will be applied for those employees beginning or returning from leaves of absence or any status not subject to employees personal leave accrual.

Newly-hired employees can use employee leave hours after satisfactorily completing the three-month probation period retroactive to the date of employment. Leave used within the three-month probation period will be charged to leave without pay.

Employees will earn leave while in active employment status, when present at work or absent from work in connection with holidays, paid leave of absence, bereavement leave, and jury duty. Employees will not earn leave when absent from work in connection with excused or unexcused absences without pay, including unpaid leaves of absence, worker’s compensation, long-term disability and catastrophic leave. Holidays, bereavement leave, military and jury duty will not be charged against leave.

Paid Sick Leave
Paid sick leave is provided to an employee for:
• the mental or physical illness, injury, or health condition; the need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or the need for preventative medical care of the eligible employee or the employee’s family member; or
• the closure of Mohave Community College by order of a public official due to a public health emergency; or
• the closure of the employee’s child’s school or place of care by order of a public official due to a public health emergency; or
• any absence necessary due to domestic violence, sexual violence, abuse of stalking.

All eligible part-time employees will earn one (1) hour of sick leave for every thirty (30) hours worked, accrued on the first of each month. Temporary employees, including adjunct faculty and supplemen
tal...
instructors will earn one (1) hour of sick leave for every 30 hours worked, accrued once per semester. Any unused sick leave will be carried over to the following year, without limit.

Part-time employees are limited to the use of forty (40) hours of sick leave per year.

If an employee separates from employment and is rehired within nine (9) months of separation by Mohave Community College, previously accrued sick leave that had not been used or exchanged for compensation shall be reinstated and the employee is entitled to accrue and use sick leave immediately at the re-commencement of employment.

Compensation for Unused Leave
Part-time employees are not eligible to participate in the unused leave compensation program.
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Mohave Community College grants eligible employees leave on established holidays with no loss in pay. Each year the College designates the dates on which the holidays are to be observed. Employees working less than a 12-month year will receive those holidays which fall between his/her annual start and end date. Deviations may occur in cases where the College determines adjustments are necessary to accommodate the academic calendar and the College's mission. The College recognizes the following as holidays:

| New Year’s Eve and New Year’s Day (2) | Independence Day (1) |
| Civil Rights Day (1) | Labor Day (1) |
| President’s Day (1) | Veteran’s Day (1) |
| Spring Break (5) | Thanksgiving Holiday (2) |
| Memorial Day (1) | Christmas Eve and Christmas Day (2) |
| Juneteenth (1) |

Eligibility
All Support, Professional, Faculty and Administrative employees employed 19.5 hours or more per week are eligible for paid holidays, beginning on date of hire. The employee must be active status (at work or on leave of absence with pay) at the time the holiday occurs.

The benefit is not payable to employees who are:
- On an unexcused absence on either the day before or the day after the holiday.
- On an official leave of absence without pay
- On regular Workers' Compensation leave

Amount of payment
Employees will be paid holiday pay at the number of hours normally worked on that day of the work week. Total hours for the week including holiday hours may not exceed normal hours worked. Each hour paid to an employee shall be paid at the employee's base rate of pay.

Coordination with other types of pay or benefits
When a holiday falls during an employee's PTO leave, the employee will receive holiday pay and no charge will be made to PTO accruals.

Holiday Work Schedule

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Date of Last Procedure/Process Review: June 7, 2022
References: ARS 15-1445
Certain employees may be required to work during a holiday. The department supervisor shall make the decision to schedule work during a holiday. Employees who work on a regularly scheduled holiday will receive an equal number of hours of leave time to be used as per the paid time off procedure.

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References: ARS 15-1445
The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Mohave Community College’s Leave Sharing Program is designed to work on an as-needed basis. Employees may voluntarily donate leave, according to the guidelines of this plan and dictates of conscience.

Criteria to request leave
1. A benefit-eligible employee may request donated leave for a seriously incapacitating or extended personal injury or illness to self or immediate family. Maternity is considered only for 6 weeks past delivery, or 8 weeks in case of a C-section.
2. A requestor must provide an explanation or reason why donated leave is needed, which includes medical certification through the FMLA process.
3. A requestor must exhaust all accrued paid leave earned prior to becoming eligible to receive donated time.
4. No requestor will be eligible to receive days after qualifying for long- or short-term disability coverage or if his/her illness or injury is covered by worker's compensation.

Criteria to donate leave
A donator must have a minimum of 200 hours of leave accumulated at the time of donation.
A donator may donate a maximum of 40 hours total per year through the Leave Donation Program.

Donation limits
- Donated leave hours must be used according to the paid leave procedure
- A requestor may receive up to a limit of 240 donated leave hours per fiscal year.
- A requestor may receive a lifetime benefit of 480 of donated leave hours.
- Leave must be donated in one (1) day increments, equivalent to eight (8) hours.
- Donated leave will be applied to the requestor’s account in the order of receipt. Any unused days will be returned to the donor.
- Donated leave shall not affect FMLA policies and procedures.

Donated Leave Process
1. An employee in need of donated leave completes the donated leave request form, including the expected duration of absence and brief description of medical condition, and sends to Employee Services with any medical documentation.
2. Employee Services will review the request and medical reason, ensures that the employee has depleted his/her leave balances, and may request further medical certification if none is on file in HR.

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3. Employee Services will issue an email to all eligible employees, providing a brief description of the need and the donation form. The requestor’s identity and specific medical condition will be confidential and will not be shared in the email.

4. Any eligible employee wishing to donate leave will complete the donation form and return it to Employee Services.

5. Employee Services will date/time stamp donations in the order received.

6. Employee Services will calculate the worth of the donated time and apply the appropriate number of hours to the TOM account.

7. The requestor keeps leave calendar in TOM current and accurate, using the donated leave.

8. When the requestor returns to work, Employee Services removes all donated leave from TOM and returns to the appropriate donors.
The college shall establish and monitor a tuition voucher process for college employees, certain non-employees, and persons identified in state law that complies with state law and best practices. The tuition voucher program shall be subject to the limitations of available budget funds.

The employee tuition benefit is a benefit program that releases the employee and/or spouse and dependents from the obligation to pay all or a portion of the normal charges for tuition, reducing the cost of attendance. When the college waives tuition/credit hour costs, it is agreeing to use institutional funds to cover the loss of revenues represented by the benefit program. The tuition benefit program adheres to the following guidelines:

- A tuition benefit covers tuition only and does not include any other applicable fees unless specifically allowed.
- Tuition benefits cannot be applied to fees or tuition assessed for Precollege Studies (PCS) courses, Community Education offerings (non-credit courses), or for audited credit courses.
- Tuition benefits cover the cost of tuition, regardless of the employee’s residence.
- Employees are not eligible to participate in the tuition benefit program unless the student has registered with the selective service system, if required by the federal selective service act.
- A person who is not a citizen of the United States, who is without lawful immigration status, is not entitled to an employee tuition benefit, or any other type of financial assistance that is subsidized or paid in whole or in part with state monies.
- Employees cannot enroll until they have received the approved tuition benefit form. Otherwise, the individual will be responsible for all charges.
- Employees may only select courses which will not conflict with their work responsibilities and the operational needs of the college.
- A tuition benefit recipient enrolled in a class requiring a certain number of students for minimum enrollment shall not be counted towards attainment of minimum enrollment.
- A change in student status will not generate a cash refund to the recipient of the benefit.
- In the event of the separation of service of the eligible employee, whether voluntarily or involuntarily, during a semester in which the employee or spouse or dependent is receiving a tuition benefit, the benefit will continue until the end of that current semester, so long as the student has begun attending classes prior to the separation event.
- The college has the right to deny to employees and/or their dependents a tuition benefit when circumstances warrant such denial.

Date of Policy Adoption: Adoption of Manual – July 2008
Date of Last Procedure/Process Review: June 7, 2022
References:
The college shall establish and monitor a tuition voucher process for college employees, certain non-employees, and persons identified in state law that complies with state law and best practices. The tuition voucher program shall be subject to the limitations of available budget funds.

A tuition benefit may be granted to regular full-time employees in the amount of up to fifteen (15) credit hours per semester and regular part-time employees in the amount of up to eight (8) credit hours per semester. A tuition benefit may be granted to the dependent of any regular full-time employee in the amount of up to fifteen (15) credit hours per semester or regular part-time employee in the amount of up to eight (8) credit hours per semester. The combined tuition benefit granted to an employee and his/her dependent(s) may not exceed a total of twice the established credit hour limit.

Definitions

- **Regular Full-time Employee**: A regular full-time employee is hired for an indefinite period of time and is scheduled to work 40-hours per week. Continued employment is subject to satisfactory performance and availability of funding.
- **Regular Part-time Employee**: A regular part-time employee is hired for an indefinite period of time and is scheduled to work less than forty (40) hours per week, but a minimum of 19.5 hours per week. Continued employment is subject to satisfactory performance and availability of funding.
- **Dependent**: a son, daughter, adopted child, or stepchild, who is age 24 or younger, or any age and permanently and totally disabled, and resides with the employee. A legal spouse is also a dependent.

