



STONE CHILD COLLEGE

POLICIES & PROCEDURES HANDBOOK



2025 - 2026



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Welcome Message:

Dear Stone Child College Staff, Faculty, and Administrators,

Welcome to Stone Child College, where we come together as a community to empower minds, nurture spirits, and honor our Chippewa Cree culture and languages. As the Chairman of the Board of Directors, I am delighted to extend a warm and heartfelt welcome to each one of you.

At Stone Child College, we recognize the invaluable contributions of our dedicated staff and faculty members. Your commitment to excellence and passion for education are the cornerstones of our institution's success. Together, we create an environment that fosters academic growth, cultural preservation, and personal transformation.

I would like to take this opportunity to emphasize the significance of the authority entrusted to Stone Child College by Tribal Ordinance 2-92. This ordinance grants us the power to establish and modify our Bylaws, ensuring they align with the laws of the Chippewa Cree Business Committee and the United States of America. This authority empowers us to develop policies and procedures that facilitate an inclusive and supportive work environment, in harmony with our tribal values and legal obligations.

As esteemed members of our faculty, you possess a wealth of knowledge and expertise that serves as a guiding light for our students. Your dedication to teaching, mentoring, and academic research is instrumental in shaping the minds and futures of our students. Your commitment to excellence in education and your unwavering support for our mission are deeply valued and appreciated.

To our diligent staff members, your invaluable contributions behind the scenes are the foundation upon which our institution thrives. Your professionalism, expertise, and unwavering commitment to our collective goals ensure the smooth functioning of our administrative operations, support services, and campus facilities. Your unwavering dedication and hard work form the backbone of Stone Child College.

Together, we are united in our shared purpose of providing an exceptional educational experience for our students.

As we navigate the academic landscape, let us continue to collaborate, support one another, and foster an environment of open communication and respect.

As we embark on another year of guiding and inspiring our students, let us remember that we are not only educators but also mentors, role models, and advocates. Our commitment extends beyond the classroom, and we play a vital role in shaping the lives and futures of those we serve.

Your dedication and expertise make Stone Child College the exceptional institution it is today. Together, let us continue to inspire, educate, and empower. Welcome to Stone Child College, where we embark on a journey of knowledge, growth, and cultural preservation.

Sincerely,

Theodore Russette, III
Chairman of the Board of Directors
Stone Child College

Mission Statement

Stone Child College (SCC) is a tribally chartered college established to deliver post-secondary educational opportunities through degrees, certificates, and community education. SCC stresses the importance of preserving the Chippewa Cree language, culture, and history. Stone Child College demonstrates its commitment to student learning and achievement by providing quality educational programs and student services that professionally prepare students for the workforce or further education.

Vision Statement

“Making our Dreams Happen with Academic Excellence, Culture, and Commitment”

Core Values

Preserving the Past, Educating the Present, Planning for the Future

Guiding Principles

To provide further specificity to the Mission Statement, the SCC Board of Directors has committed the college to the following principles:

- A. Preserve and promote the languages, cultures, and histories of the Chippewa Cree.
- B. Assist tribal organizations in staff development, planning, research, and other needed services.
- C. Collaborate with other institutions and agencies in furthering the interests of the college and community.
- D. Continually assess institutional programs and student achievement for increased efficiency and effectiveness.
- E. Maintain a student-centered, life-long learning-oriented environment, including opportunities for leadership and community service.

SECTION I – ORGANIZATION

110.00-140.00 - POWERS AND DUTIES

SCC was chartered by the Chippewa Cree Business Committee as a non-profit corporation. The Articles of Incorporation state the purpose of the College and give specific powers to the College. Tribal Resolution dated May 14, 1984 and strengthened by Tribal Ordinance 2-92 in October 1992 took this action.

110.00 POWERS OF THE CORPORATION

The Articles of Incorporation give the SCC the following powers:

- A. To have perpetual existence by its name, Stone Child College.
- B. To contract or be contracted with to act as trustee under and trust incidental to the principal objects of the College; to receive, hold, administer, and expand funds and property subject to such trust; to borrow money, contract debts, and do all of the above in its name.
- C. To have a corporate seal which may be altered at pleasure, and to use the same by causing it, or a facsimile thereof, to be impressed or affixed or in any other matter reproduced.
- D. To purchase, take, receive, or otherwise acquire, own, hold, improve, use and otherwise deal in and with, real (other than trust land) or personal property, or any interest therein, wherever situated within the boundary of the Rocky Boy's Indian Reservation.
- E. To elect, or appoint officers and agents of the SCC, and define their duties and fix their compensation.
- F. To make and alter Bylaws, not inconsistent with its Articles of Incorporation or with the laws of the Chippewa Cree Tribe or the United States, for the administration of the affairs of the College.

- G. To engage in any educational and economic endeavor that will further the social-economic well-being of the College, or to undertake any activity, of any nature, not inconsistent with applicable law or the Constitution and Laws of the Chippewa Cree Tribe.
- H. To make and perform contracts and agreements of every description with any persons, association, or corporation, with any municipality for any county, or with the United States or the State of Montana, so long as the contracts and agreements are consistent with applicable federal law, or with any provisions of the Constitution and Laws of the Chippewa Cree Tribe.
- I. To have and exercise all powers necessary or convenient to affect any or all of the purposes for which the College is organized.
- J. To cooperate with other similar associations in creating central, regional, national, or international agencies for any of the purposes for which this corporation is formed, and to become a member of such agencies.
- K. To receive grants of private, state or federal funds to aid in the furtherance of the purposes of this College.
- L. To confer certificates, diplomas and post-secondary degrees to students who have satisfactorily completed approved courses of study.
- M. To prescribe courses of study, program, textbooks, and materials to be used to charge tuition, board, rent, student and union fees, building fees or other fees necessary to operate the College.
- N. The several statements contained in each clause of this Article shall be in no way limited to restricted by reference to, or inference from the terms of any other clause with the exception of Section I, Clause, I, with all other clauses must comport.
- O. The powers exercised under these provisions, shall be executed consistent with the Constitution and Laws of the Chippewa Cree Tribe and applicable federal laws

The Chippewa Cree Business Committee appoints the Board of Directors. The Chippewa Cree Business Committee will select four (4) Business Committee Board members, four (4) community members and one (1) student representative to carry out powers given the College by the Articles of Incorporation. The student representative will be elected by their peers. The Board further reserves for itself the following specified duties:

- A. To represent the Chippewa Cree Tribe in the administration and the management of SCC.
- B. To report to the Chippewa Cree Business Committee on a regular basis and inform members of pertinent activities of the Board and progress of the community college program.
- C. To participate in the planning, development, operation, and evaluation of SCC programs.
- D. To formulate goals, objectives, and policy for SCC which is consistent with the guidelines stipulated by the U.S. Office of Education and the Chippewa Cree Tribe.
- E. To assure that job preference be given to qualified applicants who are aware of the sociological, cultural, and educational values, customs and traditions of the Chippewa Cree people.
- F. To approve the purchasing or acquisition of land, buildings, and items of equipment costing more than \$15,000.00
- G. To approve the selling, mortgaging, leasing, or transferring of land, buildings or items of equipment costing more than \$15,000.00.
- H. To approve the expenditure of funds for major campus improvements costing \$15,000.00 or more.
- I. To approve the annual operational budget and the budgets of approved grants.
- J. The Board of Directors reserves the right to RIF any employee of Stone College. Reduction in Force (RIF) - This policy statement is applicable to a non-disciplinary, involuntary layoff, generally due to reasons such as personnel

- downsizing, discontinuance of program funding, elimination of certain positions or lack of need for certain functions.
- K. The Board acts only as committee of the whole; no member or subcommittee of board acts on behalf of the board except by formal delegation of authority by the governing board as a whole.
 - L. If three (3) consecutive meetings are missed, the member(s) will be dismissed as a Board of Director.

130.00 DUTIES DELEGATED TO THE PRESIDENT

The Board of Directors established the position of the President to implement Board policy and to direct the overall operation of the College. The duties of the President are as follows:

- A. Directs the general operation of the total college program which includes but is not limited to:
 - 1. An instructional program.
 - 2. Student Services Program that includes counseling, advising, admissions, student record keeping, financial aid, scholarships, and Student Government.
 - 3. Accounting and business office.
 - 4. Physical Plant maintenance and development.
 - 5. Fund-raising activities.
 - 6. Personnel Administration.
 - 7. Curriculum Development.
 - 8. Needs Assessment.
 - 9. Planning.
 - 10. Child Care Center
 - 11. Accreditation.
 - 12. Foundation's & Research.

13. Any Auxiliary Departments.

- B. Develop budgets for presentation to the Board for approval.
- C. Develop and recommend policy changes to the Board.
- D. Coordinate lobbying efforts at the state and national level.
- E. Manage the overall college budget.
- F. Approve equipment purchases and miscellaneous expenditures up to \$15,000.00 and approve campus development projects up to \$15,000.00.
- G. Maintain a positive relationship between the College, the Chippewa Cree Tribal Business Committee, Tribal Departments, U.S. Government agencies, area high schools, accreditation associations, the various organization's SCC belongs to, and the Indian community.
- H. Represent the College at board meetings of the American Indian Higher Education Consortium.
- I. Represent the College at the annual conference of the Northwest Commission on Colleges and Universities to ensure the College is in compliance with accreditation standards.
- J. Represent the College at other board meetings/annual conferences as deemed necessary by the SCC Board of Directors.
- K. Develop an annual report on the status of the College and present to the Board for delivery to the Chippewa Cree Tribe.
- L. The power to recommend hiring and dismissal of all employees with the SCC Board of Directors.
- M. The President has the power to hire temporary employees for 90 days, including faculty. In the case of a vacancy, terms of appointments cannot exceed 90 days without the position going to the Board for approval to advertise the position.

140.00 ORGANIZATIONAL STRUCTURE

The College is divided into six primary functional areas. They are as follows:

- A. Academics
- B. Student Services
- C. Finance Department
- D. Human Resources
- E. Information Technology
- F. Research

The College President oversees the six primary functional areas. SCC Board of Directors has the authority to reorganize by adding or eliminating other departments, services, and functions.

150.00 REVIEWING POLICY & PROCEDURES

The policy of Stone Child College is to establish and maintain Personnel Policies and Procedures of the highest standards. This may require that certain policies and procedures be amended, to keep within these standards. The Human Resources Director and President are to conduct periodic reviews (at least once every two (2) years), to ensure that the Policies and Procedures reflect current operating conditions and remain consistent with all other Stone Child College Personnel Policies & Procedures. Should it be determined that revisions are necessary, the President shall designate department heads to review, and if necessary, revise the Policies & Procedures with the staff/faculty in said department. The Policies & Procedures revisions shall be submitted to the President for review and comment. Upon review the proposed changes will then be posted on office bulletin boards and employee comments and suggestions will be requested. After Seven (7) calendar days from the date of posting, the Human Resources Director shall review all comments and suggestions and deliver the final revision to the Stone Child College Board of Directors and President for final review and approval.

SECTION II – PERSONNEL

200.00-221.00 - HIRING PROCESS

200.00 HIRING POLICY

SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans. All positions will be advertised for ten (10) working days or until the position is filled.

210.00 HIRING PROCEDURES

Procedures for Hiring the College President:

The President of the College is charged with the responsibility of executing the policies of the Board of Directors of SCC and the general administration of the College. When a vacancy occurs, the position will be advertised until filled. The position will be posted as specified in Section 213.00 of the policies as well as other agencies or organizations designated by the SCC Board of Directors. All applications will go to the Presidential Screening Committee for recommendations. The Board of Directors will have the final approval on the selection of President.

The Presidential Screening Committee will interview applicants meeting the qualifications. This Committee may consist of three members of the Board of Directors, Student Leadership President, college administrators, staff members, and college faculty members. Within five (5) working days of the conclusion of the interviews, the Committee shall make its recommendations of its first, second, and third choices to the Board for final selection. Should the Board fail to select any of the recommended candidates, or should the candidate decline to accept the position, the Committee shall make an offer to the second choice.

Procedures for Hiring Employees and Full-Time Faculty:

When a vacancy occurs or is projected, the Human Resources Director will advertise the position(s) for ten (10) working days or until filled. Positions advertised in-house will be posted for five (5) working days or until filled. The position will be advertised with the local agencies as listed in Section 213.00.

Applications will be submitted to the Human Resources Director. Only completed and qualified applications will be accepted for review. The President will appoint a Selection Committee that may consist of the President, supervisor, relevant department administrator (shall be the committee chair), and Human Resources Director. A rating system will be used for each applicant pool and scheduled interviews of the top three (3) candidates may be used to aid in preparing recommendations for hiring. The selection committee shall make its decision of its first, second, and third choices for final selection for the position. Should the first candidate decline to accept the position, the selection committee would then offer the position to the second choice. The Selection Committee members will recuse themselves if a conflict is present in the application process.

Procedures for Hiring Adjunct (Part-Time) Faculty:

The Dean of Academics shall make recommendations to the President concerning all adjunct faculty positions. The President has the authority to hire adjunct faculty. Local advertising may be used as needed, but not required. Adjunct faculty is not eligible for leave use/accrual or other fringe benefits. Adjunct faculty will have access to the grievance procedures under Section 265.00. Individuals who have completed the Montana Class 7 Certification for the Chippewa Cree language and culture will be given priority when hiring as adjunct faculty.

211.00 PROMOTIONS, ADVANCEMENTS, AND IN-HOUSE TRANSFERS

Promotions, advancements, and/or in-house transfers may be provided to employees of full-time, part-time, permanent status who have an above average performance evaluation, experience and education upon recommendation by the President. However; promotions, advancements or in-house transfers are contingent upon position availability and funds. The President will take the recommendations to the Selection

Committee to appoint such promotions, advancements or in-house transfers with the final approval given by the Selection Committee. The interested SCC employee must write a letter of interest for the vacant position.

In-house Transfers:

In-house transfers may be used to promote career growth, retain talent, and fill open positions with qualified internal candidates whenever possible. This policy applies to all permanent full-time, part-time employees who have completed their probationary period in their current role and have had no active disciplinary actions on file within the last six months, and contract workers who have completed one year of satisfactory work. All transfers must be pre-approved by supervisor to be and President. In the event a full-time employee receives an in-house transfer, he/she will be placed on a 30-day probation period. This type of probation period allows leave use and accrual due to their current employment status. Probationary status employees may be eligible for other leave approved by the President. **Not all roles may be eligible for internal transfer due to business sensitivity or specialized skill requirements.**

212.00 EMPLOYEE STATUS CLASSIFICATION

Full-time Employees:

A full-time employee is one who has satisfactorily completed his/her probationary period (Section 233.00), has a valid SCC appointment for full-time employment, and works a full-time workweek of thirty-eight and one-half (38.5) hours. These employees are subject to all Policies and Procedures contained in this handbook.

Part-time Employees:

A part-time employee is one who has satisfactorily completed his/her probationary period (Section 233.00), has a valid SCC appointment for part-time employment, and works a part-time workweek of less than thirty-eight and one-half (38.5) hours. These employees are subject to all Policies and Procedures contained in this handbook.

Temporary Employees:

A temporary employee is an employee that will be hired to fulfill job duties of a full-time employee who is on leave or has vacated the full-time employment position. The amount of time that a temporary employee can be hired will be determined by the President and will be in ninety (90) working day (or less) increments. The supervisor of the department and the President will determine the length. The President at the recommendation of the supervisor can release any temporary employee from temporary employment at any time. Temporary employees are not eligible for leave use/accrual or other fringe benefits. Temporary employees will not be eligible for any leave. If Temporary Employees must be gone from work, it will be leave without pay. In order to receive pay for a recognized holiday, a temporary employee must be at their work site according to their scheduled hours immediately preceding and immediately following the holiday. For example, if their scheduled hours are 8 hours a day then their holiday pay will be 8 hours. If their schedule is 4 hours a day then their holiday pay will be 4 hours.