Terms

- **A regular employee must be employed in an eligible status by the first day of the 15-week semester in order to qualify for the tuition benefit for that semester or summer session.**
- **Resident faculty may not enroll in classes in which they teach.**
- **Initial tuition benefit requests for dependents MUST be accompanied by appropriate documentation confirming the familial relationship and compliance with other criteria:**
  - For spouses, copy of marriage certificate/license and proof of registration for the selective service system, if applicable.
  - For dependent children with the same surname, copy of birth certificate or adoption certificate.
  - For dependent children over the age of 18 but under the age of 24 or for disabled or other dependency status, copy of prior year tax return showing dependency. Continued documentation of dependency status (copy of tax returns) and proof of registration for the selective service system, if applicable, may be required on an annual basis.
  - For purposes of the tuition benefit, a child of divorced parents is treated as a dependent of both parents.

Date of Policy Adoption: Adoption of Manual – July 2008
Date of Last Procedure/Process Review: June 7, 2022
References:
The college shall establish and monitor a tuition voucher process for college employees, certain non-employees, and persons identified in state law that complies with state law and best practices. The tuition voucher program shall be subject to the limitations of available budget funds.

A tuition benefit may be granted to adjunct faculty, including supplemental instructors, in the amount of one (1) credit for every one (1) semester credit hour of instruction for adjuncts or one (1) credit for every thirty (30) hours of assigned work for supplemental instructors, for a total of up to seven (7) credit hours of tuition benefit per semester. Tuition benefit credits may be passed to the dependent of an adjunct faculty or supplemental instructor.

Definitions
- Adjunct Faculty: Part-time faculty hired, as needed each semester, to teach credit classes. Employment is based on need and is not necessarily continual for an indefinite period of time.
- Supplemental Instructor: Part-time instructional staff hired, as needed each semester, to provide instructional support in a classroom, lab, or clinical setting associated with program requirements. Employment is based on need and is not necessarily continual for an indefinite period of time.
- Dependent: a son, daughter, adopted child, or stepchild, who is age 24 or younger, or any age and permanently and totally disabled, and resides with the employee. A legal spouse is also a dependent.

Terms
The use of all tuition benefit credits earned by adjunct faculty/supplemental instructors are deferred to the subsequent term, therefore new adjunct faculty/supplemental instructors are not eligible for tuition benefit during their first term of employment. Tuition benefit credits are earned and deferred as designated below. No more than seven (7) credit hours may be deferred to any term. Dependent benefits are subject to the same rules and regulations described herein.

<table>
<thead>
<tr>
<th>Term Earned</th>
<th>Term Deferred</th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Spring, immediately following</td>
</tr>
<tr>
<td>Spring</td>
<td>Summer, immediately following; OR Fall, immediately following</td>
</tr>
<tr>
<td>Summer</td>
<td>Fall, immediately following</td>
</tr>
</tbody>
</table>

Initial tuition benefit requests for dependents MUST be accompanied by appropriate documentation confirming the familial relationship and compliance with other criteria:
- For spouses, copy of marriage certificate/license and proof of registration for the selective service system, if applicable.
- For dependent children with the same surname, copy of birth certificate or adoption certificate.
- For dependent children over the age of 18 but under the age of 24 or for disabled or other dependency status, copy of prior year tax return showing dependency. Continued documentation of dependency status (copy of tax returns) and proof of registration for the selective service system, if applicable may be required on an annual basis.
• For purposes of the tuition benefit, a child of divorced parents is treated as a dependent of both parents.
The college shall establish and monitor a tuition voucher process for college employees, certain non-employees, and persons identified in state law that complies with state law and best practices. The tuition voucher program shall be subject to the limitations of available budget funds.

A tuition benefit may be granted to dual enrollment faculty and employees of partner companies in the amount of four (4) credits per semester. Tuition benefit credits can be passed to the dependent of a dual enrollment instructor or dependent of an employee of a partner company.

Definitions
- Dual Enrollment: Part-time faculty, teaching courses at the high school for which high school students earn college credit.
- Partner Company: A company currently under long-term contract with the college.
- Dependent: a son, daughter, adopted child, or stepchild, who is age 24 or younger, or any age and permanently and totally disabled, and resides with the employee. A legal spouse is also a dependent.

Terms
The use of all tuition benefit credits earned by dual enrollment/partner company faculty are deferred to the subsequent term, therefore new dual enrollment/partner company faculty are not eligible for tuition benefit during their first term of teaching. Tuition benefit credits are earned and deferred as designated below. No more than four (4) credit hours may be deferred to any term. Dependent benefits are subject to the same rules and regulations described herein.

<table>
<thead>
<tr>
<th>Term Earned</th>
<th>Term Deferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
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<td>Summer, immediately following; OR</td>
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<td></td>
<td>Fall, immediately following</td>
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<tr>
<td>Summer</td>
<td>Fall, immediately following</td>
</tr>
</tbody>
</table>

Initial tuition benefit requests for dependents MUST be accompanied by appropriate documentation confirming the familial relationship:
- For spouses, copy of marriage certificate/license and proof of registration for the selective service system, if applicable.
- For dependent children with the same surname, copy of birth certificate or adoption certificate.
- For dependent children over the age of 18 but under the age of 24 or for disabled or other dependency status, copy of prior year tax return showing dependency. Continued documentation of dependency status (copy of tax returns) and proof of registration for the selective service system, if applicable, may be required on an annual basis.

Date of Policy Adoption: Adoption of Manual – July 2008
Date of Last Procedure/Process Review: June 7, 2022
References:
• For purposes of the tuition benefit, a child of divorced parents is treated as a dependent of both parents.
The college shall establish and monitor a tuition voucher process for college employees, certain non-employees, and persons identified in state law that complies with state law and best practices. The tuition voucher program shall be subject to the limitations of available budget funds.

Currently serving members of Mohave County Community College District Board of Governors and their spouses and dependent children are eligible to receive a tuition voucher benefit in which the college may waive up to one hundred percent (100%) of the tuition and any applicable course or special fees assigned to the course for up to four (4) credit hours per semester. The tuition voucher will not include course program fees or fees associated with non-credit classes.

A tuition voucher recipient is not eligible to receive a tuition voucher benefit and college-funded scholarships and/or awards for tuition concurrently in any semester.
A safe and healthful environment for employees, students and visitors shall be a consideration in the planning and conduct of College activities and programs.

Workplace Safety

Any issues relating to workplace safety should be referred immediately to the campus dean.

Injuries to employees under State Workers’ Compensation

Employees who are injured during working hours may be eligible for workers’ compensation. All injuries must be reported to Mohave Community College within 24 hours of the incident using the incident report form. The direct supervisor of the injured worker is responsible for ensuring completion of all forms. The injured worker must notify Human Resources within three days of receiving treatment from a qualified health care provider. A delay in reporting an injury or in seeking medical attention may affect the outcome of any workers compensation claim.

Personal details will not be disclosed to any third party without consent of the injured person except as required for reports to the enforcement authority or the college insurers in connection with any subsequent claim or any statutory inquiry.
A safe and healthful environment for employees, students and visitors shall be a consideration in the planning and conduct of College activities and programs.

In order to be properly recognized as a member of the Mohave Community College workforce and as a part of the College’s commitment and strategy to ensure the safety of employees, students, and the public, all employees will be required to obtain and display a college-issued photo identification badge (ID) on their person during working hours. The ID badge may also be used to access areas on campus and for identification after hours or in an emergency. Employees may be asked to show their ID to public safety officers or other college personnel to verify their affiliation and purpose for being on campus.

Issuance

• The ID badges are issued in these categories:
  o ID badges for regular (FT & PT) employees will be issued without an expiration date or term validation sticker.
  o ID badges for adjuncts or temporary employees will be issued with a term validation for a maximum of one year.
  o A returning adjunct or temporary employee whose ID badge has expired must obtain a current term sticker from their department or Human Resources upon receipt of an updated employment authorization.

• ID badge photos will be taken on the first day of employment. Photos can be taken on any campus or in the Human Resources Office. Full facial photographs are required. Employees are not permitted to wear any article of clothing or eyewear that obscures facial features. Accommodations will be provided as required and allowed by applicable law.

Usage

• The MCC ID badge is the property of the college, administered through the Human Resources office and may be revoked at any inappropriate use. The ID badge may be used only by the individual to whom it was issued. Employees may not "loan" their ID badge to anyone for any reason.

• ID badges may not be altered in any way that obscures the person’s photograph or printed information on the badge. An ID badge holder may display small items such as recognition pins or professional affiliation pins; but, such items must not restrict the view of the ID badge or its use as a key card.

• Unauthorized use, sharing, alteration or duplication for any purpose will result in immediate confiscation of the badge and may result in disciplinary action.

• ID badges may be used to access controlled areas on a campus. Depending upon location, photo identification badges are required to be visible, swiped, or tapped to gain access; non-compliance may result in removal from the premises.

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References:
• If an employee’s ID badge is lost or stolen, it should be reported immediately to Human Resources, and a replacement obtained. The cost of replacement badges will be the employee’s responsibility unless the replacement is necessitated by a legal name change or a change required by the College.