Contractual Employee (Non-Faculty):

A contractual employee is an employee that is hired to fulfill the duties specific to a department or program needs. The terms of employment will be determined in the special conditions of the contract. The special conditions of the contract will determine the amount of leave the contractual employee is eligible for. The length of the contract will be determined by the President and will be less than twelve (12) months in term. The rate of pay will be determined by the level and track of the position within the salary scale of SCC. The fringe benefits for the contractual employee will be specified in the contract. For contractual employees, their contracts will be reviewed/negotiated annually or according to the term length specified in the contract.

Contractual employees may apply for in-house transfers after one full year of employment. To be eligible for transfer contractor must not have any write ups in their file and have a good evaluation.

Personal Service Contracts:

Personal service contracts may be used for short-term employment. The contract will specify scope of work, rate of pay, payment terms, and duration of employment. The contract must be given prior approval by the President before any work has begun. All

documentation must be completed, payment terms met, and approved before any payment is issued to the contractor.

213.00 POSITION ADVERTISEMENT

Notices of position vacancies for full-time staff, and full-time faculty will be advertised in the following locations and with the following agencies:

- A. SCC (online and in print form)
- B. Chippewa Cree Tribal Departments
- C. Human Resources/Personnel Offices in the Montana University System
- D. Local Newspapers
- E. Local Job Services

214.00 APPLICATION PROCEDURES

Applicants for all positions shall submit an SCC application (available online and in print form and downloadable pdf format), current resume, and official college transcripts to the SCC Human Resources Director. The SCC Selection Committee will consider only completed applications received by the deadline as specified in the job announcements. All applicants shall be subject to drug testing per SCC Drug Testing Policy and all applicants shall be subject to a criminal background check.

A member of the Board of Directors may submit an application for a staff/faculty position providing he/she resigns from the Board upon submitting an application for employment.

215.00 NOTICE OF APPOINTMENT

The President shall notify the new employee in writing of his/her selection, salary, start date, probationary status, and fringe benefits. The President shall sign all notices of appointment. The Human Resources Director will notify applicants not selected and the application packets will be returned to the applicant

In case of hiring the SCC President, the SCC Board Chairman shall notify and sign the President's notice of employment.

216.00 NEPOTISM

SCC will give consideration to hiring local qualified community members. SCC will not hire or permit the hiring of an individual in a position that will be funded totally or in part by a grant received by SCC if a member of the applicant's immediate family is already employed by SCC, UNLESS:

- A. A related employee or Board Member has taken no part in the screening, interviewing, or hiring of his/her immediate relative.

Definition: For the purpose of hiring decisions, the term "IMMEDIATE FAMILY" is defined as: spouse, same sex partner, son, daughter, parent, brother, sister, son-in-law, daughter-in-law.

217.00 TRIBAL INSURANCE AND ORGANIZED UNIONS

All employees responsible for the handling of money or materials of value are covered under the Chippewa Cree Tribe's Insurance Policy. The SCC Board of Directors does not recognize organized labor organizations/unions or provide faculty tenure to any employee based on federal and tribal restrictions.

218.00 NON-DISCRIMINATION POLICY

Pursuant to Title IX of the Education Amendments, Section 504, SCC is committed to a program of equal opportunity for education, employment, and participation in college activities without regard to race, color, sex, age, religion, marital status, physical/mental handicap, or national origin. This right shall be guaranteed to all students presently enrolled, students applying for admission, employees, and applicants for employment at SCC. This provision shall not conflict with SCC's ability to exercise tribal preference. SCC will give preference in hiring qualified tribal members, other American Indians, and

veterans. Persons with inquiries or written complaints regarding discrimination should contact:

OFFICE OF THE PRESIDENT

Stone Child College

8294 Upper Box Elder Road, Box Elder, MT 59521

(406) 395-4875

219.00 ADMINISTRATION

A position is classified as administrative if the employee serves as the head of one of the administrative areas: has the status of a full-time employee, manages a department, and devotes at least fifty (50%) of his/her time to administrative duties, and is paid on an hourly basis.

220.00 STAFF

An employee is designated as regular full-time staff, has a bona fide job description within an SCC department, and does not have major administrative duties.

221.00 FACULTY

An employee is designated as faculty if more than fifty (50%) percent of his/her employment is devoted to classroom instruction. Definition: Part-time: can be defined as an employee teaching less than 15 credit hours per semester. Full-Time is defined as an employee teaching 15 or more credit hours per semester. The Dean of Academics will determine the full-time course schedule of the faculty.

230.00 ORIENTATION

The immediate supervisor is to thoroughly inform the new employee of the job description, responsibilities, protocol and the chain of command, and expectations. The President, Human Resources Director, and the SCC Chief Finance Officer (CFO) will determine employee's salary based on the college salary scale and the availability of funding.

The supervisor and Human Resources Director will provide orientation to the new employee on fringe benefits offered by the College (Health Insurance coverage, Individual Retirement Accounts, probation, leave accrual/use, time clock usage, etc.) The Human Resources Director will assist the new employee in completing the necessary forms and provide a Policies and Procedures Handbook. A signed copy of the Policies and Procedures statement by the employee acknowledging that the employee has reviewed and understands the Policies and Procedures statement will be placed on file.

231.00 POSITION DESCRIPTIONS

Each SCC position shall be described in writing by a job description containing the following:

- A. Position title and employment term; and
- B. General duties and responsibilities; and
- C. Supervisory staff/department.

Position descriptions shall be updated periodically with the participation of the employee, department head, and Human Resources Director with major changes approved by the President.

232.00 FACULTY CONTRACTS

Each contract position with SCC shall be described in writing by a job description containing the following:

- A. Position title and employment term; and

B. General duties and responsibilities; and

C. Supervisory staff.

Contract renewal will be updated annually with the participation of the employee, Dean of Academics, and Human Resource Director with major changes approved by the President.

233.00 PROBATIONARY PERIOD AND PERFORMANCE EVALUATION

All new employees in a full-time position will serve a probationary period for sixty (60) calendar days. During this period, the employee must demonstrate their ability to perform the duties described in the position description and work well with his/her fellow employees and supervisor(s). On the basis of the performance evaluation, the supervisor will recommend to the President, in writing, either regular status or termination. Thereafter, evaluations should be scheduled annually, prior to the end of the fiscal year. The completed evaluation will be discussed with the employee and signed by both the employee and supervisor and placed in the employee's personnel file. An employee may be dismissed during the probationary period. New employees will not be eligible to use sick and annual leave until after the sixty (60) day probationary period is completed.

During the probationary period, it is the responsibility of the supervisor to assist the employee in fulfilling his/her job. If the supervisor deems that the employee is not fulfilling the job duties, he/she must advise the employee in writing, only the supervisor will recommend termination. Upon satisfactory completion of the probationary period, the employee will acquire full time employment status and will be eligible for fringe and medical benefits. The supervisor will have two workweeks to evaluate the new employee before fringe benefits are released.

In the event a full-time employee receives a promotion, in-house transfer, or advancement, he/she will be placed on a 30-day probation. This type of probationary period allows accrual and the use of leave due to their current employment status. During the probationary period, his/her supervisor will evaluate the employee's performance. Probationary status employees may be eligible for administrative and emergency leave (as defined in Section 250.00) if approved by the President.

234.00 PROFESSIONAL DEVELOPMENT

One of the goals of SCC is the professional development of all faculty and staff. In this regard, the following has been developed:

- A. Faculty and Staff: Financial support to attend workshops and/or professional meetings may be provided if funds are available and if the educational event is relevant to their respective field of employment. Special consideration will be given to attend meetings as a presenter, upon approval of supervisor and President.
- B. Faculty and Staff Fee Waiver Policy: All fees, except registration fees, lab fees and building fees associated with enrollment in courses at SCC, may be waived for degree-seeking SCC faculty and staff members who are full-time employees on the date of registration. Fee waivers are limited to no more than six semester hours of credit per semester and summer session.
- C. Chippewa Cree Tribal Employee Fee Waiver: All fees, except registration fees, lab fees, and building fees may be waived for degree-seeking full-time permanent Chippewa Cree Tribal employees. Fee waivers are limited to no more than three semester hours of credit per semester and summer session.

235.00 EVALUATIONS

Each new full-time employee is to be evaluated by his/her immediate supervisor at the conclusion of the probationary period and annually thereafter. Evaluations should be scheduled annually, prior to the end of the fiscal year. The performance evaluation is used to inform the employee on how well he/she is meeting the standards set for him/her, to identify strengths and weaknesses of the employee's performance and education, and to evaluate the effectiveness of the position. The completed evaluation should be discussed with the employee; signed by both the employee and supervisor; and placed in the employee's personnel file. All evaluations will be presented to the Board of Directors upon their request.

President:

The Board of Directors will evaluate the College President annually, prior to the end of the Spring Semester. He/she must be notified of the Board's intention to issue a contract in the Spring Semester of the year that the contract ends/ or is up for renewal.

Administrative Staff:

Administrative staff under the President's direct supervision will be evaluated by the President. The administrators to be included are the Dean of Academics, Dean of Student Services, Chief Finance Officer, Human Resources Director, Network Systems Administrator, and the Director of Institutional Research & Development. Their immediate supervisors will evaluate support personnel. The President and/or supervisor will complete a personnel evaluation form and will discuss the evaluation and suggest methods of improving performance with each employee in a private conference. If the employee's duties and responsibilities have changed from the previous year, his/her job description will be revised at this time. The completed evaluation form signed by both the employee and supervisor along with the current position description will be placed in the employee's personnel file by the end of the fiscal year or end of grant period.

Instructors:

The Dean of Academics shall evaluate full-time instructors. The Dean of Academics will complete the annual review process for instructors and have a private conference with each instructor. Full-time faculty who has been teaching for five (5) consecutive years, or more, will be evaluated every two (2) years unless performance issues arise. The Dean of Academics reviews student course evaluations. The instructor and Dean sign the overall evaluation, and the evaluation shall be placed in the instructor's personnel file. The instructor must be notified of the President's intention to issue a renewal of contract or termination for the following year by May 30th. Renewed contracts must be signed and submitted by all parties within ten (10) working days of the completion of Spring Semester. Part-time instructors will have one class evaluated by the students before the end of fall and spring semesters. Instructors will be assigned advisement with students

and should submit a copy of their office hours to the Dean of Academics and front office personnel at the beginning of each semester. Instructor office hours will be posted on the syllabus and office doors.

237.00 HOURS

Unless otherwise specified, all full-time non-teaching employees will work eight (8) hours per day, Monday through Thursday and six and one-half (6.5) hours on Fridays. The Monday through Thursday workday begins at 8:00 am and ends at 4:30 pm with one-half (0.5) hour lunch and two (2) fifteen-minute breaks. The Friday workday begins at 8:00 am and ends at 3:00 pm. The period of 3:00 pm to 4:30 pm on Fridays is considered administrative leave for all eligible employees. Full-time instructors are required to be on campus for a minimum of (30) hours per week. Employees may sign the Flexible Schedule Agreement and develop said schedule with their supervisor. Flexible Schedule Agreements will be turned in to the Human Resources Director for their file, which can only be done with the supervisor's approval.

238.00 RESIGNATION/TERMINATION

If an employee wishes to voluntarily terminate employment, or change status, he/she shall submit a written request for release from his/her appointment to the President, and supervisor, two weeks before their proposed resignation. Administrative staff will need to provide thirty (30) days' notice of resignation, to be considered leaving in good standing. The President will review the employee's request and make their recommendation to the Board at a regularly scheduled Board meeting or via email. Upon resignation, and if the employee is considered to be in good standing, the employee will be granted payment of unused annual leave and 25% of balance of sick leave up to 120 hours, if funds are available as per Section 259.00. The Human Resources Director and supervisor will ensure all documents for resignation/termination are completed (college property, equipment, keys returned, loans paid, fringe benefits closed, etc.). Upon review of required documents, final payments, such as leave balances, severance pay will be processed. The resignation letter and all supporting documentation shall be placed in the employee's personnel file.

239.00 OUTSIDE EMPLOYMENT

Full-time employees must take annual leave or leave without pay (LWOP) should outside employment take them from their normal forty (40) hour work week which does not include evenings, weekends, and 1.5-hour administrative leave on Fridays. The potential for a conflict of interest will be taken into consideration for all requests for outside employment. A written request for leave for outside employment must be submitted to the supervisor forty-eight (48) hours in advance. The supervisor or President has the right to deny a leave request due to work schedule conflict, and/or authority to deny using annual leave for outside employment. Employees will not be given the 2 hours of administrative leave on Fridays if outside employment is granted.

240.00 RESERVED

241.00 - 243.00 - PERSONNEL FILES

241.00 LOCATION

Personnel files for all SCC employees are kept under lock in the Human Resources Office as well as in an electronic data storage system. Inactive files are stored in an electronic data storage system as per grant requirements.

242.00 PERSONNEL FILE CONTENTS

The contents of the permanent employee's personnel file shall consist of the following:

- A. Personnel Action Form;
- B. File sign in sheet (authorized personnel allowed access only);
- C. Application for employment;
- D. Resume and transcripts/certificates (if applicable);
- E. Contract or letter of appointment (original);

- F. Performance evaluations;
- G. Correspondence related to disciplinary actions, change in status, change of assignments, etc.;
- H. Termination or resignation letter/notice;
- I. Required documentation for resignation/termination.

The following items are kept under lock in the Human Resources Office:

- A. W-4 IRS Form;
- B. I-9 Employment Eligibility Verification Form.

The contents of personnel files for temporary employees shall contain the following information:

- A. Personnel Action Form;
- B. W-4 IRS Form;
- C. I-9 Employment Eligibility Verification Form.

243.00 FILE PROCEDURES

The personnel file of each employee is considered confidential. It is accessible to the individual employee, Human Resources Director, President, Dean of Academics (faculty only), and the individual employee's supervisor. The hardcopy version of a personnel file shall not leave the Personnel Office. Electronic personnel files can only be accessed by authorized users and are password protected.

250.00 - 262.00 - PERSONNEL LEAVE POLICIES

250.00 LEAVE

Administrative Leave:

The SCC President may authorize this type of leave for all SCC staff when the leave is of benefit to SCC and the employee's position (type of administrative leave must be documented on the leave application form). Administrative leave may be granted under

the following conditions: Acts of Nature, Tribal Holidays, Special Community Events, and Facilities Problems.

For employees serving on local and tribal committees/board, administrative leave will not be automatically granted. The employee must obtain 24-hour advance approval from the SCC President if committee/board service takes place during regular work hours.

Only two trips will be considered per fiscal year for committee/board service. Travel will only be authorized if the employee has completed all necessary work requirements (e.g., reports, evaluations, SCC committee tasks). With the exception of annual and sick, no leave listed below will be accrued on a yearly basis.

Voting Leave:

Any employee (including temporary) who is a registered voter may, on the day of election, be allowed one (1) hour of paid leave, or a reasonable amount of leave if not voting locally, with the approval of his/her supervisor.

Jury Duty Leave:

When an employee is obligated or subpoenaed to jury duty, he/she will be allowed leave for jury duty. Employees will be allowed to keep any compensation obtained from the courts. It is the responsibility of the employee to properly notify their supervisor in advance of any jury duty service.

Emergency Leave:

The President may grant an employee leave with pay for up to eighty (80) hours per fiscal year with the concurrence of their supervisor when emergencies (life threatening circumstances, and hospitalization) arise with the immediate family as defined below. Requests for emergencies over 80 hours will be referred to the Board of Directors for approval or disapproval. Emergency leave will only be granted after sick and annual leave have been exhausted. SCC President's signature is required on all emergency leave requests.

Definition: For the purpose of this emergency leave, the term "IMMEDIATE FAMILY" is defined as: spouse, same sex partner, son, daughter, parent, brother, sister, grandmother, or grandfather, and foster children.

Bereavement Leave:

An employee who has a death in the immediate family shall be eligible for bereavement leave. The President shall have the authority to grant bereavement leave for up to three (3) consecutive days. The Board must approve bereavement leave more than three (3) consecutive days.

Definition: For the purpose of this bereavement leave, the term “IMMEDIATE FAMILY” is defined as: spouse, same sex partner, son, daughter, parent, brother, sister, aunt, uncle, niece, nephew, grandchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandmother, or grandfather, and foster children.

Personal Leave - Faculty:

Faculty are allowed five (5) personal days per academic year according to their contract. Instructors should request personal leave according to the procedures followed by other employees.

251.00 ANNUAL LEAVE**Accumulation of Leave:**

The employee will be allowed to carry-over a maximum of 200 hours of their unused annual leave at the end of the fiscal year. Any employee who has not accumulated enough leave to cover leave use during a pay period will be on leave without pay. An employee cannot borrow from the next pay period to cover a negative balance. An employee that has more than 200 hours of annual leave on June 30th of each year will lose all annual leave over the 200-hour maximum limit OR the employee has the option, with the approval of the President, to convert leave in excess of 200 hours to sick leave due to special medical circumstances. In such a case, the employee must provide necessary medical documentation to SCC.

Employees who have been employed with the Chippewa Cree Tribe or a Tribal Subcommittee on Rocky Boy's Indian Reservation and whose services were voluntarily terminated and rehired at Stone Child College within a one-year period will be treated, for purposes of leave accrual as if they were continuously employed during that time

period from the date of departure to the date of employment. Tribal Sub-Committee's are attached.

Granting of Annual Leave:

All annual leave usage must be requested and approved twenty-four (24) hours in advance. Personnel are encouraged to plan annual leave with their supervisor and others affected by the employee's absence. All annual leave for a period of one (1) day or more shall be requested by submitting an Application for Personal Leave form and or TimeClock Plus software to the supervisor one (1) day in advance of the requested leave time. In the event of conflict among staff for leave time, the supervisor will make the final determination. Annual Leave used in one (1) hour increments or less, between the hours of 7:45 am and 5:00 pm, does not need 24 hours advanced notice, as long as the supervisor approves.

Holidays and Administrative Leave:

When a Holiday or Administrative Leave occurs during annual leave, the employee will be given back the annual leave, unless requested for outside employment

Temporary Employees:

Temporary employees are not eligible for leave use/accrual or other fringe benefits. If they must be gone from work, it will be leave without pay. In order to receive pay for a recognized holiday, a temporary employee must be at their work site according to their scheduled hours immediately preceding and immediately following the holiday. For example, if your scheduled hours are 8,5 hours a day your holiday pay will be 8.5 hours. If your schedule is 4 hours a day your holiday pay will be 4 hours.

Disapproval of Leave:

Annual leave requests may be denied at the discretion of the employee's supervisor or the President.

Leave Without Pay (LWOP) Status:

When an employee has exhausted all other leave, they will be on leave without pay status (LWOP).

Exhausted leave includes but is not limited to: annual leave, sick leave, bereavement leave, emergency leave, month-off leave, etc.

When an employee has displayed a consistent pattern of use of LWOP, corrective measures may be implemented. The supervisor will follow disciplinary process to take appropriate action.

Month-Off Leave:

For costs saving measures or on a voluntary basis for SCC, the President and the employees (excluding contract positions) may purchase leave in one-week increments up to one month. The cost of the leave is deducted from the annual salary of the employee. The remaining salary is then prorated over the fiscal year. This can only be done prior to the beginning of the fiscal year (July 1st). Month-off hours cannot be sold back to SCC, nor can month-off hours be carried over from one fiscal year to the next.

252.00 ACCRUAL OF ANNUAL LEAVE

Full-time employees are eligible for annual leave after their sixty (60) day probationary period. Annual leave will be given at the rate of:

- | | |
|---|------------------------|
| A. 0 - end of 3 rd year | 4 hours per pay period |
| B. 4 th year - end of 9 th year | 6 hours per pay period |
| C. beginning of 10 th year | 8 hours per pay period |

253.00 SICK LEAVE

Sick leave is available for individual or immediate family (see Section 250.00) medical or health care needs (appointments, illness, hospitalization, treatments). Full-time employees are eligible for sick leave after completing their sixty (60) day probationary

period. Sick leave shall be accrued at the rate of four (4) hours per pay period. The use of sick leave will be governed by these policies:

- A. When an employee is absent on sick leave, the employee must notify his/her supervisor on the morning of the day (before 10:00 a.m.) if the employee is sick.
- B. If three (3) or more consecutive days of sick leave are used, a doctor's statement must be submitted to the supervisor for authorization of sick leave use.
- C. When an employee expends all sick leave, the next resource will be to use the annual leave. If all available leave has been depleted, the employee has the option to apply for emergency leave or donated leave. When all leave is expended, the employee will be placed on leave without pay status until the employee returns to work.
- D. Sick leave may be carried from one fiscal year to another and is limited to 60 days or 480 hours.

254.00 COMPENSATORY (COMP) TIME

Comp time is "accrued time" earned by working more than forty (40) hours per week on special activities/assignments for SCC. Only the President shall authorize comp time earned, with the concurrence of the immediate supervisor.

- a. Comp time may be earned by employees for required attendance and participation at regular and special meetings, special projects, athletic functions, and audit preparation requiring extended hours beyond the normal workday, or emergency situations requiring extended hours beyond the normal workday.
- b. Comp time earned must have prior President approval and will be authorized only for the above-mentioned situations. It must be used by end of the fiscal year earned unless special arrangements have been made in writing with the President.

A full-time employee may be authorized leave without pay (LWOP) due to the birth of a child, adoption placement, serious illness of an Immediate family (see Section 250.00) member or related confinement under the following conditions and stipulations:

- a. The employee must be permanent full-time at SCC.
- b. Authorized leave will be limited to the maximum of three (3) months with proper written medical verification. The Board of Directors may approve an extension to this limit for extenuating circumstances.
- c. A physician's certificate of ability to work may be required by his/her supervisor before returning to work.

Maternity Leave.

Maternity leave is a leave of absence available to female employees for pregnancy, childbirth, or medical conditions related to pregnancy or childbirth. SCC will allow Twenty (20) paid working days for the mother of the child. Paid maternity leave will only be for full-time permanent employees of SCC before the effective date of leave. Any leave after that will require annual/sick leave that employee has or allowed leave without pay (will not exceed FMLA regulations).

Paternity Leave.

Paternity leave is a leave of absence available to birth fathers and mothers or full-time permanent employees who are adopting a child. SCC will allow Twenty (20) paid working days for the father, adopting parents. Paid paternal leave, will only be for full-time permanent employees of SCC before the effective date of leave. Any leave after that will require annual/sick leave that employee has or allowed leave without pay (will not exceed FMLA regulations).

Effective Date.

SCC's Family Maternal/Paternal Policy shall be effective: October 29, 2019, updated on July 29, 2025, from Fifteen (15) days to twenty (20) days.

256.00 DONATED LEAVE

Only full-time SCC employees may donate leave to other full-time SCC employees.

Solicitation for donated leave from other employees is not allowed. An employee must submit a request for donated leave to the Human Resources Director. The Human Resources Director /Supervisor may approve the request to avoid any misuse of the policy. Once leave is donated it cannot be reversed. Donated leave is not eligible for leave payout upon resignation.

Leave donation calculation: Annual and sick leave are earned at a specific value. Leave will be calculated at the value earned by the person donating the leave and will be converted to the value earned by the person receiving the donation.

Example:

Employee A (donor): rate of pay is \$20 per hour Employee B (receiver): rate of pay is \$10 per hour

Employee A donates 20 hours of sick leave to Employee B

Employee A's value of the leave is $\$20 \times 20 \text{ hours} = \400.00 /Employee B's value of \$10 per hour = 40 hours of donated leave.

Please keep in mind it also goes the opposite way if Employee A makes \$10 per hour and donates to Employee B who makes \$20 per hour.

Employee A's value of the leave is $\$10 \times 20 \text{ hours} = \200.00 /Employee B's value of \$20 per hour = 10 hours of donated leave.

257.00 MILITARY LEAVE

A full-time employee who is a member of any component of the United States Armed Forces shall be allowed leave of absence without pay for required training or active duty. In the event that the time of such training is optional, the time shall be designated at the discretion of the employee's supervisor and President. Employees called to participate in military training or active duty shall furnish the President and supervisor with certification or copies of official orders that they are called to active duty or training by official military authority.

258.00 LEAVE OF ABSENCE

The Board of Directors and President may authorize a full-time employee leave of absence for a period not to exceed one (1) year. Employees are not eligible for salary, accrual of leave, or fringe benefits during their period of leave of absence.

259.00 SELLING OF LEAVE POLICY

The minimum required leave balance for employees to be eligible to sell annual leave will be eighty (80) hours for finance staff and sixty (60) hours for all other full-time staff. Selling of leave requests requires the President's approval.

260.00 AUTHORITY/SUSPENSION/GROUNDS

The President has the authority to suspend an employee for cause without pay. All full-time status employees are subject to disciplinary actions and shall have access to the Grievance Procedures (Section 265.00). Intimidation will be grounds for dismissal/termination.

261.00 SELF-TERMINATION

The President will have the authority to enforce self-termination if the employee has been absent from their duties for three (3) consecutive working days without notification to their supervisor or receptionist via e-mail, phone call or text by 10:00am of the third day

262.00 LAY OFF/FURLOUGH POLICY

A layoff shall be considered as removal from a position because of lack of work or funds due to reorganization, grants not funded or other administrative adjustment.

Sexual harassment is defined as action taken against an employee who may make that respective employee uncomfortable. Sexual harassment may include: any unwanted sexual attention, such as: sexually suggestive looks or gestures, sexual teasing or jokes, pressure for dates, sexually demeaning comments, unwanted touching, cornering, pinching, attempts to kiss or fondle, pressure for sex in exchange for grades, promotion, or salary increases.

Sex discrimination in the form of sexual harassment, defined as the use of one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for his or her refusal, or as the creation by a member of the SCC community of an intimidating, hostile or offensive working or educational environment through verbal or physical conduct of a sexual nature, shall be a violation of the SCC Policy.

The SCC policy prohibits all forms of sexual harassment against male or female employees and/or students. SCC will carry out a thorough investigation in formal complaints situations to protect the rights of both the person complaining and the alleged harasser.

Sexual Harassment Complaint Procedure:

Procedures to file a sexual harassment complaint: Any person filing a complaint will have 30 days from incident to report it.

Step 1: Inform Human Resources Director of complaint; by phone, e-mail, or face to face as soon as possible.

Step 2: Human Resources Director will gather information from victim and harasser in writing.

Step 3: Human Resources Director will present to a committee designated by the President. The committee will come to a resolution and write a final report and recommendation to the President.

Sexual harassment is illegal and because sexual harassment is a type of sex discrimination, the student or employee may also file a formal complaint of sex discrimination with:

A. Chippewa Cree EEO Officer/Chippewa Cree Law Enforcement;

B. Chippewa Cree Tribal Courts.

264.00 TYPES OF DISCIPLINARY ACTIONS

The following types of disciplinary actions will be used to enforce SCC's work rules. In general, the type and degree of disciplinary action will be determined by the nature of the offense. This is not a progressive policy as the following types of discipline can be enforced individually based on the severity of the offense.

- A. **Corrective Interview:** When an employee requires corrective attention, the employee's supervisor shall discuss the reason in an interview and suggest corrective action. A written report of the interview shall be placed in the employee's personnel file by the supervisor with copies given to the employee and College President.
- B. **Written Reprimand:** If the employee fails to make corrective actions following a corrective interview, the supervisor will write a letter of reprimand to the employee, including the nature of the deficiency or infraction, the suggested means of correction, and the probable resulting action (suspension or termination). A copy of the letter shall be placed in the employee's personnel file as well as providing a copy to the College President. This action shall be considered a severe warning. Failure by the employee to correct the action in question will result in termination of employment.
- C. **Suspension:** At the President's discretion, suspension duration shall be contingent upon the severity of the offense(s).
- D. **Termination:** The President will have the final authority on an employee's termination. If the employee is to be terminated, he/she will be notified in writing of the action by the SCC President.
- E. **Intimidation/Bullying:** Intimidation will be grounds for dismissal/termination as defined in the Sexual Harassment section. The accused will not be able to come back and intimidate the accuser.

Grievance Policy:

Applies to: All Full Time Employees

Any full-time employee who believes his/her rights or entitlements have been violated may file a grievance under the provisions of the Grievance Procedures within five (5) working days.

Policy Statement:

Situations may occur where an employee believes that the fair and consistent application of a policy affecting him or her has not been followed. In most cases, Stone Child College expects that the employee will be able to satisfactorily address such concerns within their respective department. However, when a recent or continuing problem has not been resolved within a particular department, the College wishes to provide employees an alternative procedure for doing so. No employee shall be subjected to discrimination or adverse treatment for participating in a grievance procedure.

Definitions or Regulations:

A “grievance” is defined as a claim that the College has violated a published policy in the manner in which an employee was treated. Grievances could include: Possible discrimination on the basis of race, color, sex (including sexual harassment or sexual orientation), religion, creed, age, handicap, national origin, or status as a veteran.

Procedure:

The College’s grievance procedure consists of three steps:

- (1) Step I – Informal,
- (2) Step II – Formal, and
- (3) Step III – Submission of Written Grievance.

Each step has its own procedures, as set forth below.

Time Limits:

If an employee waits an unreasonable length of time before submitting his or her grievance or proceeding to the next step, the fact-finding process could be difficult and appropriate action inappropriate. As such, employees are strongly encouraged to follow the time limits. Stone Child College Employment Policies and Procedures Manual last updated: July 29, 2025.

The Human Resource Director may waive the time limits if extenuating circumstances prevent the timely filing of the grievance. All grievances must follow the prescribed sequence and timeline outlined below and may not skip over the initial steps:

Step I – Grievance must be filed within five (5) working days of the event(s) that lead to the grievance.

Step II –The grievance must be filed at Step II within five (5) working days of receiving the supervisor’s written response at Step I.

Step III –The grievance must be filed at Step III within five (5) working days of receiving the written decision of the Human Resource Director, or his or her designee, at Step II.

Grievance Steps:

Step I – Informal Step: In many cases, disputes over the violation of policy can be resolved through communications within a particular department. As such, the first step in the grievance process is a discussion between the employee and the supervisor. The employee can initiate this step by:

- A. *Talking with his or her supervisor.* The employee should promptly bring the matter to the attention of the immediate supervisor, explaining the nature of the problem and the relief sought. The supervisor should respond within five (5) working days. If the supervisor provides a verbal response to the employee, the supervisor will prepare a written record of the response and submit it to the Human Resource Office.

If the informal procedure fails to resolve the grievance, and the employee wishes to continue the matter, the employee must begin the steps of the formal procedure no later than five (5) working days after the receipt of the supervisor’s response.

Step II – Formal Step: If the matter is not resolved at Step I, the employee may proceed to Step II by submitting a written statement to the Human Resources Director. This statement should outline the relevant facts that form the basis of the employee's grievance, indicating the College policy that has allegedly been violated, and stating the resolution sought. The statement should also identify the supervisor who was involved at Step I. The Human Resources Director will respond, in writing, no later than five (5) working days after the receipt of the employee's written statement.

Step III - Submission of Written Grievance: If the aggrieved is not satisfied with the Human Resources Director's decision, he/she may appeal the decision to an Ad Hoc Grievance Committee consisting of SCC Full-Time Employees, designated by the President. The appeal must be made within five (5) working days of the receipt of the Human Resources Director's decision. The Ad Hoc Grievance Committee will review all the evidence and must render its decision within two (2) working days after the official receipt of the aggrieved appeal as addressed to the Committee. The Committee must notify the aggrieved by certified mail of its decision within five (5) working days of the termination of the proceedings.

The decision of the Ad Hoc Grievance Committee is binding and final.