Return

• Upon separation from employment, employees are required to return their college ID. It is the supervisor’s responsibility to ensure the employee’s ID badge is returned for destruction before leaving the College.
The college shall not tolerate violence in the workplace (ARS 15-1445).

Threats or acts of violence, bodily harm, and verbal or physical intimidation by employees will not be tolerated and may be grounds for immediate dismissal. The college may require an evaluation by a health care/mental health professional to determine fitness for duty. Likewise, threats or intimidation of employees in the workplace by individuals from outside the college will not be tolerated.
The college shall assure that all employees are aware of, and adhere to, their work assignments (ARS 15-1445).

Fitness for Duty
Mohave Community College endeavors to provide a safe workplace for the benefit of all members of the College community. In order to provide a safe work environment, employees must be able to perform their job duties as outlined in the position specification document in a safe, secure, productive, and effective manner, and remain able to do so throughout the entire time they are working. Employees who are not fit for duty may present a safety hazard to themselves, to other employees, to the College or to the public. The purpose of this fitness for duty procedure is to establish procedures by which the College will evaluate an employee’s fitness for duty when an employee is:

- Having observable difficulty performing work duties in a manner that is safe for the employee, for the employee’s coworker, for the College, or for the public, as determined by the supervisor; or
- Posing an imminent and serious safety threat to self or others.

Employee Responsibilities
1. Employees are responsible for managing their health in a manner that allows them to safely perform their job responsibilities.
2. Employees must come to work fit for duty and must perform their job responsibilities as outlined in the position specification document in a safe, secure, productive, and effective manner during the entire time they are working.
3. Employees are responsible for notifying their supervisors when they are not fit for duty.
4. Employees are responsible for notifying the supervisor when they observe a coworker acting in a manner that indicates the coworker may be unfit for duty. If the supervisor’s behavior is the focus of concern, an employee may inform the upper-level manager or may call Human Resources for further guidance.

Employer Responsibilities
1. Supervisors are responsible for observing the attendance, performance, and behavior of the employees they supervise.
2. Supervisors/managers are responsible for following this policy’s procedures when presented with circumstances or knowledge that indicate that an employee may be unfit for duty.
3. Human Resources is responsible for maintaining the confidentiality of medical records. Any document containing medical information about an employee is considered a medical record and is regarded as confidential and will be maintained in a file separate from all other employee records.

Process
The supervisor who receives reliable information that an employee may be unfit for duty, or through personal observation believes an employee to be unfit for duty, will validate and document the information or observations as soon as is practicable. Actions that may trigger the need to evaluate an

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employee’s fitness for duty include, but are not limited to, altered levels of dexterity, coordination, concentration, memory, alertness, vision, speech, or inappropriate interactions with coworkers or supervisors, inappropriate reactions to criticism, or suicidal or threatening statements.

The supervisor will present the information or observations to the employee at the earliest possible time in order to validate them; and will allow the employee to explain his or her actions, or to correct any mistakes of fact contained in the description of those actions.

In situations where there is a basis to think that the employee is making threats to harm himself or herself or others, or is acting in a manner that is immediately dangerous to himself or herself or others, the supervisor shall contact local law enforcement authorities. Human Resources should be consulted regarding the fitness for duty procedure after the immediate safety issue has been addressed.

In all other circumstances the supervisor shall complete a Supervisor’s Fitness for Duty Request form and forward it to Human Resources. Based on the descriptions provided by the supervisor, Human Resources will determine whether a fitness for duty evaluation is required and, if so, the type of evaluation needed and the type of health service provider to make the evaluation. Human Resources will then provide a form to the supervisor containing the evaluation information, and the supervisor will convey the form to the employee. Human Resources will also determine the type of leave to be used during the evaluation process.

Human Resources will provide a form for the designated health service provider for completion to certify whether the employee is fit to return to work. The health service provider form will include a description of the circumstances leading to the request for evaluation, and a list of the employee’s relevant duties. Human Resources may facilitate communication with the health service provider as necessary. The employer will be responsible for the cost of the fitness for duty evaluation not covered by the employee’s health plan.

Based on information provided by the health service provider, Human Resources will advise the supervisor whether the employee should return to work and, if so, the conditions of return, including whether the employee must attend a re-entry conference with the supervisor and a Human Resources rep, and whether additional follow-up meetings are necessary. The final decision on whether a provider’s certification will be accepted lies with Human Resources. A second independent health service provider certification may be requested in some cases. The employer will be responsible for the cost of the second independent provider’s certification.

The employee must comply with all aspects of the fitness for duty and evaluation procedures, including furnishing necessary consent and release forms to the health service provider. Noncompliance may be grounds for disciplinary action up to and including termination. Information will be requested from the health service provider regarding work restrictions that may be required upon the employee’s return to work. Situations involving violations of College policies or practices may result in disciplinary action.
**The College shall maintain a drug-free and alcohol-free workplace.**

**Reasonable Cause**

An employee’s supervisor may require drug or alcohol testing, as appropriate, of an employee if the supervisor has reasonable cause to believe that an employee is impaired to any degree while at work, whether on or off the College campus. Reasonable cause shall consist of, while an employee is at work, any one or more of the following:

- the supervisor directly observing the employee using or possessing drugs or alcohol;
- observation by the supervisor that the employee is exhibiting a continuing pattern of abnormal and/or erratic behavior that is indicative of drug or alcohol use; observation by the supervisor of specific physical, behavioral, speech and/or performance by the employee that inindicatesrobable drug or alcohol use or possession by the employee;
- information regarding an employee’s use or possession of drugs or alcohol while at work, or a charge or conviction of an employee for a drug/alcohol-related crime, obtained from a reliable and credible source and verified by the College;
- an accident occurs in the workplace in which the employee is involved and the supervisor reasonably believes the employee may have contributed to the accident.

An employee must inform the employee’s supervisor and the Director of Employee Services if the employee is taking prescription or over-the-counter medications legally that may impair the employee’s job performance. Such information shall be kept confidential except, where appropriate, the information must be shared with other administrators in order to assign the employee to duties appropriate for the employee’s medicated condition.

As used in this policy, unless the context requires otherwise:

1. “Alcohol” shall mean ethanol, isopropanol or methanol;
2. “Drugs” shall mean any substance considered unlawful under the Controlled Substances Act (21 United States Code Section 812) or the metabolite of the substance.

**Authorization**

Following the determination that reasonable cause exists and testing is warranted, the supervisor shall seek authorization from the appropriate dean or vice president and the Director of Employee Services to transport the subject employee to the testing facility. As soon as possible after authorization is given, the person who authorized transport and testing shall notify, in writing, the President of the College of the authorization and the rationale for it. A copy of such notification shall be retained with the other drug/alcohol testing records of the employee as provided below.

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Transportation and Testing Procedures

Upon receiving authorization as provided above, the supervisor, or the supervisor’s designee, who may be a member of the campus security force or city police department, shall immediately transport the subject employee to the testing facility and shall transport the employee to the employee’s residence after testing is complete. In no event is the employee to transport himself to or from the testing facility. The College shall place the subject employee on administrative leave with pay pending the test results. Testing shall be administered by and at the direction of a professional laboratory approved or certified by the United States Department of Health and Human Services, the College of American Pathologists, or the Arizona Department of Health Services. The professional laboratory will be selected by the College and will be required to use scientifically accepted analytical methods and procedures, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

Results

Test results will be sent to the Director of Employee Services, who will forward the information to the President of the College and to the appropriate Dean. The employee retains the right, on written request, to obtain a copy of the written test results. The College will pay all actual costs for drug and alcohol impairment testing.

An employee who tests positive will be given an opportunity to disclose and prove, in a confidential setting, that the results may have been caused by prescription or nonprescription drugs taken legally, or to explain other circumstances that may have caused positive results.

The rebuttable presumption is that test results are valid, and the College may rely on test results in reasonable and good faith, unless the employee can show that the College knew or clearly should have known that the result was in error and ignored the true test result because of reckless or malicious disregard for the truth or the willful intent to deceive or be deceived. The College shall not be liable for any action taken or not taken related to a false negative drug or alcohol impairment test.

The Director of Employee Services shall maintain each record of an employee’s drug test separate from the employee’s general personnel records in a manner to ensure confidentiality and privacy of such drug test records and reports. All communications received by the College relevant to drug or alcohol impairment test results and received through this policy, are confidential communications and may not be used or received in evidence, obtained in discovery or disclosed in any public or private proceeding related to an action taken by the College or the employee except disclosure to:

1. the tested employee or prospective employee or any person designated in wiring by that employee or prospective employee;
2. individuals designated by the College to receive and evaluate test results or hear the explanation of the employee or prospective employee;
3. an arbitrator or mediator, or a court or governmental agency as authorized by state or federal law.

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Except as required by law, such records will not be turned over to any law enforcement authority.