Documentation: There are no specific documents or forms to be used under this policy. As set forth above, there are a number of places where written communication is required. That communication will typically take the form of a memorandum.

In any and all of the above steps, hearings will be provided the aggrieved where he/she has the right to be present at all hearings and verbally present his/her side of the story.

Due process, equal protection of the laws, and civil rights of all individuals will be guaranteed to the aggrieved and strictly adhered to.

266.00 AMERICANS WITH DISABILITIES ACT (ADA)

To be eligible for disability-related services at SCC, employees must have a documented disability condition as defined by the American with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Under the ADA and Section 504, a person has a disability if he or she has a physical or mental impairment that substantially limits one or more of the major life activities (such as walking, seeing, speaking, breathing, eating, reproduction, performing manual tasks, hearing, learning, caring for oneself, working, sitting, standing, lifting). The disability of the employee must be documented

from the appropriate licensed professional to certify the employee as having a disability and to determine reasonable accommodation for the employee.

267.00 INTERNET POLICY

Stone Child College (SCC) provides computer and Internet resources to students, faculty, and staff, as well as the community, as a means of enhancing learning, efficiency, and productivity. Technology allows students to access resources beyond the boundaries of our physical campus, so that learning may become more global and students, faculty, and staff can be more efficient in the production of their assignments and work tasks. These resources enhance productivity by providing avenues of immediate communication on a global scale. In order to provide this resource to all people affiliated with the college, a set of standards must be established for its management.

Purpose:

This policy is to establish parameters of acceptability for use of the College computing facilities and resources by College faculty, staff, students and other SCC network users.

Acceptable Use:

For Internet use to be acceptable, it must demonstrate awareness and sensitivity towards the intent of the College in granting users' access, the co-existing privileges of property rights of others, and the ownership and confidentiality of data.

The Internet:

The Internet, as an information resource, enables SCC to provide information beyond the confines of its campus. It allows access to ideas, information, and commentary from around the world. While the Internet offers a wealth of material that is personally, culturally, and professionally enriching to individuals of all ages, it also enables access to some material that may be offensive or disturbing to others, inaccurate, or illegal under U.S. law. SCC cannot police the global network and takes no responsibility for its content. Rather, all users must take responsibility for their own actions and activities on the Internet. The use of the Internet must be consistent with the mission of SCC, the policies of the College, and State and Federal Law. Access to the Internet over college computers

is a privilege granted to users, and the College reserves the right to suspend this privilege if a user violates any acceptable use clause.

User Accounts:

All user accounts, including email, are the property of SCC. As such, any information associated with these accounts is not private. SCC reserves the right to monitor and record all network activity including e-mail, with or without notice, and therefore users should have no expectations of privacy in the use of these resources. Accounts on any College-owned computer equipment are limited to employees and current students.

Access to College networks is restricted to SCC faculty, currently enrolled students and SCC staff. Community members and others who do not meet the above mentioned requirements are allowed temporary "guest" access at the SCC Library. All authorized users are solely responsible for managing their files (including the files that constitute an online course) and their email. Accounts may be deleted when employment is terminated, when student status has ended or at the discretion of the Administration of the College and /or the discretion of the Administrator of the network. The college is under no obligation to recover or protect user files from deleted accounts. Each individual user is responsible for the proper use of their assigned account, including password protection. Users must not share their computer account information with others who have not received College authorization. In the event of disciplinary action, the fact that someone else used your account will not be an excuse for violations of this Acceptable Use Policy. User accounts assigned to another person will not be used without written permission of the system administrator.

Use of Copyrighted Material:

Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by SCC is strictly prohibited. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, copyrighted movies, and the installation of any copyrighted software for which SCC or the end user does not have an active license is strictly prohibited. Violations of "Use of Copyrighted Material" clause can result in the loss of computer access, suspension, or dismissal.

General Provisions:

- A. Damage or destruction of equipment, software, or data belonging to the College or to other users, including the unauthorized adding, altering, or deleting files on College workstations and/or servers. Altering of system settings or Internet browser settings on college owned computers without express permission of an instructor or a member of the SCC IT Department staff.
- B. Reproduction of materials protected by copyright.
- C. Violating software license agreements.
- D. Violating or attempting to violate computer system or network integrity, including attempts to bypass network security functions, or to obtain restricted passwords for system administration.
- E. Using College technological resources to harass others.
- F. Users are advised not to reveal the address, phone number, or other personal details about themselves or others.
- G. Engaging in unlawful or malicious activities.
- H. Sending, receiving, or accessing pornographic materials.
- I. Utilizing the Internet and/or College equipment for unauthorized material/commercial gain or profit.
- J. Using the Internet or any College technological resource for any activity prohibited by Federal, State or International law.
- K. Attempting to utilize computing resources for which you do not have access.
- L. Sharing your personal password with others.
- M. Using another person's password.
- N. Impersonating another user via any form of electronic messaging.
- O. Use proxies or other means to bypass the content filtering systems in place and or defeat any settings that prevent the access of material deemed and flagged as inappropriate by the blocking devices.
- P. The production of and/or intentional dissemination of self-replicating or similar nuisance programs (e.g. virus, Trojan horse), whether or not they are destructive in nature.

- Q. Destroying, deleting, erasing, or concealing College files or other College data, or otherwise making such files or data unavailable or inaccessible to the College or to other authorized users of College systems.
- R. Disable or modify any running tasks or services.
- S. Use remote accessing software or hardware to take control of any network attached device or workstation.
- T. Remove License decals or inventory control tags attached to the systems.
- U. Damage caused by the intentional misuse or vandalism of equipment will be charged to the person who committed the act.

Stone Child College Email Policy:

Email provided by the college is to be used for college/educational purposes only. Any use of "all campus" email lists is restricted to business purposes only. The misuse of email can post many legal, privacy and security risks, thus it's important for users to understand the appropriate use of electronic communications.

Purpose:

The purpose of this email policy is to ensure the proper use of email system and make users aware of what deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within Network.

Scope:

This policy covers appropriate use of any email sent from an SCC email address and applies to all employees, vendors, and agents operating on behalf of SCC.

General Provisions:

All use of email must be consistent with SCC policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.

An SCC email account should be used primarily for SCC business related purposes; personal communication is permitted on a limited basis, but non-SCC related commercial uses are prohibited.

Email should be retained only if it qualifies as an SCC business record. Email is an SCC business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email.

The SCC email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any SCC employee should report the matter to their supervisor immediately.

Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct SCC business, to create or memorialize any binding transactions, or to store or retain email on behalf of SCC. Such communications and transactions should be conducted through proper channels using SCC-approved documentation.

SCC employees shall have no expectation of privacy in anything they store, send or receive on the company's email system.

SCC may monitor messages without prior notice. SCC is not obliged to monitor email messages.

Maintenance:

The responsibility for maintaining the campus-computing environment rests with the SCC IT Department. In order to ensure the smooth functioning of computer equipment, all students, faculty and staff must observe the following:

- A. Only authorized software may be installed on any College computer. The SCC IT Department is responsible for determining what software may or may not be installed, based on technical specifications and licensing.
- B. Only authorized SCC IT Department personnel or their assigned agents may repair College computer equipment.

Maintenance requests for labs should be submitted in a timely fashion, i.e. at least two weeks in advance. A list of all required software and proof of licensing should be provided to the technician at that time.

Right of Appeal:

Any student, faculty or staff member in violation of these guidelines may appeal their case to the President. Students who have lost the privilege to use computer resources may appeal to the Dean of Students to have their access re-instated. Faculty and staff may appeal to their supervisor and the SCC IT Department.

Right of Free Speech:

The purpose of this document is not to restrict access to information or to restrict personal expression. The guidelines stated herein are to ensure the health of the network for educational purposes and to conduct the business of the college. You may disagree with any or all information resource guidelines, either publicly or privately, in accordance with your First Amendment rights. However, students, faculty or staff members do not violate any published guidelines for any reason or cause. Questions regarding these guidelines should be submitted to the Director of SCC IT Department.

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Disclaimer:

The College accepts NO RESPONSIBILITY for any damages to or loss of data due directly or indirectly to the use of SCC computing resources or any consequential loss or damage. It makes representation of NO WARRANTY, expressed or implied, regarding the computing resources offered, or their fitness for any particular use or purpose. The College's liability in the event of any loss or damage shall be LIMITED TO THE FEES AND CHARGES, IF ANY, and PAID TO THE COLLEGE for use of the computing resources, which resulted in a said loss or damage.

268.00 WELLNESS POLICY

SCC encourages a healthy lifestyle for its employees by providing the use of their health facility and allowing them thirty (30) minutes per day for physical activity. Employees are able to use the wellness time with their lunch break to engage in physical activity at the SCC gym and health facility. All employees who choose to use the health facility and

wellness time are required to sign in at the SCC gym and health facility and notify their supervisor and/or supporting staff of the use of wellness time.

269.00 EDUCATIONAL LEAVE FOR PART-TIME ATTENDANCE

Education leave with pay not exceeding three (3) hours per week can be granted to employees for attendance at approved educational institutions when the education is to the benefit of Stone Child College and the employee's career development. Approval by the supervisor and President is required prior to Board of Directors action. The Board of Directors must approve any educational leave exceeding three (3) hours per week. Educational leave must be denied if it conflicts with the rules and regulations of the agency funding the employee involved and the employee's performance of duties. This policy is applied to all full-time employees working at Stone Child College.

SECTION III - FINANCIAL

300.00 - 319.00 - FINANCIAL PROCEDURES

300.00 PROCUREMENT POLICY

Policy:

Authority to purchase and obligate SCC funds shall be limited to the Board of Directors and the President or designated administrator in his/her absence. An SCC employee who requests to use SCC funds to make a purchase must receive written approval from the President in accordance with the following guidelines. SCC is not responsible for financial obligations made by an employee without proper authorization.

- A. **APPROVAL LIMITS:** The Board of Directors must approve capital asset purchases (land, buildings, equipment, vehicles, major improvements, construction, etc.) or services exceeding \$15,000 per individual item or service. At least three (3) board members must authorize the purchase on the Standard Requisition Form (SRF) and ratify the purchase at the next regularly scheduled board meeting. The President or his/her designee can approve all other assets or services below this threshold.
- B. **PROCUREMENT METHOD:** (One of 5 procurement methods must be used)
 - 1. **Micro-purchases:** Less than \$3,000 (\$2,000 for purchases subject to the Davis-Bacon Act – if over \$2,000 then use small purchases method)
 - i. No competitive quotes required;
 - ii. Spread purchases out among qualified suppliers.
 - 2. **Small purchases:** Between \$3,000 and \$150,000
 - i. Rate quotes must be obtained from two (2) qualified sources;
 - ii. Quotes can be obtained directly from suppliers or printed from public websites.
 - 3. **Sealed bids:** More than \$150,000 (Lowest Bidder Method)

- i. Two or more qualified bidders;
 - ii. Publicly advertised and solicited from adequate suppliers;
 - iii. Lowest bidder for the fixed price (lump-sum or unit price) contract wins.
- 4. **Competitive proposals:** More than \$150,000 (Qualifications Based Method)
 - i. Request for Proposal (RFP) publicized and must include evaluation/rating factors for selection;
 - ii. Most qualified (advantageous) RFP wins, price and other factors considered.
- 5. **Sole source:** Any amount, must meet one (1) of the following four (4) requirements:
 - i. Good(s)/service is only available from a single source;
 - ii. Only one source can provide the good(s)/service in the time frame required;
 - iii. Written pre-approval from the Federal awarding agency; or
 - iv. Competition is deemed inadequate, after solicitation attempts through one of the other methods.

C. **PROCEDURE:** Staff members must submit an approved Standard Requisition Form (SRF) to the finance office in order to obtain the necessary purchase. Office/SCC supplies, equipment, and services can be obtained by means of a purchase order, check, or credit card as indicated on the SRF being submitted.

- 1. Step 1: Complete all areas on SRF
 - i. Justification;
 - ii. Check Budget to ensure that there is funding available in the line item you are proposing to charge the transaction to;
 - iii. Make sure that the transaction is an allowable expense. See section 338.00 for a list of unallowable costs;

- iv. Vendor, address, General Ledger Code (to properly code the transaction).
 - v. Obtain all required signatures.
2. Step 2: Attach appropriate back up to SRF being submitted.
- i. For contracted services: An approved Personal Services Contract form, W-9 (Request for Taxpayer Identification Number), Social Security Number for sole proprietor and documentation of event or presentation being hired for;
 - ii. For supplies/equipment that are less than \$3,000: One (1) quote that is direct from the supplier, website print out, etc. of what is being purchased;
 - iii. For purchases over \$3,000: Two (2) quotes from supplier/vendors or website print out.
3. Step 3: Obtain approvals based on the approval thresholds for the transaction. (President/designated administrator for transactions under \$15,000 or Board approval if over \$15,000. – see policy in this section for clarification)
4. Step 4: Business Office Time stamp your SRF at the finance office counter using the automated time stamp. Submit approved SRF with appropriate documentation for processing. Allow up to three (3) working days from the time stamp for processing. Incomplete requests (no signatures, no proper backup documentation, and wrong or no account codes) will be returned to employee.
5. Step 5: Purchase order or check can be picked up in the finance office three (3) working days after submission by the person who requisitioning the check, or it will be mailed to the vendor.

309.00

CASH POLICY

- A. Stone Child College will comply with all applicable state and federal laws.
- B. All receipting of funds should be done at the business office. No receipting is to be done in other offices or in unapproved off-site locations. Employees shall instruct payers to take all cash, checks, and credit card transactions to the business office for receipt. Provisions should be made for cash receipting/collection at approved off-site activities or functions. Please refer to the Fundraising Policy.
- C. All funds shall be kept in a secure location controlled by the business office staff until they can be deposited. Employees should never hold funds in any location for any reason.
- D. If the business office staff has left for the day or funds are receipted on the weekends, administrators should be available to lock cash receipts or cash boxes in the business office safe until the next business day. Cash receipts should not be taken home by employees or volunteers or left in offices.
- E. All checks should be made payable to Stone Child College. Checks should not be made payable to an employee, a specific department, or a program.
- F. Cash should always be verified. Where verification is difficult, cash should be counted by two individuals.
- G. All funds (cash, checks, etc.) received must be receipted and recorded in the SCC's accounting records. All transactions are recorded in the accounting records by the Business Manager who is not allowed to receive or make deposits.
- H. Documents should be available and should demonstrate that proper cash controls are in place (signatures for approval, tally sheets, reconciliations, etc.).
- I. Under no circumstances are disbursements to be made directly from cash receipts (i.e., for purchases, reimbursements, refunds, or to cash personal checks).

310.00

CREDIT CARD POLICY

- A. **POLICY:** The purpose of this policy is to ensure that company credit cards are used for appropriate purposes and that adequate controls are established for day-

to-day use. Stone Child College has three credit cards that are issued to the College President and Chief Finance Officer. Employees shall be given access to the College credit card where the nature of their purchase requires such use and must follow Section 300 – Procurement Policy.

1. Credit cards are to be used for business purposes only. In certain circumstances, special purchases are allowed for employees through a payroll deduction plan. These special purposes must be approved by the college president or designated administrator.
2. Employees using the credit card are responsible for retaining the receipt and submitting the proper documentation for payment to the SCC Business Office within 3 business days.
3. Use of company credit cards for unauthorized expenses of a personal nature of any kind may result in disciplinary action up to and including dismissal. It may result in the expenses being deducted from the employee's next paycheck.
4. Cash advances are not allowed.
5. Credit card transactions will be processed by the employee who completes the SRF. The College Credit Card policy applies to all employees who maintain a credit card for College's use, and their designated administrator.
6. The credit card log should be completely filled out before checking out credit card for us.
7. Company cards should be used only for reserving room, and you should get advanced on your travel for the rest of the amount.