Disciplinary Action

An employee who refuses to submit to testing will be subject to disciplinary action by the College. The College may consider disciplinary action of any employee who tests positive for drugs or alcohol. An employee, at the discretion of the College based on the severity of the offense and the safety and health of other employees, may be returned to work without penalty, may be placed in rehabilitative services, or may be disciplined, discharged or advised of other disciplinary action. As used in this section, the term “disciplinary action” may include but is not limited to any one or more of the following: counseling, as deemed appropriate by the College, treatment for the condition, and termination of employment with the College. Based on a positive drug or alcohol impairment test, the College may also take adverse employment action, which may include but is not limited to any one or more of the following:

1. require that the employee enroll in an employer-provided or employer-approved rehabilitation, treatment or counseling program, which may include additional drug testing and alcohol impairment testing, participation in which will be a condition of continued employment and the costs of which may or may not be covered by the College’s health plan or policies;
2. suspend the employee, with or without pay, for a designated period;
3. terminate the employee’s employment with the College;
4. refuse to hire the prospective employee;
5. other adverse employment action.
The College shall maintain a drug-free and alcohol-free workplace.

Each employee of the College is required to report to work on time, and in appropriate mental and physical condition to effectively carry out the duties of the employee’s position. It is the College’s obligation and intent to meet all the requirements of the Drug-free Workplace Act to provide a safe and healthy work environment.

The College prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances, as well as the abuse of alcohol, on College premises, while conducting College business (whether on or off campus), or at any time which would interfere with the effective conduct of the employee’s work for the College.

Each employee must, as a condition of employment, abide by the terms of this policy and its subsections, and must report if the employee has ever been charged or convicted, or any charge or conviction occurs during the term of employment with the College, of a crime involving the violation of drug or alcohol laws, whether occurring on or off the College campus. A report of a conviction occurring during the term of employment with the College, if any, must be made within five days after the conviction, as mandated under the Drug-Free Workplace Act of 1988 (41 USC Section 702 et seq.).

Violations of this policy will result in drug or alcohol testing, and may result in corrective and/or disciplinary action which may include but is not limited to removal from campus, referral for treatment or counseling, referral for prosecution, and termination of employment with the College.
The college shall maintain the privacy and confidentiality of all personnel files to the extent required by law (ARS 15-1445 and ARS 39-121).

All personnel files shall be placed in the custody of Employee Services. Unless authorized in writing by the employee, only college employees that are performing an official supervisory function will be allowed access to a file.

Employees may review their own personnel files upon request. Employees are responsible for notifying Employee Services in writing of their wish to review, copy or challenge the contents of their primary files. The file must not be removed from Employee Services and must be reviewed in the presence of Employee Services personnel.

Personnel records maintained concerning individuals who are employees are closed except for the following information:
1. Full name of individual
2. Date(s) of employment
3. Current and previous jobs and effective dates of employment
4. Name, location and phone number of department and/or office to which the individual has been assigned
5. Current and previous salaries and dates of each change
6. Name of current or last known supervisor
7. Information authorized to be released by the individual to the public unless prohibited by law

All material contained within personnel files is the property of the college.

Any employee may review his/her own personnel file upon request. Employees are responsible for notifying Employee Services in writing of their wish to review, copy or challenge the contents of their primary files. The file and/or contents must not be removed from Employee Services and must be reviewed in the presence of the office of a Employee Services representative.

Any supervisor may request, in writing, to review any employee file. The file and/or contents must not be removed from Employee Services and must be reviewed in the presence of the office of a Employee Services representative.

Changing personal information
Any college employee who wishes to change their personal information must do so by completing the appropriate form. In the case of a name change, a social security card issued under the new name must be presented and copies of the appropriate documents will be made.
The college shall establish procedures and rules for the utilization of volunteers (ARS 15-1445).

Volunteers at Mohave Community College are a valuable resource and assist the college in accomplishing its mission. The purpose of this volunteer policy and procedure is to provide the college with guidelines that will assist in selecting qualified volunteers, obtaining required information from volunteers, and ensuring that volunteers have worker’s compensation and liability coverage.

Guidelines

1. A volunteer is any individual who performs a service for and directly related to the business of Mohave Community College, without the expectation of monetary or material compensation.
2. Volunteers are expected to abide by college policies and regulations that govern their actions, including but not limited to those of ethical behavior, confidentiality, financial responsibility, and drug and alcohol use.
3. Volunteers will not be given any assignment requiring access to confidential information or the handling of money, receive nor disburse college funds.
4. Individuals wishing to volunteer must complete a volunteer application. The department head must select volunteers who meet the minimum qualifications to perform the tasks. Volunteers may not replace student work-study, paid employees or employees who have been laid off.
5. Volunteers may not perform any work until a criminal history check has been completed and they have signed the volunteer agreement form detailing the nature of the work to be performed and the relationship of the volunteer to the college.
6. Volunteers are not considered employees for any purpose other than worker’s compensation and general liability protection. Therefore, they are not eligible for any employee benefits other than worker’s compensation, as a result of their volunteer status.
7. The college accepts the service of the volunteer until such services are terminated at the discretion of the college or volunteer, with or without cause or notice.
8. Volunteers must be at least 18 years of age.
9. Under the Fair Labor Standards Act, a non-exempt employee cannot volunteer for the College performing the same type of services that are part of the normal job activities.
10. Volunteers shall not be issued keys to college facilities.
11. Volunteers shall not drive a college vehicle or use personal vehicle in the course of his/her volunteer work.

Procedure Prior to Assumption of Duties

1. Supervisor must work with Employee Services to ensure the volunteer qualifies for the position.
2. Supervisor completes volunteer agreement and the volunteer signs the agreement.

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3. Supervisor forwards original signed volunteer agreement to Employee Services (the signed original will be kept on file in Employee Services with copies to payroll). Volunteer’s supervisor must notify Employee Services of any change in volunteer’s status.

4. Employee Services will provide the information to the business services department and other departments as needed.

5. Supervisors will be responsible for training their volunteers. If volunteers will be working with machines and/or equipment, they must be provided with the proper protective gear. Training must be completed successfully before the volunteer may begin the assignment. If volunteers will be working with machines and/or equipment, they must be supervised by a trained employee.
The college shall maintain the institution's information technology systems in support of instruction and college business at a level as close to state-of-the-art as possible within the constraints of funding and ability to benefit (ARS 15-1445).

Members of the MCC community are expected to use these resources in a responsible, ethical and legal manner. Examples of technology resources include, but are not limited to, central computing services, the college-wide data network, electronic mail, Internet access, voice mail, classroom and library computing, online college resources, sensitive data, shared network resources, phone systems, printers, scanners and system and data security and reliability.

While MCC takes reasonable measures to ensure network security, it cannot be held accountable for unauthorized access to its technology resources by other users, both within and outside the MCC community. Moreover, MCC cannot guarantee users protection against loss due to system failure, fire, etc., or against loss of content or hardware damage on personal computers.
The college shall maintain the institution’s information technology systems in support of instruction and college business at a level as close to state-of-the-art as possible within the constraints of funding and ability to benefit (ARS 15-1445).

Electronic messaging, Internet access via an MCC network and other college-owned technology systems are Mohave Community College’s property and are intended for business purposes. Employees do not have any express or implied privacy rights in any matter created, received, or sent through the college’s technology systems including but not limited to, emails, voice mails, and sites visited on the internet. Contents of emails, both work-related and personal, and the history of internet sites visited are subject to monitoring.
The college shall maintain the institution’s information technology systems in support of instruction and college business at a level as close to state-of-the-art as possible within the constraints of funding and ability to benefit (ARS 15-1445).

Primary Principles:
Mohave Community College strives to promote a culture of openness, trust, integrity, and an environment wherein freedom of expression and scholarly inquiry are encouraged and supported. The intention of the Acceptable Use Standards is not to impose restrictions that are contrary to these values, which are the core of our academic and administrative community. Some computing resources dedicated to specific roles, including administrative systems and teaching systems containing information protected under the Family Educational Rights and Privacy Act (FERPA) and/or the Health Insurance Portability and Accountability Act (HIPAA), necessarily limit access to protect the privacy of MCC students, faculty, and staff. Some websites may be blocked by Mohave Community Colleges firewall due to malicious behavior or country of origin. These restrictions are in place to maintain the security of Mohave Community Colleges network and network resources.

Effective security is a team effort involving the participation and support of the entire Mohave Community College team, including its students, faculty, and staff. It is the responsibility of every computer user to know these guidelines, and to conduct activities accordingly.

Purpose:
The standards set forth the responsible use of Mohave Community College information technology resources. Individuals and groups using MCC resources both on and off campus are responsible for complying with the security standards set forth, including securing passwords, identification numbers, and security codes and using them solely for their intended purposes. Individuals are solely responsible for their personal use of IT resources, including computer accounts and other resources under their control. These standards are in place to protect the MCC community and to ensure the smooth, secure operation of MCC’s information technology systems.

Scope:
The standards apply to all information technology resources, including but not limited to computer systems, data and databases, computer labs, smart devices including cell phones and tablets, e-mail boxes, data and voice networks, applications, software, files, and portable media. MCC provides the resources to support the academic, research, administrative, and instructional objectives of the college. The use of these resources is limited to college students, faculty, staff and other authorized users to accomplish tasks appropriate to the status of the individual.
The college shall maintain the institution’s information technology systems in support of instruction and college business at a level as close to state-of-the-art as possible within the constraints of funding and ability to benefit (ARS 15-1445).