B. RESPONSIBILITY: Individuals' holding College Credit Cards are responsible for:

1. Using the cards only for their intended purpose;
2. Safeguarding the credit card;
3. Providing all proper documentation (receipts, justification, approval, general ledger code) for all company credit card transactions in accordance with the procurement policy.

C. The business office is responsible for:

1. Ensuring that all credit card transactions are properly authorized, coded, and are allowable;
2. Will conduct random checks on receipts for validity;
3. Posting and reconciling all receipts on a monthly basis;
4. Monitoring automatic monthly payments for credit cards by reconciling receipts and other transactions to the amount paid.

D. PROCEDURES: All credit card transactions must follow section 300 – Procurement Policy.

311.00 CAPITAL ASSETS AND DEPRECIATION

A. **Capital assets** are defined as items that will not wear out or completely deteriorate in twelve (12) months. Items that are consumed, used up, habitually lost or worn out in one year do not have to be capitalized.

B. **Thresholds:** For approval purposed, all major purchases, those over the capitalization thresholds listed below, must have the approval of the President. Equipment purchases can be made only when they are consistent with grants &

Asset	Capitalization Threshold	Useful life
Buildings and improvements	\$25,000	20 to 40
Furniture and Equipment	\$7,500	5
Vehicles	\$10,000	5

contracts.

C. **Disposals:** The Business Office annually prepares the necessary documents for the disposal of assets that are damaged, obsolete or no longer useful. The list is then

submitted to the President, and the President must approve the disposal of any capital asset owned by the College with concurrence from the Board of Directors.

- a. In circumstances such as computer/technology is broken the Business Office will write off the items.
- b. SCC will occasionally sell items that are no longer of value to the college to staff including vehicles and computer equipment.
- c. Must provide a written agreement to terms of the sale.

D. **Depreciation:** SCC will identify and record assets in its accounting records. It will determine depreciation based on the acquisition costs of the assets or the fair market value of donated assets and utilize a straight-line method of depreciation over the estimated useful life of the asset.

312.00 REIMBURSEMENTS

Employees may be reimbursed for expenses incurred for authorized SCC business if they have prior written approval from the employee's supervisor or authorized administrators. An approved Reimbursement Form and Standard Requisition Form must accompany all receipts. The documentation requirements and acceptable forms of receipts outlined in this section apply to all policies and procedures throughout this handbook that require a receipt.

All submitted receipts, regardless of format (paper or digital), must contain the following information:

1. Name of the vendor or merchant
2. Date of the transaction
3. Detailed description of the goods or services purchased
4. Amount paid (including taxes and other fees)
5. Form of payment

The following are acceptable forms of documentation:

1. Original, itemized paper receipts

2. Scanned or digital copies of original receipts (e.g., a PDF or photo)
3. Bank or credit card statements that clearly show the purchase

In the event a receipt is lost or unobtainable, an employee must submit a completed missing receipt form. This form must be included with the reimbursement request.

The documentation must be approved by the supervisor, department head, and/or President. Excessive or lacking documentation may result in the loss of privileges.

313.00 TRAVEL

Since certain College business is with individuals or organizations out of the area, travel may be essential for its fulfillment. In the event that travel is required, staff members need to complete a TRAVEL REQUEST form with the appropriate cost (as defined by section 314.00) and accounting

code designating where the travel is charged and submit it to their immediate supervisor for approval. It is the staff member's responsibility to ensure that funds are available. If funding is available, the supervisor should then submit the request to the College President for further approval.

Local, in-state travel, and out-of-state travel requires approval from the College President or authorized administrator. Upon approval, staff members should submit a travel advance payment one week before traveling. Checks will be available for pick up no sooner than the day prior to departure. A courtesy copy of all travel will be available upon request, stating name, date, location, purpose, and cost etc.

Prior Approval. No travel will be approved or reimbursed after the fact (unless unforeseen circumstances that would require approval of SCC President or Chief Financial Officer). This includes all costs associated with travel. (Transportation, hotel, registration, car rental, etc.)

Cancellations. If travel is cancelled or employee does not travel due to illness or any other unforeseen events, all travel funds, including registration fees, must be returned to the Business Office within five (5) business days. Failure to return funds within this timeline will be subject to wage garnishments for the full amount advanced. The employee is required to reimburse any prepaid, unused and unearned travel due to death in immediate family or unexpected hospitalization, only if the event has occurred while employee travel has commenced.

- A. Airline Tickets associated with a cancellation are usually non-refundable. The employee/board member has one year to use the ticket on business related travel associated with SCC.

Probationary Employees. Probationary employees are only eligible for travel that is essential to perform job duties, mandatory program meetings, and training. If probationary employees voluntarily leave employment with SCC within the probation period, they are responsible for paying back all travel costs.

Part-time Employees. Part-time employees are only eligible for travel that is essential to perform job duties, mandatory program meetings, and training.

Contracted Employees. Contracted employees are only eligible for travel that is essential to perform job duties, mandatory program meetings, and training.

Temporary Employees. Temporary employees are only eligible for travel that is essential to perform job duties, mandatory program meetings, and training.

Conduct. Employees represent SCC while on travel and should conduct themselves in an appropriate manner as stated in the SCC Code of Ethics.

Effective Date.

SCC's Travel Policy shall be effective: January 1, 2024

314.00 TRAVEL ADVANCES

- A. Travel will be advanced at 90% of the total calculated per diem, MI&E (Meals, Incidentals and Expenses) in accordance with GSA rates, with 10% of per diem retained until completion of a trip report and submission of all required receipts. For travel that does not require receipts, the 10% retainer can be waived.
- B. Per Diem is based upon the GSA (General Service Administration) established maximum per diem rates for federal travel. Employee will go to www.gsa.gov; and click on per diem then click the State that Employee is traveling. Employee will print out the rates and attach to the travel request.

- C. Per Diem will be advanced based upon the schedule of the function the employee/Board Member is attending. Sufficient time will be allowed for getting to and from the function.
- D. Travel Advances will be classified as local travel, in-state travel, or out-of-state travel. The following will be used as a guide to calculate travel advances.
1. **Local Travel:** If an employee/Board Member is traveling within a 90-mile radius of SCC, a meal allowance will be allowed based upon the duration of the meeting and mileage. The amounts for meals will be equal to the stated GSA per diem rates. Example: breakfast- \$11.00, lunch - \$12.00, dinner - \$23.00. The 10% retainer will not be withheld.
 2. **In-state Travel:** Employees/Board Members traveling outside the 90-mile radius of Stone Child College will be advanced per diem, actual hotel costs, and mileage. If a SCC vehicle is used, fuel costs will be advanced, and receipts are required for the actual cost of fuel. Failure to provide receipts will require immediate reimbursement to SCC.
 3. **Day Travel:** Per IRS this is taxable. Per diem will not be allowed for this and only mileage will be granted.

Out-of-state travel:

1. **Airplane:** Upon approval of a travel request, the traveler should make flight arrangements with the local travel agent or through an on-line travel site (ex. Orbitz, Expedia, etc.) based upon the schedule of the function the employee/Board Member is attending. If a traveler chooses to arrive earlier than the scheduled time of the function or stay longer, per diem and hotel will not be allowed for that time.
2. **Car:** If the traveler chooses to drive to the training/meeting site instead of flying, the lesser of the cost to fly or mileage will be allowed, no additional funds will be provided to rent a car. Flight cost will be determined by the flight rate one (1) month prior to travel (which can be obtained from the travel agent), if approval from the board is within 30 days, then a 14-day ticket cost will be used to determine the mileage rate. Per Diem will be advanced for one (1) day going and one (1) day returning. No additional funds will be provided for hotel costs.

3. **Train:** Upon approval of the travel request, the traveler should make train arrangements with the local travel agent or on-line vendor, based upon the schedule of the function the employee/Board Member is attending. If a traveler chooses to arrive earlier than the scheduled time of the function or stay longer, per diem and hotel will not be allowed for that time.
4. **SCC Vehicle:** If the traveler uses a SCC vehicle for the training/meeting, fuel costs will be advanced based upon GSA government vehicle rate and will reimburse employee if its more. Upon return, fuel receipts are required and any remaining funds advanced must be returned. If the receipts exceed the advance, a reimbursement will be given to the traveler. Failure to turn in receipts is subject to full reimbursement to the SCC. Prepaid receipts are not allowable.
5. **Other:** The following will be advanced at the stated rates. In the event that the actual costs exceed these rates, the traveler can submit for reimbursement upon return from travel. Receipts are required for the following expenditures except mileage:
 - i. Hotel Room: Actual Cost (must be reasonable, and no incidental costs allowed, resort fees and internet fees are allowable)
 - ii. Taxi Fare/shuttle: \$50.00 is allowed from airport to hotel and return. Exceptions will be if the meeting/training is located away from hotel.
 - iii. Airport Parking: \$35.00. It is traveler responsibility to park in the correct parking area that is most economical.
 - iv. Registration Fee: To be determined by fees charged by trainer/convention/meeting. Actual cost will be advanced.
 - v. Car rental: Is allowable if funds are available and must be approved by the President or designated administrator. Only one rental car per trip (depending on group size) if multiple employees are attending the same training and travel is

personally responsible for any traffic citations received in the car rental while on travel.

- vi. Luggage: To be determined by the airline used. Limited to one checked bag, not to exceed airline weight limit.
- vii. Mileage: Mileage to airport will be advanced at the current GSA rate (receipts not required).

315.00 TRIP REPORTS AND PENALTIES

Each employee/Board Member will be required to submit a "TRIP REPORT" to the business office, within 7 working days upon completion of the travel for auditing purposes. The report will include the dates of the trip, the destination, the nature of the business, and receipts for travel advance. Failure to do so will hinder future travel requests from that employee or Board Member. Payment arrangements must be made by an employee or Board Member that fails to submit the required receipts and trip report. Upon return, the travel request may be amended to reflect the actual costs or to cover reimbursement if the original travel claim is low. The 10% retainer is not an entitlement but instead would allow for adjustments to travel claims. Receipts such as hotel, parking, taxi and registration if applicable will need to be attached to the trip reports in order to receive a 10% retainer.

316.00 COLLEGE VEHICLES

Vehicles owned by SCC may be utilized with prior approval of the College President, transportation coordinator or designated administrator. "VEHICLE REQUEST" form for the use of a college vehicle must be completed by a licensed staff/faculty/temporary employee and must be submitted to the College President or designated administrator one week prior to travel. The vehicle will be used for SCC only purposes and only to be used by SCC Faculty and Staff.

- A. Stone Child College will maintain a list of employees authorized to utilize SCC vehicles for travel. Employees will be included on the authorized driver's list upon:

1. Submission of the employee's driver's license for insurability under the College's insurance company.
- B. Use of SCC vehicles for personal reasons is prohibited.
- C. No one other than the authorized SCC employee shall be permitted to operate or occupy the vehicle.
- D. There will be no smoking allowed in any SCC vehicle.
- E. While operating a SCC vehicle, drivers must comply with all traffic laws. Employees are responsible for any parking tickets or other citations that result from the employee's personal negligence or disregard of motor vehicle laws or regulations.
- F. In the event of an accident, an employee is required to provide an incident report within three working days to the Security/Transportation Coordinator, with a copy of such report to the employee's immediate Supervisor. The employee will be required to take a drug test immediately following the incident.
1. Procedures to follow when in an accident;
 2. Report accident to local law enforcement;
 3. Report accident to college transportation department;
 4. Report accident to insurance company;
 5. Submit to drug test;
 6. Driver must obtain police report for submission to insurance agency;
 7. Submit police report to insurance agency;
 8. Fill out and submit an incident report to the Transportation Department and immediate supervisor within 3 working days.
- G. Use of Vehicles owned by Stone Child College will require prior approval for college related business only. A "Vehicle Request" form for the use of a college vehicle must be completed by an authorized driver and must be submitted to the Security/Transportation Officer prior to travel. The Vehicle Request form contains a section that approves fuel purchases from authorized vendors (see Business Office for vendor list). Fuel receipts must be turned in at the time of vehicle return.

Unauthorized fuel purchases will not be tolerated and will be subject to repayment and disciplinary actions.

- H. SCC vehicles are not available to rent out to other parties or entities.
- I. SCC Transportation Department will ensure proper maintenance of all vehicles.
- J. Drivers must log mileage of vehicle at the start and end of each trip in the Vehicle Mileage Log located within the vehicle.
- K. Vehicle must be returned no later than the day after the traveler returns.
- L. Personal insurance and valid drivers license.
- M. No prepaid receipts. Finalized receipt after you pour the gas.

317.00 EQUIPMENT CHECK-OUT POLICY

- A. Equipment owned by the College shall be used for official College business only. It is the responsibility of the employee to report if the equipment is not working properly to the Stone Child College staff that it belongs too immediately. Needs to be a SCC departmental employee and renting the equipment has to be relevant to SCC programs. Employees will be held financially responsible for any damage or loss of equipment due to neglect. Recreation equipment must be requested one week prior to usage. The College President must approve all requests for equipment.
- B. **Library:** Equipment owned by the College shall be used for official College business only and will not be checked-out or rented to other parties or entities. Audio-visual equipment for instructional use should be checked out from the Stone Child College Library. It is the responsibility of the employee to report if the equipment is not working properly to the Library staff immediately. Employees will be held financially responsible for any damage or loss of equipment due to neglect.
- C. **Mobile Devices:** There will be instances when staff/faculty take equipment off campus for work at home or for use while on travel. If equipment is lost, damaged, or stolen from the assigned staff/faculty, they will be financially responsible for reimbursing the college for the replacement cost of the item at the time of loss. If

the employee submits a police report for cases of stolen items, they will not be held financially responsible.

318.00 EQUIPMENT INVENTORY (Tracking Only)

The College IT Department staff shall maintain an inventory of all College equipment, regardless of the source of the funds used to purchase the equipment, for tracking purposes. The inventory will be of all items with a value of \$600.00 to \$7499.00. This section is strictly for inventory tracking purposes. Section 311.00 of these policies covers capital assets for depreciation purposes. The inventory should include the following information:

- A. Description of item;
- B. Location;
- C. Serial number and/or model number;
- D. Date of Purchase;
- E. Purchase Price;
- F. Funding Source;
- G. Function (academics, student services, etc.);
- H. SCC Tag Number.

319.00 FACILITIES RENTAL POLICY

Due to the high cost of utilities, damage to property, and the cleaning that is required after facility use, a deposit must be submitted to the Business Office of SCC from the person or organization requesting the use of the facilities prior to the date of use. The deposit may be refunded if the facility is cleaned after use, except the gym deposit, this is non-negotiable.

- A. The person or organization requesting facility use must complete the Non-Instructional Facilities Reservation form available.
- B. The person or organization will be responsible for any damages or vandalism that should occur during the period of use of facilities. Persons or organization owing SCC money for damages will not be allowed to use the facility until the balance is paid in full.

- C. The person or organization will sign a waiver and release that indemnifies and holds harmless SCC against all claims, losses, or liabilities arising from the person or organization's use of the College facility. Outside entities must provide proof of insurance prior to use.
- D. The person or organization requesting facility use must give one-week prior notice.
- E. SCC reserves the right to refuse the use of the facilities to any organizations.
- F. The following is the cost of facility rental:

Conference Room or Classroom:

- 1. Full Day - \$150.00
 - 2. Half Day - \$ 75.00
 - 3. Hourly Rate - \$25.00 per hour.
 - 4. Elders of the Chippewa Cree Tribe will not be charged for the use of the meeting rooms.
- G. Office Rental - Fees are negotiated. (Example \$1.15 per square foot will be charged on a monthly basis.)
 - H. Vo-Tech Rental- \$400 cleaning deposit \$150.
 - E. Gym Rental- \$750 per day and \$500 cleaning fee

320.00 - 325.00 - SALARIES AND PAYROLL INFORMATION

320.00 SALARY SCHEDULE

Employee Compensation System.

The Employee Compensation System governs beginning salaries and increments. Part-time instructors will be paid at a rate based on the credit hours taught according to the salary schedule for part-time instructors. The salary will be determined by the level and track of the position within the salary schedule of the institution. The salary schedule shall be updated once every three to five years.

SCC will allow newly hired employees to apply their years of experience that relate to their position from previous tribal entities to be used in their pay rate upon hire. Contingent upon budget and availability of funds for the fiscal year.

SCC can only pay what is allowed for a grant funded position unless additional sustained funding is identified and budgeted for the position.

Negotiations.

Instructors will negotiate with the College President and Dean of Academics for prior experience to be considered.

- A. Credits are earned credits in areas of employment.
- B. Proof of credits earned (transcripts) are submitted to the Dean of Academics and College President.
- C. A salary increase for additional credits or degrees will be awarded at the next contract made following the completion of the credits.

Alternative Salary Rates.

In situations where there is a high demand for instructors in certain fields and it is not possible to secure a qualified instructor at the rate indicated, the President with concurrence of the Board of Directors may raise the suggested salary level for the position.

Employee Compensation System.

The Employee Compensation System (salary scale) is set up to ensure that there is equitable compensation for all employees throughout the College. The salary scale is set up to compensate employees for their level of responsibility, education, and experience.

The Employee Compensation System is set up as a hierarchy with Level One being the highest. There are different types of positions grouped within each level. Each level has its own base wage and education levels.

The levels are separated by what an employee does and the type of responsibility an employee has. Responsibility may include supervision of an entire department, directing/coordinating a federal, tribal, state, private grant or contract. Performing a major function within a department that does not involve coordination of a grant or

contract would also be a factor in level classification. Other distinctions between levels are employees in charge of or providing direct services to students, clients, employees, and instructional employees. Another distinction would be for employees performing technical work that requires more skill and knowledge than support staff but do not include management duties. There are also positions within the college that provide only support services and are usually entry level types of positions.

Minimum Education and Experience Requirements.

Employees must meet certain education requirements for most of the positions within the college. Official transcripts from a post-secondary institution will be required documentation for education. Degrees used to meet minimum standards must be in the area of employment. Higher education degrees earned during employment are used to move laterally (across) the pay scale, must also be in the area of employment.

Employees must also meet certain experience requirements for all positions. The employee must provide documentation of prior experience. This may be in the form of letters from previous employers or supervisor appraisals and must be in the area of employment.

Base Wage Per Hour, Steps, Increments, and Outside Experience.

Base wage per hour is the starting wage for an employee who meets the minimum education and experience requirements for that particular position. Should an employee exceed the minimum standards, the beginning step and increment will be determined by reviewing the employee's total years of experience and education.

Years of experience outside the college can be used in determining the steps on the salary scale but is limited up to 10 years. This limit is set because the college has limited funds to compensate employees. While work experience is valuable, it is believed that experience in a similar setting (post-secondary, preferably tribal college) or direct experience (within Stone Child College) is more relevant in helping to work toward institutional goals.

Steps are basically associated with years of experience which are indicated on the salary scale moving down a step for each year of experience. With each year, an employee will receive a 2% increase in pay. Increases in step pay may also occur if an employee changes

levels or tracks. This is due to an employee may have more experience on a level 2 scale in comparison to a level 1 scale. Each salary scale has a maximum of 30 years of experience. If an employee exceeds 30 years of employment, a raise can be negotiated each year they exceed the maximum number of years of employment.

Increments are lanes within a track (moving across the scale) in any level. Each lane represents a certain degree earned. Each lane, moving across to the right, represents an increase in pay.

All wage increases (with the exception of education) must meet average or above average performance evaluations. Increases will only occur at the start of the fiscal year for budgeting purposes. Let the CFO know the fiscal year prior if you are on task to graduate so it will be budgeted for in the next fiscal year.

Employees that are hired under a grant/contract are not guaranteed the wage that they would qualify for according to this salary scale. The employees' wage is based upon the available funds within the grant/contract but cannot exceed the rate they qualify for on the salary scale. EX: Funding level for salary according to grant: \$30,000 and employee qualifies for \$35,000 rate of pay on salary scale, the employee will be paid up to the amount funded in the grant which would be \$30,000 or if employee qualifies for \$24,000 on salary scale, the employee will be paid \$24,000 per year, not \$30,000.

Other Compensation.

The employee compensation system (salary scale) only allows for raises for employees if their job description changes and puts them on a higher level or if they obtain a higher degree. SCC encourages staff to obtain higher degrees as we are an educational institution, but the college realizes that they have to strive to retain our highly qualified staff. As a means of retaining staff, retention payments, COLA's, bonuses, staff incentives are given throughout the fiscal year in small percentages of the employee's salary, up to 10%. These payments are built into the annual budget. The reason these payments are not built into the employee compensation system is because there may be years that it is not feasible due to budget cuts.

SCC does not have a qualified retirement plan for the employees, but instead pays a percentage of the employee's salary to them directly as a fringe benefit. The purpose is to allow the employee to choose their own retirement and health care. Due to the mix of

the employees being eligible for Indian Health Service and those who do not qualify, SCC offers two payment plans that are open to all employees.

- A. 15% of salary paid directly to the employee (taxed through payroll);
- B. 7% of salary paid directly to the employee (taxed through payroll) plus health care insurance for the employee only;
- C. An employee can have their percentage paid to a qualified IRA that they have set up on pretax basis if they choose too.

Effective Date.

SCC's Salary Schedule Policy shall be effective: July 1, 2024..

321.00 PAYROLL

- A. **PAY PERIODS:** The pay periods for full-time SCC employees are bi-weekly with paychecks issued within 2 days. If payday falls on a holiday, checks will be disbursed the preceding workday. The pay period shall begin at 12:01 a.m. Tuesday and end fourteen (14) days later at midnight.
 - 1. Any employee who is paid for time not worked or is compensated for such time will have the overpayment deducted from the following pay period. The pay period for Part-time faculty is twice per semester; after submission of mid-term grades and after submission of final grades.
 - 2. The pay periods for full-time faculty is the 15th and 30th of each month. If those days should fall on a weekend or holiday, checks will be disbursed on the preceding workday.
- B. **EARLY CHECKS:** Forms are available in the Business Office to request an early check, only in the event of an emergency (as defined by section 250.00), travel. Early check amount shall not exceed the available net pay. During each quarter, SCC employee is allowed to advance only \$300.00; advance is to be repaid by the next pay period.

C. **HOLIDAY PAY:** In order to receive pay for a recognized holiday, an employee (including temporaries) must be in a “work” or “paid leave” status on his/her schedule workday immediately preceding and immediately following the holiday. The employee must have worked at least 4 hours the day before the holiday and the day after. The college recognizes the following:

- | | |
|--|-------------------------------------|
| 1. Labor Day | 1 st Monday in September |
| 2. Native American Day | 4 th Friday in September |
| 3. Veteran’s Day | November 11 th |
| 4. Thanksgiving Day and following Friday | 3 rd week in November |
| 5. Christmas Day | December 25 th |
| 6. New Year’s Day | January 1 st |
| 7. Martin Luther King Day | 3 rd Monday in January |
| 8. Easter Break | Friday and Monday as determined |
| 9. Chief Rocky Boy’s Birthday | April 16 th |
| 10. Memorial Day | 4 th Monday in May |
| 11. Independence Day | July 4 th |

D. **ADMINISTRATIVE LEAVE PAY:** In order to receive pay for administrative leave, an employee must be in a “work” or “paid leave” status on his/her scheduled workday immediately preceding and immediately following the holiday.

E. **TRIBAL HOLIDAYS:** In the event a tribal holiday is declared, the employee will be allowed the holiday upon the President’s approval. Employees who are not granted the holiday, will be compensated hour per hour in the form of compensatory time.

F. **PAYROLL DEDUCTIONS: Full description needed on the form and what is being payroll deducted.** Automatic payroll deductions are made for the following:

1. Social Security (FICA);
2. Wage garnishment, IRS, Child Support, and Department of Revenue.
3. Federal Income Tax withholdings;

4. Montana State Tax (for employees' subject to State income tax withholdings).
5. SCC Staff and Faculty may request to have personal charges deducted from paychecks with the approval of the College President. By signing a Payroll Deduction Authorization (PRD) form, employees indicate that the Payroll Clerk may withhold the entire balance or installment payments from the employees' paycheck.
6. Personal charges may include but are not limited to:
 - I. SCC Bookstore items;
 - II. Tuition, books, and fees;
 - III. Computers, event tickets, approved travel and vehicle repairs;
 - IV. Other mandated tribal program charges such as:
 - a. mortgages/rents;
 - b. water;
 - c. garbage.

322.00 EMPLOYEE BENEFITS

- A. **RETIREMENT:** SCC does not have a qualified retirement plan for employees, but instead pays a percentage of the employee's salary to them directly as a fringe benefit. The purpose is to allow the employees to choose their own retirement and health care. Due to the mix of employees being eligible for Indian Health Services (IHS) and those who do not qualify, SCC offers two payment plans that are open to all employees.
1. 15% of salary paid directly to the employee (taxed through payroll).
 2. 7% of salary paid directly to the employee (taxed through payroll) plus health care insurance for the employee only.

3. An employee can have their percentage paid to a qualified IRA on a pretax basis if they choose to.

4. Eligibility:

I. Employees must maintain full-time status to be eligible for prepayment of fringe benefits. To maintain full-time status employees must work 38.5 hours in a week. Fringe benefits will be calculated at the end of the quarter based upon hours worked during that quarter.

II. Benefits calculated for employees is done at the end of quarter.

III. Employees will not be eligible for Pre-payment of fringe benefits, will be prorated at the end of quarter for those employees not maintaining a full-time status.

B. **MEDICAL INSURANCE:** For SCC staff and faculty, terms of medical coverage will be stated on the employee's contract or appointment letter, or as determined by the President with Board approval. If a staff or faculty member chooses to take medical coverage, their retirement percentage will be adjusted accordingly.

323.00 INCENTIVE POLICY

A. The SCC Board of Directors and/or the College President, reserves the right to initiate an incentive (bonus) to employees of SCC, if funds are available. Incentives will be issued based upon a percent of the employees' salary or as declared by the Board.

B. **Temporary Employees.** Eligibility for Incentive (bonus) for temporary employees will be determined by the Board of Directors and/or President.

324.00 SEVERANCE PAY

A. Severance pay will be granted to full-time employees who have faithfully served SCC for a minimum of five continuous full years of employment. Only full-time employees whose services are terminated in mutual good faith will be eligible for

severance pay. Former (no longer employed) employees of SCC are no longer employed are not eligible for this added benefit.

1. Eligibility Criteria:

- I. For each continuous full year of service, a qualified employee who has served over five years will be granted severance pay. As calculated below:
 - a. $20 \text{ hours} \times \text{years of employment} \times \text{current hourly rate of pay} = \text{severance pay amount}$
 - II. Only employees whose services are conducted in mutual good faith will be eligible for severance pay. Eligibility will include:
 - a. Proper two-week notice will be given.
 - b. All travel and trip reports are in.
 - c. No unauthorized leave has been taken within the pay period.
 - d. A confidentiality, release, and non-disparagement agreement must be signed before the employee receives severance.
2. Any Loans, outstanding travel, fringe payments etc. will be deducted from severance pay. At the time the position is vacated, the College President will make recommendation for Board approval/disapproval for employee severance pay.

325.00 STONE CHILD COLLEGE EMPLOYEE BUYOUT PROGRAM POLICY

A. INTRODUCTION:

Stone Child College (hereinafter the "SCC") has adopted a discretionary Employee Buyout Program (hereinafter the "EBP"), effective January 29, 2019 (hereinafter the "Effective Date"), for the benefit of Eligible Employees as described in this Policy.

This Policy shall serve as the program document governing the terms of the EBP, including eligibility and benefits to be paid. This document will serve as a reference for

the information concerning any rights and obligations employees may have under the EBP.

The EBP will be declared as a cost saving measure when resources are available. EBP is not automatic and is only available at the discretion of the President with approval of the Board of Directors.

B. SCC REVIEW AND APPROVAL:

The President will recommend all requests for buyouts. The SCC Board of Directors shall make final approval of buyouts.

C. ELIGIBILITY FOR AN EMPLOYEE BUYOUT:

The EBP is applicable only to eligible employees. An employee is eligible for participation if the employee meets all of the following criteria:

1. Is actively employed by SCC; AND
2. Has at least ten (10) consecutive years of SCC service; AND
3. Is in good employment standing with SCC; AND
4. In a regular full-time position, full-time faculty, or administrative staff (President, Deans, Human Resources Director, Network Administrator and Chief Financial Officer).

D. EXCLUDED POSITIONS:

Employees in the following positions are not eligible to apply for participation in the EBP:

1. Employees, other than full-time faculty, employed through a written employment agreement (contract).

E. CONDITIONS FOR DISQUALIFICATION FOR RECEIPT OF A BUYOUT:

An eligible employee shall not be entitled to receive a buyout if the SCC President determines that any of the following apply:

1. The employee ceases to be an eligible employee; OR
2. Employee resigns; OR
3. Employee is terminated; OR
4. Employee has retired.

F. WAIVER AND RELEASE AGREEMENT:

In order to be eligible to receive a buyout, the eligible employee must submit a signed release and confidentiality agreement.

G. BUYOUT PAYMENT OPTIONS:

Each eligible employee who is approved for Buyout will receive one of the following buyout options:

1. Regular full-time position: The buyout provides one (1) month of salary for every three (3) years of employment up to a cap of twelve (12) months of salary.

(Example: Employee's annual salary \$55,000/12 months = \$4,583.33 monthly salary. Years of employment = 20 years/3 = 6.67 years x \$4,583.33 monthly salary = \$30,570.81 buyout amount. Full time faculty calculation would be 75% of buyout amount.)

2. Administrative Staff (President, Deans, Human Resources Director, Network Administrator and Chief Finance Officer): The buyout amount shall be negotiated between the eligible employee and SCC Board of Directors but cannot be less than the regular full-time employee amount unless requested by the employee.

A buyout does not include severance pay (*see* Part 324.00). An eligible employee cannot receive both a buyout package and their eligible severance pay accrued to the date of EBP agreement.

A buyout does not include pay for any unused vacation leave, which will be paid out in accordance with the SCC Policies and Procedures Handbook.

SCC shall deduct from the buyout amount all legally required taxes, other withholdings, and any sums due and owing to SCC.

H. CONTINUED PERFORMANCE AND TERMINATION PRIOR TO VOLUNTARY SEPARATION DATE:

An eligible employee shall abide by SCC standards of conduct and satisfactorily perform his or her job responsibilities up to and including his or her voluntary separation date. An eligible employee whose employment with SCC terminates before his or her

voluntary separation date for any reason other than in accordance with the terms of the EBP shall not be eligible to receive buyout under the EBP.

I. RETURN OF SCC PROPERTY:

All SCC property (i.e., keys, documents and records, uniforms, identification cards, purchasing cards, laptops, cell phones, etc.) shall be returned by eligible employee to SCC on or before his or her voluntary separation date.

J. RE-EMPLOYMENT:

To avoid a repayment agreement, an eligible employee, for a period of five (5) calendar years from his or her voluntary separation date, may not seek or accept regular employment (full-time, part-time, temporary, or contractual) or grant-funded position at SCC.

If an eligible employee who took the buyout option returns to SCC, they will start at year 5 on the salary scale, earning 4 hours of annual leave and 4 hours of sick leave, and severance pay calculations start at zero years.

Under certain circumstances some employees may be allowed reemployment before the five (5) calendar years are met. Should an employee be rehired before the five (5) calendar year period expires, the employee must sign a repayment agreement, agreeing to repay the prorated amount of the buyout received and must be paid back by the end of the original five (5) calendar years.

Example: Employee received \$20,000 buyout, 2 years later was hired back at SCC. The employee would be required to repay 3 years of the buyout back to SCC ($\$20,000 / 5 \text{ years} \times 3 \text{ years} = \$12,000$ to be repaid over 3 years).