The guidelines below are not intended to be comprehensive, but to define and explain the intent of this policy. Situations not specifically covered by this policy will inevitably arise and should be judged and interpreted in the spirit of this policy.

Generally Prohibited Conduct

1. Altering system hardware or software without authorization, including installation of unlicensed or unapproved software or hardware. “Freeware” and “Shareware” programs usually contain a provision denying use in professional environments without payment, so the installation of such programs violates this policy.

2. Disrupting or interfering with the delivery or administration of information technology assets, including network communications, e-mail, hardware, or software.

3. Attempting to access or accessing an account other than the account provided for your use.

4. Intercepting or reading electronic communications, including e-mail and chat messages not addressed or assigned to you.

5. Misrepresenting your identity in an e-mail, chat, or college-owned social messaging platform.

6. Installing, copying distributing, or using digital content in violation of copyright and/or software agreements or applicable federal or state law. This includes the use of file sharing software including but not limited to BitTorrent, uTorrent, Sharefile or other services that allow the illegal download or use of copyrighted media.

7. Interfering with others’ use of share resources, including computers, lab space, or common technology areas.

8. Using college resources for commercial or profit-making purposes or to represent the positions or interests of groups unaffiliated or unassociated with the MCC community or the normal professional practices of students, faculty, and staff.

9. Ignoring or evading departmental or lab policies, procedures, and protocols.
10. Assisting unauthorized users' access to college IT resources.

11. Exposing sensitive or confidential information or disclosing information that you do not have the authority to disclose.

12. Using IT resources for illegal activities, including threats, harassment, copyright infringement, defamation, theft, identity theft, and unauthorized access.

13. Using IT resources to access gambling or gaming sites.

14. Failing to use good judgement with respect to personal use of IT resources. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.
The college shall maintain the institution’s information technology systems in support of instruction and college business at a level as close to state-of-the-art as possible within the constraints of funding and ability to benefit (ARS 15-1445).

The guidelines below are not intended to be comprehensive, but to define and explain the intent of this policy. Situations not specifically covered by this policy will inevitably arise and should be judged and interpreted in the spirit of this policy.

Security and Proprietary Information

1. All mobile and computing devices that connect to the network must be capable of minimum 128 bit encryption for network traffic. This includes but is not limited to computers, laptops, tablets, and mobile devices.

2. System and user level passwords must comply with college standards (currently 10 characters, including an uppercase, lowercase, number, and a symbol). Failing to protect passwords or allowing others access to resources using your account is prohibited.

3. All computing devices must be secured with password protected screen savers with an automatic activation feature set to 10 minutes or less. Users must lock the screen or log off when the device is unattended.

4. Users should assume that attachments or unsolicited message may contain or do contain malware and viruses and avoid opening, executing, or downloading such attachments.

5. Employees posting to forums, social media, Usenet groups, or other communications platforms that use an MCC e-mail address must include a disclaimer stating that their posting does not represent the views of Mohave Community College unless such posting is part of their normal business duties.
The college shall maintain the institution’s information technology systems in support of instruction and college business at a level as close to state-of-the-art as possible within the constraints of funding and ability to benefit (ARS 15-1445).

The guidelines below are not intended to be comprehensive, but to define and explain the intent of this policy. Situations not specifically covered by this policy will inevitably arise and should be judged and interpreted in the spirit of this policy.

Prohibited System and Network Access

1. Accessing data, a server, or an account for any purpose other than conducting Mohave Community College business.

2. Exporting software, technical information, encryption information, or information about the capabilities of information systems.

3. Introduction of malicious programs, including viruses, worms, malware, adware, or similar programs.

4. Port scanning, security scanning, and other types of network scanning without the written permission of the information technology unit.

5. Disrupting network communication through the use of network sniffing, ping flood, packet spoofing, denial of service, forged routing information, e-mail spoofing, or otherwise misrepresenting network traffic.

6. Providing information about, or lists of MCC students, faculty, or staff to outside parties unless it is part of your normal duties.
The college shall maintain the institution’s information technology systems in support of instruction and college business at a level as close to state-of-the-art as possible within the constraints of funding and ability to benefit (ARS 15-1445).

The guidelines below are not intended to be comprehensive, but to define and explain the intent of this policy. Situations not specifically covered by this policy will inevitably arise and should be judged and interpreted in the spirit of this policy.

Use of MMC resources to access and use the internet requires good judgement on the part of the user. Users must realize that they represent the college and must, when stating an affiliation to the college, include verbiage indicating that the opinions expressed are their own and not necessarily those of Mohave Community College.

**Prohibited Email and Electronic Communications**

1. Sending unsolicited e-mail messages, including “spam” or “junk mail” or other advertising material to individuals who did not request it.
2. The unauthorized use or forging of e-mail headers is prohibited.
3. Any form or harassment, including via e-mail, voice mail, and chat services whether through language, frequency, or size of messages.
4. Solicitation of e-mail for any e-mail address other than your own.
5. Forwarding chain letters, Ponzi or Pyramid scheme messages, or messages not related to college business.
6. Use of MCC e-mail addresses for any purpose other than college business.
The college shall maintain the institution’s information technology systems in support of instruction and college business at a level as close to state-of-the-art as possible within the constraints of funding and ability to benefit (ARS 15-1445).

The Information Technology department will verify compliance to these standards through various methods, including but not limited to business reports, internal and external audits, audit tools, and security related hardware and software tools.

The Information Technology team routinely monitors inbound, outbound, and internal network traffic for the purposes of compliance and network maintenance. Mohave Community College reserves the right to audit systems and network traffic to ensure compliance with the standards.

Exceptions to the Acceptable Use Standards must be approved by the Chief Information Officer in advance, and in writing.

Employees found to be in violation of the standards may be subject to disciplinary action. Students found to be in violation of the standards may be subject to disciplinary action under the Student Code of Conduct in the Student Handbook.
The college shall maintain the institution’s information technology systems in support of instruction and college business at a level as close to state-of-the-art as possible within the constraints of funding and ability to benefit (ARS 15-1445).

It is the intention of Mohave Community College to provide, as allowed by the IT infrastructure in place, an ability to:

• Perform backups of critical data systems that consist of a duplicate copy of data, configuration, and operating systems made for archival purposes or to protect against damage or loss.
• Support availability of these backups that will allow affected systems to be brought back online to support the college
• Communicate status of these efforts to systems staff responsible for bringing these affected systems back online
• Communicate status of recovery and efforts bring affected systems back online to system users

The college shall prepare Information Technology Disaster Recovery plans for the following classes/tiers of systems in use at the college.

• Tier 1 systems are deemed mission critical systems for the college and are installed at remote sites
• Tier 2 systems are deemed mission critical systems for the college and are installed on the various college campuses
• Tier 3 systems are deemed non-critical and systems used for initial testing, training and future implementation.

The Information Technology Disaster Recovery Plan shall support business continuity planning for the college as a whole as well as planning at the department and campuses level.

The non-confidential portions of the Information Technology Disaster Recovery Plan are available at MCC Information Technology Disaster Recovery Plan.
The college shall maintain the institution’s information technology systems in support of instruction and college business at a level as close to state-of-the-art as possible within the constraints of funding and ability to benefit (ARS 15-1445).

It is the intention of Mohave Community College to ensure appropriate security for all Information Technology (IT) data, equipment, and processes in its domain of ownership and control. Within this context, the College endeavors to balance the need for security against unreasonable risk with the need of students, faculty, and staff to be able to use its systems with the minimum of encumbrance. The obligation for security is shared, to varying degrees, by every member of the College. These efforts are documented in the Information Technology Security Manual.

The manual:
• Defines the elements that constitute Information Technology security at Mohave Community College.
• Explains the need for Information Technology security.
• Specifies the various categories of Information Technology data, equipment, and processes subject to this policy.
• Indicates, in broad terms, the Information Technology security responsibilities of the various roles in which each member of the College may function.
• Indicates appropriate levels of security through standards and guidelines.

The scope of the Information Technology Security Manual includes:
• Confidentiality of information
• Integrity of information
• Accessibility of information
• Information technology physical/virtual assets
• Efficient and Appropriate Use
• System availability

The non-confidential portions of the Information Technology Security Manual are available at https://www.mohave.edu/about/it/
The college shall maintain the institution’s information technology systems in support of instruction and college business at a level as close to state-of-the-art as possible within the constraints of funding and ability to benefit (ARS 15-1445).

To ensure the integrity and security of employee and student data, Mohave Community College assigns data system permissions to each individual position control number (PCN) whereby permissions follow a position rather than a person. ERP module managers, individually and collectively in conjunction with supervisors, decide which permissions each position needs to perform their job duties. A review of the permissions assigned to each position is administered annually.

Assigning Permissions

There are four methods by which an employee/worker can obtain permissions:

1. The first method is by accepting a new position, either through new hire or internal transfer. In this instance, the already established assigned permissions from the PCN attach to the permissions of the new hire/transfer.

2. The second method is upon request of an employee’s supervisor, with a statement that an employee with this PCN needs additional permissions to complete the tasks assigned to the position. These added permissions become a part of the PCN regular permissions, and transfer to other PCN holders. These requests must be approved by the supervisor, the meta-module managers (those overseeing several or critical modules), and the chief information officer.