Under no circumstances will the repayment of the buyout be waived. The repayment period can be extended up to five (5) calendar years (maximum) with Board approval. Once a buyout is taken, the employee has waived their right to years of experience on the salary scale (5 years of experience), leave accruals (4 annual and 4 Sick), and severance years (zero years), regardless of the repayment agreement.

K. CONFIDENTIAL INFORMATION/COOPERATION:

Each eligible employee must keep and maintain the confidentiality of any and all information that he or she acquired during his or her employment with SCC that is treated as confidential and non-disclosable under tribal, federal, and state law. Each eligible employee shall cooperate with SCC and its legal counsel in connection with any current or future investigation or litigation relating to any matter in which the eligible

employee was involved or of which the eligible employee has knowledge, or which occurred during the eligible employee's employment. Such assistance shall include, but not limited to, depositions and testimony, and shall continue until such matters are resolved.

L. RECOVERY OF BUYOUT PAYMENT MADE BY MISTAKE:

An eligible employee shall be required to return to SCC any buyout, or portion thereof, made by a mistake of fact or law. If an eligible employee does not return such buyout, SCC shall be entitled to pursue any and all legal and equitable relief for such overpayment, including but not limited to causes of action for recoupment or recovery by any means allowed by law for monies had and received.

M. NO ASSIGNMENT OF PAYMENT:

Under no circumstances may the buyout be subject to anticipation, alienation, pledge, sale, transfer, assignment, garnishment, attachment, execution, encumbrance, levy, lien, or charge, and any attempt to cause any such buyout to be so subjected shall not be recognized, except to such extent as may be required by law.

N. APPLICABLE LAW:

The eligible employee shall be governed and construed in accordance with the laws of the Chippewa Cree Tribe. In the event of an action to enforce any provision of the EBP, venue and jurisdiction shall be in the Chippewa Cree Tribal Court.

O. SEVERABILITY:

If any provision of the EBP is held by a court of competent jurisdiction to be void, unlawful or unenforceable under any applicable statute or other controlling law, the remainder of the EBP shall continue in full force and effect, at the discretion of SCC.

326.00 DEBT MANAGEMENT POLICY

A. The College may acquire a line of credit loan only by majority vote of the Board of Directors. The Board will use these guidelines and adhere to them unless an emergency is declared, and further borrowing is a necessity:

1. Short term financing refers to borrowed capital that will be repaid within one year. In general, we refer to that as a line of credit. Line

of credit and the payback applicable will not be in excess of twelve months.

2. Long-term financing refers to borrowed capital for major purchases or construction that will be repaid over a specific time longer than one year. Assets may be pledged as collateral to reduce the rate of a loan.
- B. Before incurring any debt, the College administration will research available institutions, obtain lending rates and report to the Board on all available resources. The administration will present a viable payback plan when presenting a request for borrowing of funds.

327.00 INVESTMENT POLICY

- A. SCC has several different investments in various institutions. These investments include (but are not limited to) SCC Endowment Fund, SCC Title III Endowment Funds, SCC Endowment General Fund, SCC Reserve Account, SCC Building Reserve Account, SCC 471 Account, SCC Severance Pool, and various SCC Scholarships. All original records of these accounts are kept in the SCC Business Office.
- B. **SCC ENDOWMENT FUND:** The SCC Endowment Fund is a result of the Bureau of Indian Affairs (BIA) providing funding to recognized Tribally Controlled Colleges and Universities (TCCU) located throughout the United States. Other funds such as donations have been added to this account. This account requires a dollar-for-dollar match and real estate can be used as SCC's match. SCC is currently using its property (older SCC Campus) as its match. These funds are put in Federally Insured or equivalent investments. Only the "income" earned may be spent and the "principal" is preserved. The income may be spent on any SCC (only) purpose. Income is defined as Interest Earned or Dividends Paid. It is important that the college does not cash-in these investments when the Market Value is below the Face Value, and it is almost always best to wait until these investments actually mature.
- C. **SCC TITLE III ENDOWMENT FUNDS:** All SCC Title III Endowment Funds are a result of the U.S. Department of Education providing funding to recognized

Tribally Controlled Colleges or Universities (TCCU) throughout United States. SCC has been investing Title III funds since the fiscal year 2000. These funds have been competitive and TCCU's must compete with each other for Title III Institutional Development funds and it is optional if they request Endowment funds in their competition. Other funds such as SCC General Fund, SCC fund raising activities, and private donations have been added to this Title III Fund as part of the required dollar-for-dollar match. SCC can only draw funds down from the US Department of Education after the matching dollars are met. This is usually done in increments throughout the year. The only restriction the Department of Education puts on the investment of these funds is that SCC cannot invest in Real Estate. Only fifty percent (50%) of the "income" earned may be spent and the principal is preserved. Should the College ever take any principal out, they would have to pay back the federal government an equal share the government contributed. The income may be spent on any SCC (only) purpose. Income is defined as Interest Earned or Dividends Paid. Like the SCC Endowment Fund, it is important that SCC does not cash-in these investments when the Market Value is below the Face Value, and it is best to wait until these investments actually mature.

- D. **SCC ENDOWMENT GENERAL FUND:** The SCC (SCC) Endowment General Fund is a fairly new fund that was created largely due to a substantial donation from a donor who gifted it to the College in 2012. Because these funds are a result of a private donation, the College has no obligation in this account to the government. Therefore, there are no government guidelines or restrictions on the SCC Endowment General Fund. At the present time there are no restrictions for withdrawing the income or the principal. Many of the investments currently in this fund are the result of trading with the SCC Endowment Account and the SCC Title III Endowment Account. If investments in either of those two said accounts fall below the Rating restrictions, and if they are paying more than an investment within this account that meets their (Endowment Fund or Title III Endowment Fund) investment Rating requirement, then a dollar-for-dollar trade will occur. The reason for this is to keep investments in the College that pay the highest amount of income. However, if any investment should fall below a Rating of C-, that investment will be cashed in and replaced with a higher Rated investment. Because of this, this account has the highest rate of risk but also has the opportunity for an increased rate of return.

- E. **SCC OTHER INVESTMENTS:** There are no government guidelines or restrictions on the Reserve Account SCC Building Reserve Account, SCC Severance Pool, and various SCC Scholarships due to the fact that non-government funding created all of these funds. Most of these investments are corporate bonds with a C rating or higher. These investments have no restrictions on the principal, and the principal and the income earned can be used at any time. The only restrictions are the Building Reserve has to be used for college facilities purposes only, the Severance Pool has to be used for college severance purposes only, and the Scholarships have to be used for college student scholarships only. The SCC 471 Account is funded from the BIA and it is all short-term investments that must be expended prior to the end of each fiscal year. This is the Colleges operational funding and because it must be expended within the fiscal year, it is invested mainly in Certificates of Deposit or Savings Accounts.

328.00 FUND BALANCE RESERVE POLICY

- A. **Policy:** This policy applies to building, severance, annual leave, and operating reserves. The objectives of this policy are as follows:

1. Ensure that adequate reserves are maintained to meet liabilities incurred for annual leave accruals and severance accruals, and for other college financial activities.
2. Provides for the process that records and reports fund balances and activity in the reserve accounts.

B. **Procedure:**

1. The Business Office will monitor all reserve funds and make appropriate entries to maintain reserves in accordance with this policy. The SCC Board of Directors must approve the use of the reserve funds.
2. The Business Office will prepare a report (at least annually) listing the reserve amounts in each of the reserve funds.
3. Operating Reserves. This fund can be utilized for unexpected expenses and college initiatives.
4. Severance and Leave Reserves. Severance and Leave Reserves must be used for college severance and annual leave purposes only.

5. Building Reserves. The Building Reserve must be used for college facility-related purposes only.

229.00 FRAUD POLICY

Dishonest & Fraudulent Acts and/or Abuse of SCC Resources. SCC has a fiduciary responsibility to conserve, preserve, and efficiently use all SCC resources. SCC employees must comply with applicable Tribal and non-Tribal laws, SCC Board of Directors-mandated policy, SCC organizational policies, and/or any law, regulation, or policy applicable to any grant or program. This policy applies to any known or suspected fraud or theft involving employees, customers, vendors, contractors, consultants, or other parties related to SCC. A SCC employee terminated for failing to meet this expectation may or may not be eligible for rehire. Such determinations shall be made on a case-by-case basis by the severity of the fraud committed. The following are examples of Dishonest & Fraudulent Acts and/or Abuse of SCC Resources but are not limited to:

Dishonest or Fraudulent Acts:

- A. Misappropriation of funds, equipment, supplies, or other assets;
- B. Impropriety in the handling or reporting of money or financial transactions;
- C. Profiteering as a result of insider knowledge of college activities (bids);
- D. Disclosing confidential and proprietary information to outside parties;
- E. Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the College. Exception: Gifts less than \$50 in value;
- F. Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment. Falsifying or forging documents;
- G. Any similar or related irregularity.

Abuse of Resources:

- A. Use of company vehicles for personal use (without proper approval);
- B. Sleeping on the job;

- C. Cheating on timesheets;
- D. Using office supplies/equipment for personal use;
- E. Not attending/going on approved travel after accepting and spending the travel advance;
- F. Clocking in and leaving campus on personal business and coming back at the end of the day to clock out;
- G. Wasting time on-line. (Ex. Shopping). Refer to Acceptable Computer and Internet Policy.

If you suspect fraud or abuse of resources, you can anonymously report to any business office employee or department head for further investigations.

230.00 TIME CLOCK POLICY

SCC uses an electronic time tracking system called Time Clock Plus to capture and record all employee time records. Time Clock Plus is an electronic time tracking system that allows the College to accurately record, track, and report employee information in real time. This allows employees to accurately monitor and keep track of their time and enables the College to efficiently process employee time worked and leave taken for payroll purposes. The following procedures and guidelines have been created to ensure accurate recordkeeping and compliance within the College. A unique number will be assigned to each employee upon hire. Employees can contact the Human Resources Director to obtain their ID number. This number will be the same number used for their bookstore account.

Official Time of Record.

The Time Clock Plus electronic timekeeping system is the official timekeeping software for all employees. In order to ensure consistency of treatment for hourly paid employees, the data recorded in the Time Clock Plus system shall be considered as the “official” record of the workday for the College. Any disputes over actual hours worked or attendance will be resolved by referring to the Time Clock Plus records, security cameras, supervisors, and temporary sign in/out sheets.

Daily Clock In/Out Requirements.

It is a job requirement that all employees must “clock in” and “clock out” at the start of their shift and at the end of their shift.

Employees are expected to clock in and out at their regularly scheduled working hours. There will be times when an employee is required to leave during working hours for personal reasons. During these instances the employee must clock out and upon return clock in and submit appropriate leave.

Under certain conditions (such as trainings at an off-site location, extracurricular events, etc.) when an employee cannot “clock in” at their worksite, the employee should report time worked to the Time Clock Manager using the Time Clock Edit Form so that their time worked can be manually entered. Arrangements can also be made in advance for travel or training status with IT Department or Human Resources Director.

Falsification, Tampering, And Misuse.

The following infractions are prohibited and will be considered severe. Due to the severity of these infractions, employees may be subject to immediate corrective action, up to and including termination.

- A. Any attempt to tamper with timekeeping hardware or software;
- B. Interference with another employee’s use of the Time Clock Plus system;
- C. Habitually forgetting to clock in and out using the Time Clock Plus system;
- D. Employees conducting personal business or simply not working while clocked in may be considered “cheating” and could be subject to corrective action up to and including termination.

Clock Problems.

If an employee is unable to punch in or out because of a time clock malfunction, accidental oversight, or other reason, it is the employee’s responsibility to immediately inform the IT Department and complete the Time Clock Edit form. In this situation, the IT personnel will manually correct the clock in or clock out information and this form must be attached to their timesheet for that pay period. As soon as they get the notice they missed a punch they should notify it no later than the next day. If the correction is needed for a timesheet

that has already closed, the Time Clock Edit Form must be submitted to the IT/Security personnel to verify the error so that it can be manually corrected.

Lunch Break.

All employees are entitled and expected to take a duty-free lunch period each day. The duty-free lunch should be a maximum of 30 minutes in length. It is the employee's responsibility to fill out an application for leave if they exceed the 30 minutes allowed.

Processing of Electronic Time Reports.

The Human Resources Director will close the bi-weekly pay period in Time Clock Plus according to a preset schedule to ensure that time adjustments are properly recorded. The work week begins on Tuesday at 12:01 AM and runs 14 days, ending on a Monday at midnight. Employees and their supervisors must resolve all missed punches and review clock hours for their staff on the Tuesday following the close of a pay period. It is imperative that employees complete any necessary Time Clock Edit Forms in a timely manner.

The Time Clock Plus is set to round punches to the nearest 15 minutes and staff are expected to use their leave accordingly. Rounding is as follows:

- A. 8:00 – 8:07 rounds to 8:00;
- B. 8:08 to 8:22 rounds to 8:15;
- C. 8:23 to 8:37 rounds to 8:30;
- D. 8:38 to 8:52 rounds to 8:45
- E. 8:53 to 9:07 round to 9:00 etc...

Time Clock Edit Form.

Any corrections to time that occur *PRIOR TO THE CLOSE OF THE WORKWEEK* require a Time Clock Edit Form. The form is located on SCC file share or in the business office and must be completed by the employee and the Security Officer must sign off verifying the time. The completed form must be submitted to the IT Department to post the clock in/out change. The original Time Clock Edit Form is kept on file in payroll with current pay period time sheets. Examples of changes would include:

- A. Correcting missed punches
- B. Adjusting the clock in or clock out times

Time Clock System Audits.

Time Clock Plus data is subject to annual external audit and may be monitored by a third party to verify compliance. Additionally, there will be times when the Business Office is notified of an employee cheating and in these cases a review of the security cameras will take place to verify the employee's hours. Any irregularities will be subject to disciplinary actions and possible termination.

Adding And Removing Employees From System.

Employees are set up on the Time Clock when all necessary paperwork has been filled out with the Human Resources Director, and the employee has been cleared to start working. The IT Department or Human Resource Director is responsible for adding new employees onto the Time Clock System and will register the employee's fingerprint to allow them to begin using the Time Clock System. Part-time and temporary employees are also required to use the Time Clock System and should adhere to these policies.

Terminated employees will be removed from the system when the Termination documents are received in the Payroll Office from the Human Resources Director.

331.00 WHISTLEBLOWER POLICY

- A. Whistleblower: A whistleblower as defined by this policy is an employee of Stone Child College (SCC) who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate administrative officials are charged with these responsibilities.
- B. Examples: Examples of illegal or dishonest activities are violations of federal, state or billing laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

- C. Employee Obligations: If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the SCC President. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.
- D. Whistleblower protections are provided in two important areas: -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. SCC will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
- E. Defend Trade Secrets Act (DTSA) Compliance: "Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing:
1. Immunity—An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that—(A) is made—(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.
 2. Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order."

- F. All reports of illegal and dishonest activities will be promptly submitted to the Human Resources Director who will be responsible for investigating and coordinating corrective action.
- G. Employees with any questions regarding this policy should contact the Human Resources Director.

Effective Date.

SCC's Whistleblower Policy shall be effective: November 26, 2019

332.00 - 338.00 – GRANT MANAGEMENT POLICIES AND PROCEDURES

As a recipient of Federal funds, Stone Child College must comply with the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance"). This section will address policies and procedures to follow in the administration of the Federal awards administered by the College.

332.00 COST TRANSFERS

Policy.

Cost transfers are appropriate when they are reasonable, allocable, allowable, and consistently applied as direct costs of the Federal grant/project. Typically, the purpose of cost transfers is to correct errors in processing the original charges, move costs between accounts for closely related work that is supported by more than one funding source, or to transfer pre-award costs if allowed by the funding agency.