3. The third method is upon the request of an employee’s supervisor, with a statement that an employee is performing tasks temporarily outside the permissions needed by the PCN and thus needs additional permissions. The third method is generally time-restricted, where the additional permissions are needed temporarily. These added permissions do not become a part of the PCN regular permissions and will be removed either at a stated date or at the time the employee is no longer assigned that PCN. These requests must be approved by the supervisor, the meta-module managers, and the chief information officer.

4. The fourth method occurs when a new position/PCN is created. When a new position and subsequent PCN is created by Employee Services, meta-module managers review the position description special permissions in collaboration with the supervisor, and, with the approval of the chief information officer, PCN permissions are assigned.
Permissions Reduction

Supervisors will also use this process to reduce permissions where they determine that a position/PCN does not need all the permissions assigned. In this instance, the chief information officer will approve the reduction.

Workers with no PCN

Student workers and Temporary Workers are not assigned PCNs. In these cases, Permission Groups are established and permissions are approved through the same approval process.

Permissions Request Form and Details

Details of the permissions request process, including objections, workflow, electronic signatures, and time stamps are addressed on the permissions request form.
The college shall develop and maintain a master facility plan.

Education Programs and Facilities Master Plan

The college will create and maintain a Facilities Master Plan. All new facilities and the renovation of existing facilities will conform to the facilities master plan.

Space Utilization

The college shall periodically conduct space utilization studies for instructional, student services, and administrative spaces on each campus to assure that the master facility plan conforms to needs.

Space Usage

All proposed changes for existing space usage, including renovations for instructional and laboratory space as well as offices or other support space, originating at any campus must be reviewed for conformance to college program planning and mission. The three sources of funding for changes to existing space are:

a. Campus current year maintenance budgets. Though funded through current year campus budgets, projects which change the use of space through maintenance or renovation require approval in the following process to assure that changes conform to the facilities master plan and that changes to use or square footage are entered into the facilities database.

b. College deferred maintenance budgets. Funding from this source is intended to correct deficiencies in maintenance resulting from the deferral of projects that should have been accomplished in prior fiscal years.

c. College renovation budget. Funding from this source is utilized for renovations which change the use of space.

d. Funds designated for new programs may be used to renovate space to meet new program requirements

Space Utilization Change Request Procedure

1. Campus Dean and campus facility manager develop a plan and cost the project.

2. Proposed project is evaluated against existing prioritized listings for future construction, renovation, and deferred maintenance. Deviations from priority listings must be explained in full in the project proposal.

3. Project is presented to chief academic officer for program conformance review and cost evaluation.

4. If approved by the chief academic officer, the proposed project is presented to the Office of the President for final review and approval.
The Board is authorized to name college facilities and other real property for individuals and organizations that have made a significant contribution of monies or property to the college.

Naming of Facilities

The Board, President, faculty, staff, Mohave Community College Foundation or a citizen may request for inclusion on the Board agenda, to name a facility or other property after an individual (living or deceased), a family, a company, or a corporate entity. The request should be made by submitting a letter to the President of the college or the Board of Trustees, individually or collectively, containing at a minimum:

1. The name of the individual, family, company or corporate entity to be so honored.
2. Biographical information and a detailed account of the contributions and/or personal service provided to Mohave Community College.
3. Printed name, address and signature of the requesting individual or entity.

Criteria

Individual, family, company or corporate entity: Must contribute significant monies or property to Mohave Community College.

Current and Former Employees: Employees are not eligible to have facilities or other real property named after them for their work as a college employee. Employees are eligible for such honor should a significant gift of monies or property be given in their name after leaving college employment.

Approval

The President or Board member shall report for 1st reading the request for nomination to a regularly scheduled meeting of the Board. The Board shall make a final decision on the naming of any facility or property belonging to the community college district, however, the Board may not act on a nomination at the meeting it is received.
The college shall ensure that the grounds and properties of the college are devoted to and maintained for the function of delivering higher education to the citizens of the county and are places of qualified public access (ARS 15-1444).

The officers and employees of the college are expected to take prompt, reasonable, and even-handed measures to protect the assets of the college. Threats to college property should be immediately reported to law enforcement, fire, or health authorities.

The college shall maintain a crisis management plan with which all employees should be familiar. Copies of the crisis management plan are separate documents specific to each site and shall be available at each campus or outreach site of the college.

When activities involving students and/or the public have been scheduled during times that campus facilities are normally not open, minimum staffing levels will be approved by the Dean of Student and Community Engagement, under the direction of the Vice President of Student and Community Engagement. When minimum staffing levels are implemented, then security services shall be arranged at the discretion of the Dean of Student and Community Engagement.
The college shall ensure that the grounds and properties of the college are devoted to and maintained for the function of delivering higher education to the citizens of the county and are places of qualified public access (ARS 15-1444).

No person or persons may use the grounds, buildings or roadways, including properties rented or leased, for the actual or threatened breach of criminal laws, the regulations of the Board, violent or disorderly conduct, destruction of property, denial of free access, injury to persons, denial of lawful passage of persons or vehicles, seizure of properties, trespass, or conduct which interferes with the educational process or the public peace.

Any person in violation of the foregoing will be denied entry to college property. All persons in violation may be removed from the properties of the institution by the security personnel or by public law enforcement officers.

Students, officers, faculty, and staff of the college may be further disciplined up to termination for violations of this provision.
The college shall ensure that the grounds and properties of the college are devoted to and maintained for the function of delivering higher education to the citizens of the county and are places of qualified public access (ARS 15-1444).

Keys are the property of the college at all times and individual key holders are responsible for the security of the keys they have been issued. All key assignments are subject to approval by the appropriate authority, and the privilege can be withdrawn.

Definitions

- Grand Master Keys: will open locks on any of the Mohave Community College campuses.
- Sub Master Keys: will open all locks on a single MCC campus, including auxiliary locations in the service area.
- Building or room keys: will only open locks associated with an individual building or room.

Key Authorization:

Except in extenuating circumstances, which must be approved by the appropriate authority, only the following employees are authorized to have keys assigned:

- Grand Master Key. Only the College President, College Locksmith or others approved by the college President may obtain a Grand Master Key. Additionally, one key will be issued to the office of Technical Services for the use of their staff members. The key will be maintained in a secure place in the office and must be checked out from the Chief Information Officer or his designee, and returned following the assignment.

- Sub Master Key. A sub master key will only be cut and issued to a Dean of Student and Community Engagement, Associate Dean or Campus Facilities Manager. Campus Maintenance and Information Technology personnel may use a sub master key during their hours of work, and return the key to a secure location at the end of their shift. Courtesy patrol officers may check out a sub master at the beginning of their shift and return the key at the conclusion.

- Building or Room Keys.
  - Full-time employees may be issued a key to the building(s) or room(s) in which they have office space or regularly perform other duties.
  - Adjunct faculty and part-time employees may be issued a building or room key if it best serves the needs of the campus. Keys issued to adjunct faculty must be turned in at the
end of each semester. Keys issued to part-time employees must be checked and verified each semester.

Procedure for Issuing Keys

- Keys will be cut and lock cylinders pinned only in the MCC Lock Shop. Keys may not be copied or made other than by the MCC Locksmith.
- A Key Request Form will be completed, signed by the employee receiving the key and the employee’s supervisor.
- The request will be submitted to the appropriate dean for approval and issuance.
- If a suitable key is not available, the request will be forwarded to the college locksmith who will cut the key, mark it for identification, and issue it to the appropriate Dean who will issue it to the employee.

Surrender of Keys

- All key holders must turn in their assigned keys when severing employment from the college and/or when transferring to another location in the college.
- Personnel who transfer from one position to another within the college shall turn in the keys from the original position and receive key(s) as approved relative to the new position. Appropriate records of the key exchange shall be maintained.
- All key holders must turn in their assigned keys to Employee Services or appropriate campus designee when severing employment.
Use and Conduct upon College Properties

Art Facility Usage & Safety

The college shall ensure that the grounds and properties of the college are devoted to and maintained for the function of delivering higher education to the citizens of the county and are places of qualified public access (ARS 15-1444).

Art facility is inclusive of art, ceramics, jewelry and lapidary classrooms, yard areas and storage areas.

Use of Art Facilities

MCC facilities, tools and materials can only be used for student learning and instructional demonstration purposes. Use of college property for production of work for resale is prohibited.

Instructors must have the permission of the appropriate dean to work in the art facility outside normal business hours. Campus personnel must verify instructor usage and sign instructors in and out.

- Student work may only be accomplished during scheduled class time. Students are not to be left unattended in any area of the art facility.
- Instructors are responsible for their students’ work (i.e. ceramics instructors are responsible for arranging the firing of their own students work). Student work left in the art facility at the end of each semester will be removed.
- A project request is required for all changes to the art facility, including kiln building.

Safety Precautions

- Gates and loading areas are to remain closed and locked when not in use for loading/unloading purposes.
- The art yards will be kept clear of scrap wood and metal, burn supplies, and discarded student work, etc.
- Instructors are responsible for returning classrooms to an ordered and clean environment.

Date of Policy Adoption: Adoption of Manual: July 2008
Date of Last Procedure Review/Revision: October 2021
References:
The college shall ensure that the grounds and properties of the college are devoted to and maintained for the function of delivering higher education to the citizens of the county and are places of qualified public access (ARS 15-1444).

Surveillance cameras are used to assist in protecting the safety and property of the College community. This procedure provides guidelines regarding the use, access, and control of security cameras on Mohave Community College campuses and properties and outlines when and how security cameras are to be installed, how images and recordings are stored, and the conditions under which stored images or video are to be accessed.

Exemptions

The following classes of cameras are exempt from this policy:

1. Webcams, computer cameras, and pan/tilt/zoom (PTZ) cameras in classroom and office areas.
2. Cameras and related equipment in recording studios (e.g., One Button Studio)
3. Cameras installed by authorized vendors to monitor vendor equipment (e.g., ATM cameras).
4. Cameras used for broadcast or other education purposes, live stream of College activities, or videotaping of lectures or interviews.

Primary Use

The primary use of cameras will be to record video and images for future identification of individuals in the event of legal, criminal, or policy violations. The College will not install cameras in faculty/staff offices or in non-public areas (e.g., restrooms, changing rooms, etc.)

Surveillance cameras may be installed in locations where the security of College assets or constituents would be enhanced. This includes locations that engage in credit card or other financial transactions.

Guidelines:

- Appropriate signage for all campuses will be installed providing notice of the cameras and enhance the crime prevention value of the camera.
- Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law. (ARS 13-3019)
- The Chief Information Officer (CIO) will function as the chief surveillance camera coordinator.
- All video camera installations should be visible. The exact location, number, and function of all cameras will generally be considered confidential for security purposes.
- The College reserves the right to place cameras in areas that are not open to the campus or general public (e.g., closed buildings or secured areas).

Date of Policy Adoption: July 2008
Date of Last Procedure Review/Revision: January 2022
References:
7.110-E  Use and Conduct upon College Properties

Surveillance Cameras

- Video monitoring for security purposes will be conducted in a professional, ethical, and legal manner. Monitoring individuals based on characteristics of race, gender, sexual orientation, disability, or other protected classification is prohibited.

- No attempt shall be made to alter any part of any surveillance recording. Cameras and recording equipment shall be configured to prevent the alteration, deletion, or duplication of recorded data.

- To request an investigation, a ticket must be placed containing the Time, Date and Location of the incident in question and a full description of the event. It also must contain all relevant information as to the incident. This must be approved by CIO prior to the investigation.

- All requests for installation of cameras must be routed through the Information Technology department. The Information Technology department will then conduct a security assessment and forward the results for camera location(s) and other security recommendations to the requestor.

- Purchase, installation, and maintenance of camera equipment requires the approval of the appropriate vice president, the campus dean, and the CIO.

- All approved camera systems must be capable of interfacing with the centralized camera management system maintained by the IT department.

- Video or images will not be routinely checked and will only be reviewed in the event the College has a need to review the recorded images. Recorded information will be stored in a secure location with access by authorized staff only. For routine operation, authorized staff includes the CIO and Information Security Officer, and the college president. As such during normal operation it will be required to monitor the systems/DVR/Cameras for correct placement and functionality.

- Information obtained via surveillance cameras will be used exclusively for safety, security, compliance, and law enforcement purposes. Should monitoring reveal activity that violates laws or College policy an investigation will be initiated. Investigation data is confidential, and any information retained will be released per open records policy as defined by Arizona statute.

- Law enforcement will have access to camera data to assist in the investigation of criminal activity. Access will be granted through the IT department for the length of the investigation only.

- Camera data will be retained for a minimum of 14 days and will then be securely deleted unless retained as part of a criminal or civil investigation or court proceedings.

- Any person who tampers with or destroys video security equipment will be subject to criminal prosecution and/or discipline as outlined in the Student Handbook and/or Policy and Procedures manual.

Date of Policy Adoption: Adoption of Manual: July 2008
Date of Last Procedure Review/Revision: January 2022
References:
The college shall establish procedures for the use of college-owned facilities by external organizations. Such procedures shall ensure that the college costs for operating the facility are defrayed by the organization utilizing the facility.

The order of preference for use of the college facilities shall be instructional, other college activities and lastly, use by outside groups. Facility use requests by outside groups shall reviewed to ensure college classes and activities have priority for the use of space. Such use by outside entities may incur rental charges and/or fees as approved by the Governing Board annually.

Facility Usage Contract Procedure

A group or individual needing to use a room or area of the campus will complete and submit the Facilities Use Request to the appropriate dean of student and community engagement. Requests shall be made at least four weeks prior to the proposed activity or event. Late requests will be accepted at the discretion of the dean subject to availability of facilities and staff. The following positions will receive a copy of the Agreement: The dean completes the facilities use agreement with all pertinent information, including External Organization's name and full name and email address for signer.

Agreement automatically routes from to the following for review, signature, and records retention:

- Vice President of Administrative Services (delegated signature authority by the President for contracts and other legal documents of the college)
- External Organization
- Procurement Manager

After completion, all parties are informed by email that the document is complete and may download the fully executed form for their records.
The college is authorized to hold classes in non-college owned facilities as the need arises.

The college is authorized to hold classes in non-college owned facilities as the need arises. The first choice for activities and classes presented by the college is to deliver instruction on college campuses. However, there are certain classes or activities that may need to be conducted off campus. Using the following guidelines, a campus dean or college-wide dean may recommend to the administration that outside facilities be used when:

1. The class/event is directed toward a specific group associated with the facility, such as continuing education staff training at a private business or public office. When only those employees or persons contracting for the training/class attend and the college provides the instructional product at the organization’s place of business or other specified location, then the outside facilities may be used.

2. The class/event utilizes specialized equipment or unique facility features not available at a college campus.

3. There is no room available on the local campus.

4. The campus dean or college-wide dean recommends the students participating in this class would be best served if the class were held at an off-campus location.

5. The use of, or the payment for, the facility does not violate any state law, board policy, or administrative procedure, i.e., conflict of interest.

If the administration approves the off-site activity, the following must be completed before utilizing the offsite location:

1. The facility must be inspected by the local campus facilities manager to ensure the facility meets ADA access, including restrooms, and fire codes with respect to occupancy and suitability for the use intended.

2. An agreement must be completed between the property owner and the college specifying the hours, days, and duration of the event/class. If the property owner has a preferred rental agreement, it may be used provided it includes all the information and requirements of the MCC agreement.

3. The agreement must include the agreed rental amount including any incidental fees for security, power consumption, custodial services, etc. Best practices governing rental rates will be used. Any request for rents that exceed normal and customary commercial rates must be accompanied by justifying rationale.

Date of Policy Adoption: July 2008
Date of Last Procedure Review/Revision: October 2021
References:
4. In the event the property owner or lessee desires to allow the class/event at no charge to the college, the above requirements must still be met. The agreement should be written with the normal rent amount written to establish a legal contract. A statement should then be added to clearly indicate that the property owner or lessee intends to donate the use of the facilities at that value.

5. The use of other public facilities wherein the rent is set by another governing board or body, then the rent shall be as published by that organization.

6. The agreement must be signed by the chief financial officer and the property owner or lessee.

7. The recommending campus dean or college-wide dean, (or their designee) will submit a purchase order request for the total amount of the rent.

8. If the rental value of the facility is donated (see item 4. above), a copy of the agreement should be provided to the internal auditor to properly record the transaction.
Possession and or consumption of alcohol on College property is prohibited with the exception of special events that have been granted direct authorization of the College President in compliance with all College procedures, local and state regulations.

MCC prohibits the presence of alcoholic beverages with a few, narrow exceptions. The College's actions must stay within the boundaries of state law and the College's insurance coverage. Therefore, strict compliance with procedures is essential. The following provisions apply to all procedures:

1. No College funds may be used to purchase alcoholic beverages.

2. The College President (the President) has the sole authority to approve the service, but not the sale, of wine or beer at events.

3. The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. Unless approved by the President in compliance with these laws and these procedures, alcoholic beverages may not be served on or in the Premises.

4. Any persons planning an event under these procedure are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4.

5. Miscellaneous Usage Issues. Any issues that are not specifically addressed within these procedures require the review and determination by the College President.

Date of Policy Adoption: January 8, 2021
Date of Last Procedure Review/Revision: October 2021
References: A.R.S. 4-203.02
Possession and or consumption of alcohol on College property is prohibited with the exception of special events that have been granted direct authorization of the College President in compliance with all College procedures, local and state regulations.

1. No College funds may be used to purchase alcoholic beverages.

2. The College President (the President) has the sole authority to approve the service, but not the sale at events that he/she sponsors.

3. The College President (the President) has the sole authority to approve the service of wine or beer at special events the College or District sponsors not on College property.

4. The Office of the President shall complete a (1) Facilities Use Request and (2) Supplement to Facilities Use Request: Permission to Serve Alcohol on College Property and provide it to the campus Dean of Student and Community Engagement and Vice President for Administrative Services no later than 10 business days before the event. If required by law, also obtains the appropriate permits/licenses from the Arizona Department of Liquor Licenses and control for each event and fully complies with the laws, rules and other requirements applicable to that license.

5. An approved event, by law, must comply with all of the following restrictions:

   A. The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz;
   B. The gathering must be by invitation only, and not open to the public;
   C. The gathering may not exceed the permitted number of occupants for the space based on room configuration standards;
   D. Invitees may not be charged any fee for the event; and
   E. The consumption may only take place between 5:00 pm and 10:00 pm on weekdays and noon and 10:00 p.m. on weekends.

6. It is not permissible to store wine or beer on premises owned, leased or rented by the College or District, except as provided in this paragraph. For wine and beer to be used for events, as authorized by procedure, the following storage requirements apply:

   A. Wine and beer to be served may only be brought to College/District premises within 24 hours prior to the event, and remain there no longer than 48 hours after the event; and
   B. Once the wine and beer arrive on College/District premises, it shall be secured in a manner so that it is not stolen or that it is not opened until ready to be served.

Date of Policy Adoption: January 8, 2021
Date of Last Procedure Review/Revision: October 2021
References: A.R.S. 4-203.02
Possession and or consumption of alcohol on College property is prohibited with the exception of special events that have been granted direct authorization of the College President in compliance with all College procedures, local and state regulations.

1. The College President (the President) has the sole authority to approve the service, but not the sale, of wine or beer at events.

2. The only employees authorized to request the President's approval for third-party non-college events are:
   a. a campus Dean of Student and Community Engagement or
   b. the Chief Officer for College Advancement

3. An authorized employee who wishes to obtain the President's approval for the service of wine or beer at a third-party event shall submit a completed “Supplement to Facilities Use Request: Permission to Serve Alcohol on College Property” to the President no later than 20 business days before the event. On signing the form, the President will provide a copy of it to the requestor and to the Vice President for Administrative Services.

4. Third-party, non-College/District entities, including the Mohave Community College Foundation, are solely responsible for determining the steps that they are required to take to comply with Arizona’s alcoholic beverages laws. Additionally, they must comply with the following steps:
   A. The entity obtains a liquor license, if required by law, from the Arizona Department of Liquor Licenses and control for each event and fully complies with the laws, rules and other requirements applicable to that license;
   B. The entity provides a copy of the liquor license no later than 20 working days from the event, unless the President approves a shorter period of time in a particular case;
   C. The entity provides or currently has on file with the College a certificate of insurance demonstrating that it has liquor liability coverage and that adds the College as an additional insured;
   D. The entity agrees in writing via the facilities use contract to indemnify the District from any claims of any kind arising out of the event and the service of alcoholic beverages;
   E. The entity provides all of the alcoholic beverages served as well as the Title IV/TIPS trained servers or bartenders;

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Date of Last Procedure Review/Revision: October 2021
References: A.R.S. 4-203.02
5. It is not permissible to store wine or beer on premises owned, leased or rented by the College or District, except as provided in this paragraph. For wine and beer to be used for events, as authorized by procedure, the following storage requirements apply:

A. Wine and beer to be served may only be brought to College/District premises within 24 hours prior to the event, and remain there no longer than 48 hours after the event; and

B. Once the wine and beer arrive on College/District premises, the campus Dean of Student and Community Engagement or Chief Advancement Officer shall ensure it is secured in a manner so that it is not stolen or that it is not opened until ready to be served.

6. In compliance with applicable law, any persons planning an event under this procedure are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4(
**Possession and or consumption of alcohol on College property is prohibited with the exception of special events that have been granted direct authorization of the College President in compliance with all College procedures, local and state regulations.**

1. No funds under the jurisdiction of the governing board of the College may be used to purchase alcoholic beverages, except for the limited purposes of purchasing small amounts of alcoholic beverages for use solely as ingredients in food preparation for classes.

2. The only employee authorized to request the President’s approval for classes and/or events sponsored by for-credit instructional programs (Culinary) is the Dean of CTE Workforce.

   The Dean of CTE/Workforce who wishes to obtain the President's approval for use or service of wine or beer during a class, program event or program club event (Culinary) on or in premises owned, leased or rented by the College or District shall submit a list of classes and events with dates, times and locations specified to the President no later than 20 business days before the start of the academic term in which the classes and/or events are scheduled to occur.

   On signing the form, the President will provide a copy of it to the requestor, DSCE and to the Vice President for Administrative Services.

3. An approved event must, by law, comply with all of the following restrictions:

   A. The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz;
   B. The gathering must be by invitation only, and not open to the public;
   C. The gathering may not exceed the permitted number of occupants for the space based on room configuration standards;
   D. Invitees may not be charged any fee for the beer or wine served at an event; and
   E. The consumption may only take place between 5:00 pm and 10:00 pm on weekdays and noon and 10:00 p.m. on weekends

4. Culinary students may serve wine and beer at an event as part of their class requirements. Any student serving those beverages must, by law, be 19 years or older and be Title IV/TIPS trained.

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**Date of Policy Adoption:** January 8, 2021  
**Date of Last Procedure Review/Revision:** October 2021  
**References:** A.R.S. 4-203.02
Possession and or consumption of alcohol on College property is prohibited with the exception of special events that have been granted direct authorization of the College President in compliance with all College procedures, local and state regulations.

1. No College funds under the jurisdiction of the governing board of the College may be used to purchase alcoholic beverages.

2. The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. The College President (the President) has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at events. The only employee authorized to request the President's approval for non-credit classes sponsored by Community Education is the Dean of Workforce and Regional Partnerships.

3. The Dean of Workforce and Regional Partnerships who wishes to obtain the President's approval for use or service of wine or beer during a non-credit class on or in premises owned, leased or rented by the College or District shall submit a list of classes with dates, times and locations specified to the President no later than 20 business days before the start of the term in which the classes are scheduled to occur. On signing the form, the President will provide a copy of it to the requestor, DSCE and to the Vice President for Administrative Services.

4. Beer and wine may only be served by an entity whose liquor license with the state of Arizona is in good standing. The entity must provide all of the beverages served as well as the Title IV/TIPS trained servers or bartender. Before the event, the entity must provide a certificate of insurance that meets the requirements of the Vice President for Administrative Services and that adds the College as an additional insured. The entity must also agree in writing to indemnify the College regarding the service of the beverages.

5. In compliance with applicable law, any persons planning an event under this procedure are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4(Annual training for MCC employees specified in these procedures is required.

Date of Policy Adoption: January 8, 2021
Date of Last Procedure Review/Revision: October 2021
References: A.R.S. 4-203.02
Possession and or consumption of alcohol on College property is prohibited with the exception of special events that have been granted direct authorization of the College President in compliance with all College procedures, local and state regulations.

1. College Policies and Procedures regarding the possession, consumption and service of alcohol are still applicable for District/College sponsored special events, educational program (credit) events and non-credit community education events requested to be held at off-site, non-college locations, specifically but not limited to:

   A. No funds under the jurisdiction of the governing board of the College may be used to purchase alcoholic beverages.
   B. The College President (the President) has the sole authority to approve the service.

2. College Policies and Procedures regarding the Use of External Non-College Owned Facilities must be followed if the event is open to the public, specifically but not limited to:

   A. The facility must be inspected by the local campus facilities manager to ensure the facility meets ADA access, including restrooms, and fire codes with respect to occupancy and suitability for the use intended.
   B. An agreement must be completed (external facilities use agreement) between the property owner and the college specifying the hours, days and duration of the event/class. If the property owner has a preferred rental agreement, it may be used provided it includes all the information and requirements of the MCC agreement.

3. The personal or individual purchase of alcoholic beverages by individuals attending College approved functions held in places serving alcoholic beverages is a personal and individual responsibility. Administrative discretion shall be exercised in the approval of the location of such activities, as such decision pertains to the nature of the group involved.

4. Miscellaneous Usage Issues. Any issues that are not specifically addressed within this procedure require the review and determination by the College President.

Date of Policy Adoption: January 8, 2021
Date of Last Procedure Review/Revision: October 2021
References: A.R.S. 4-203.02
The college shall establish procedures for the maintenance and use of college-owned vehicles.

The utilization of college-owned vehicles is regulated under travel procedures of the Business Office. The Business Office will monitor college-owned vehicles, including:

1. The disposal of vehicles under surplus property procedures.
2. The purchase of new vehicles under college procurement procedures.
3. The monitoring of mileage, condition, and age of vehicles.
The college shall conform to the statutes and regulations of the state in regard to smoking.

The college shall provide a smoke-free environment in accordance with state guidelines.*

Currently the law prohibits smoking inside and within 20 feet of entrances, open windows, or ventilation systems of an establishment.
The college shall provide bookstore services for students and staff that provide the most advantageous balance between service to the students and staff and cost to the college.

Bookstore Services

Bookstore services are provided by an outside vendor under a contract with the college.
The college shall provide food services for students and staff that provide the most advantageous balance between service to the students and staff and cost to the college.

Food Services
The college provides for food and drink vending machines. The college monitors the balance between student need and economic feasibility, and where feasible the college contracts with vendors to provide more complete food services.