Cost transfers may be appropriate in the following circumstances:

- A. Cost transfers to correct clerical errors
- B. Cost transfers to reallocate effort to reflect actual charges
- C. Cost transfers for the removal of unallowable expenses
- D. Cost transfers for the allocation of costs benefiting more than one project

- E. Internal cost transfers between College and Federal project accounts for close out purposes.

Definitions

- A. **Allocable.** A cost is allocable to a project if goods and services involved are chargeable or assignable in accordance with the relative benefits received by the projects. In order to be allocable a cost must be treated consistently in like circumstances.
- B. **Allowable.** A cost is allowable to a project if: (1) the costs are reasonable; (2) the costs are allocable to the specific project; (3) the costs are treated consistently in like circumstances; and (4) the costs conform to any limitation of the cost principles or the grant award.
- C. **Reasonable.** A cost may be considered reasonable if the nature of the goods or services acquired or applied, and the amount involved therefore, reflects the action that a prudent person would have taken under the circumstances prevailing at the time the decision to incur the cost was made.

Cost transfers (journal entries/journal vouchers) should be processed as soon as possible after the original transaction, but in any case not later than 90 days after the date of the original transaction. Requests for transfers made after 90 days will be considered only under extenuating circumstances. The Business Office is obligated to immediately remove and correct any incorrect charges made to Federal Award accounts, regardless of time frame.

Procedure.

A cost transfer or journal entry is an after-the-fact reallocation of the cost associated with a transaction from one account to another account(s). It is the expectation that all Administrative Staff/Deans and their supporting staff (Project Coordinator) understand the importance of reviewing their program expenditures on a regular basis to ensure that costs are being allocated to the correct funding source initially, and that all costs charged to a funding source are appropriate, correct, and allowable.

- A. The Administrative Staff/Deans or their designee must request from the Business Office a copy of the general ledger activity for a specific time period (at least monthly). If there are any discrepancies regarding appropriateness, then notify the Business Office immediately.
- B. The Business Office will:
 - 1. Review the identified source documentation for appropriateness (as stated above.)
 - 2. Process the cost transfer or journal entry.
 - 3. File the documentation in the program file.

333.00 RECORDS MANAGEMENT AND RETENTION

Policy.

Financial records, supporting documents, statistical records, and all other non-federal program records pertinent to the Federal Award must be retained and maintained according to the following procedures.

File Management Procedure.

A master file associated with a grant award must maintain a file structure that includes the following six sections with clear separations between different fiscal years, unless otherwise directed by the grantor:

- A. Section 1.) **Grant Award and Application** (e.g., Award letter, grant agreement, grant amendments, modifications, extensions, cancellations and terminations and anything else related to the award)
- B. Section 2.) **Budget Information** (e.g., approved budget, budget modifications)
- C. Section 3.) **Financial Reports** (e.g., SF-425 reports)
- D. Section 4.) **Draw Downs**
- E. Section 5.) **Cost Transfer Information** (e.g., journal entries, program billing for indirect costs, etc.)

F. Section 6.) **Other** (e.g., any other related grant information)

File Retention Procedure.

The College maintains records for at least three years following the closure of its most recent audit report. If any litigation, claim, negotiation, audit, or other action involving grant records has been started before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later. At the end of the retention period, the master file will be scanned and stored electronically in a cloud hosted site.

334.00 FEDERAL AWARD BUDGETING

Policy.

The approved budget for the Federal Award summarizes the financial aspect of the project or program as approved during the Federal Award process. SCC is required to report deviations from budget or project scope or objective and must request prior approval from the Federal awarding agency.

Budget Modification.

Budget adjustments are to reallocate funds from one budget line item to another to reflect the needs of the project. The following guidelines will help establish the approval process of the Budget Modification.

Prior Approval Requirements for NON - CONSTRUCTION AWARDS:

- A. Change in scope or objective of the project.
- B. Change in key personnel.
- C. Reduction in time devoted to the project by the Principal Investigator or Project Director.

- D. Transfer of funds budgeted for participant support costs to other categories of expense.
- E. Any changes to the approved cost-sharing or matching provided by SCC.
- F. No Cost Extensions must be submitted to the awarding agency at least 10 calendar days before the end of the budget period. Depending on funding agency because each funding agency is different.
- G. Budget changes that exceed 10% of the total budget or as stated in the awarding documents.
- H. Carry Over

Prior Approval Requirements for CONSTRUCTION AWARDS:

- A. Change in scope or objective of the project.
- B. Change in key personnel.
- C. Reduction in time devoted to the project by the Principal Investigator or Project Director.
- D. Transfer of funds budgeted for participant support costs to other categories of expense.
- E. Any changes to the approved cost-sharing or matching provided by SCC.
- F. Budget changes that exceed 10% of the total budget or as stated in the awarding documents.
- G. Additional funds are needed to complete the project.

No Prior approval required.

Budget changes are allowed between direct costs categories, up to 10% of the total budget approved by the awarding agency, unless the awarding agency states otherwise in the award documents.

Procedures.

It is the expectation that all Administrative Staff/Deans and their supporting staff (Project Coordinator) understand the importance of reviewing their program budgets on a regular basis to ensure that costs are being allocated to the correct funding source initially, and that all costs charged to a funding source are appropriate, correct, and allowable.

A. The Administrative Staff/Deans or their designee completes a Budget Modification Form. The justification for the budget modification must answer the following questions:

1. Why is this change necessary for the project?
2. How will the funds be used?
3. Attach agency approval to modify the original budget if it exceeds predetermined limit.
4. Sign the Budget Modification Form and forward to the supervisor.

B. The supervisor will review the Budget Modification Form and either approve or deny the proposed budget change. The Budget Modification Form is then forwarded to the Business Office for processing.

C. The Business Office will:

1. Review the documentation for appropriateness. (Justification, all approving signatures, in compliance with award guidelines and prior approvals, etc.)
2. Process the Budget Modification Form.
3. Notify the PI/PD/Coordinator when the budget revision is accomplished.
4. File the Budget Modification Form in the program file.

Policy.

SCC draws down federal funds approximately once a month, unless the federal granting agency requires another way of accessing their funds. The draw down process is performed by the CFO or an Accounting Manager. All drawdowns of Federal funds are done on a reimbursement basis, unless the funding agency approves otherwise.

Procedure.

Before each drawdown, a Trial Balance report of the Inter Fund Receivable/Payable general ledger code (1099) is ran for that point in time. Those fund balances that show a negative balance are then processed for draw downs. Should a positive cash balance appear on the report, the CFO or Accounting Manager will investigate the cause for the positive balance and correct it immediately.

An official book for each funding agency is kept with all drawdown information in it (web site, award numbers, account numbers, passwords, etc.) and is kept in a secure location. The CFO will then access the federal website to request the drawdown amount as indicated on the Trial Balance report. All information is printed from the website as drawdowns occur.

After the drawdown requests have occurred, the printed documentation is then recorded in the drawdown request log until it arrives via ACH to our bank account. It is then sent to the Accounting Manager to create a journal voucher to be posted in the accounting system, using the appropriate fund account. All documents are then filed in the grant file.

If by chance a federal drawdown results in a federal grant having a positive cash balance, the CFO will adhere to the policy of the federal agency, if funds need to be returned or spent within a certain time period.

Policy.

As a recipient of federal funds, Stone Child College must comply with Uniform Guidance as well as other federal requirements for certifying effort expended on federal awards. SCC requires all individuals who receive federal sponsored funding to comply with institutional policies and sponsoring agency regulations regarding the proposing, charging, and reporting of effort on those awards.

SCC faculty and staff are expected to charge their time to federal awards with the committed effort expended on all activities they perform. All individuals who receive any compensation from a federal award are required to certify their effort. This process ensures that salaries and wages are properly expended, and that actual effort is consistent with the committed and budgeted effort.

Subpart E §200.430 of the Uniform Guidance includes the federal regulatory requirements for compensation for personal services. SCC's Time and Effort Certification policy and procedures are intended to meet these requirements.

Procedure.

Time and effort certifications or time and effort reports are required from all grant funded personnel. College personnel that are 100% grant funded or funded by more than one grant, are to complete a time and effort certification at the end of each biweekly pay period. The completed time and effort form must reflect daily duties that were performed for each grant during that period. The certifications or time and effort reports must be signed by the employee and their supervisor. All completed forms are to be submitted to the business office along with their timesheet. The Payroll Officer is responsible for reconciling time and effort to actual pay and making necessary adjustments. Any leave taken during the pay period will be allocated proportionately.

Purpose.

All employees are expected to maintain the highest standards of honesty, integrity, and impartiality in the conduct of College business.

Conflict of Interest, or potential conflict of interest, occurs when there is a deviation between the employee's private interests and professional obligations to Stone Child College, such that an independent observer might reasonably question whether the employee's professional actions or decisions are determined by considerations of personal gain, financial or otherwise.

Persons Concerned.

This statement is directed not only to Board Members, President, Deans and Administrative Staff, but to all employees who can influence the actions of Stone Child College. For example, this would include all who makes purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning the College.

Areas In Which Conflict May Arise.

Conflicts of interest may arise in the relations of Board Members, President, Deans, Administrative Staff and employees with any of the following third parties:

- A. Engage in any activity that conflicts with the employee's official duties.
- B. Use their position to secure privileges.
- C. Receive compensation from any other person or organization for performing official duties.
- D. Disclose confidential information to an unauthorized person for any reason.
- E. Use College resources for personal benefit.

Nature of Conflicting Interest.

A conflicting interest may be defined as an interest, direct or indirect, with any persons or vendors mentioned above. Such an interest might arise through:

- A. Consulting activities that use College resources (equipment, supplies, and/or human resources, etc.) and/or place the individual in a position to influence business decisions between the College and any third party.
- B. The purchase of goods or services for the College from businesses in which the employee, or his or her family, has a financial interest, or as a result of such purchase, may directly benefit.
- C. Receipt of gifts, gratuities, loans, or special favors (including trips or speaker's fees) from research sponsors or vendors in excess of \$50.
- D. Members serving as the Board of Directors, committees, advisory groups (or similar bodies) of governmental, for-profit or not-for-profit entity.
- E. Use of information received as a College employee for personal gain.

Interpretation Of This Statement Of Policy.

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not limited to. Conflicts might arise in other areas or through other relations. It is assumed that the Board Members, President, Deans, and Administrative Staff employees will recognize such areas and relation by similarity.

However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is completed. It shall be the continuing responsibility of the Board of Directors, President, Deans, and Administrative Staff employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

Disclosure Policy And Procedure.

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

- A. The conflicting interest is fully disclosed and filed in their personnel file;
- B. The person with the conflict of interest is excluded from the discussion and approval of such transaction;

- C. A competitive bid or comparable valuation exists; and
- D. The Board of Directors has determined that the transaction is in the best interest of the organization.

Disclosure in the organization should be made to the president (or if she or he is the one with the conflict, then to the board chair), who shall bring the matter to the attention of the Board of Directors. Disclosure involving Board of Directors should be made to the board chair, (or if she or he is the one with the conflict, then to the board vice-chair) who shall bring these matters to the Board of Directors.

The Board of Directors 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 Stone Child College. The decision of the Board of Directors on these matters will rest in their sole discretion, and their concern must be the welfare of Stone Child College and the advancement of its mission.

338.00 UNALLOWABLE COSTS

Unallowable Costs On Federal Grants.

You would like to spend grant funds for something your program needs. You must determine if your expenditure meets the following criteria:

- A. **REASONABLE? It is an ordinary cost of the project.**
- B. **NECESSARY? You must have it for the project to be successful.**
- C. **ALLOWABLE? The funding agency says it's a legitimate cost.**

The following list provides general guidance pertaining to costs in which federal funds awarded through grants **are unallowable**. Check with the Business Office before applying any of these expenses to a federal award.

- A. **General administrative costs.** costs of administrative expenses that are indirect costs unless authorized by the federal approving agency.
- B. **Advertising and public relations costs.** Costs of meetings, conventions, convocations and other events related to the institution, including costs of displays, meeting rooms, hospitality suites used in conjunction with special

events, and salaries and wages of employees engaged in setting up, displaying exhibits, and making demonstrations. Costs of promotional items, memorabilia, and gifts. Costs of advertising and public relations designed solely to promote the institution.

- C. **Advisory Councils.** Unless authorized by Federal Awarding Agency.
- D. **Alcoholic beverages.**
- E. **Alumni activities.**
- F. **Bad debt.** including losses arising from uncollectable accounts and other claims; related legal costs.
- G. **Commencement and convocation costs.**
- H. **Contingency provisions.**
- I. **Defense and prosecution of criminal, civil, or administrative legal proceedings.**
- J. **Donations and contributions,** including cash, property, or services.
- K. **Entertainment costs** (even on business trips) including amusement, diversion, and social activities, unless approved in the Federal award or prior approval is obtained.
- L. **Capital expenditures for general purpose equipment** including office equipment and furnishings, telephone networks, IT equipment (computers, tablets, etc.), copiers, printers, motor vehicles, buildings, and land **unless approved by funding agency** as a direct charge. Improvements to equipment, buildings, and land are also unallowable. (Not allowable as an indirect cost)
- M. **First Class Airfare (unless it is the only available option).**
- N. **Fines and penalties.**
- O. **Fundraising and investment costs.**
- P. **Food costs** (except for conferences which is defined as seminars, meetings, retreats, symposiums or workshops).
- Q. Goods or services for personal use.
- R. **Cost of housing** and personal living expenses.

- S. **Idle facilities** (except when they are necessary to meet fluctuations in workload or were once necessary when acquired and are now idle because of changes in program requirements, etc. which could not have been reasonably foreseen).
- T. Interest.
- U. **Lobbying costs**, at any level of government.
- V. **Losses on other awards or contracts** (it is not allowable to cover an over expenditure on one grant by using funds from another).
- W. **Memberships, subscriptions, and professional activity cost to**, country club or social or dining clubs, or organizations whose primary purpose is lobbying. Community civic organizations are unallowable unless approved by the awarding agency.
- X. **Pre-award costs** incurred before the effective date of the sponsored agreement unless approved by the awarding agency.
- Y. **Cost of selling and marketing products or services of the institution** (unless considered an allowable public relations cost).
- Z. **Student activity costs** unless specifically provided for in the agreement.
- AA. **Termination costs** applicable to sponsored agreements on costs of items reasonably usable on the institution's other work.

339.00 – 340.00 Bookstore Policies and Procedures

339.00 TEXT AND GENERAL SUPPLIES

Policy.

The primary purpose of the Stone Child College bookstore is to provide textbooks and supplies to support instructional programs at the college. General merchandise is offered as well. All resale items for the College must be sold through the bookstore. Exceptions are food service, vending machines, and if the bookstore manager agrees to other arrangements – such as with student club activities.

Procedures.

Textbook orders are due two months before the beginning of the semester during which the text will be used by completing a Textbook Order form that includes book title, edition, website, ISBN, and publisher. Instructors are expected to keep up to date concerning new editions of the textbooks used in their classes. Failure to provide this information will delay orders. Textbook Order forms are the responsibility of the instructors.

Changes to Textbook Orders.

- A. Changes will be permitted after orders have been processed only in the case of a change in instructor and only up until one week before the first day of the semester.
- B. Errors made by the bookstore will be corrected by the bookstore and will be processed on a “rush order or express delivery” basis.

Special Orders.

Outside of the first week of each semester, special orders are available for faculty, staff, and students. The bookstore can special-order textbooks, general books, and computer software.

Textbook Stocks.

All textbooks on hand at the end of the last day to add a class will be returned to the publisher.

Instructor-created Materials.

Instructors preparing their own instructional materials to be sold through the College bookstore are responsible for defective and unsold merchandise. The bookstore will reimburse the instructor at the end of the semester for items sold.

Instructors' "Fair Use" and Copyright.

It is the instructor's responsibility to determine the copyright status of any materials compiled for sale in the College bookstore, and to obtain written permission from the publisher or copyright holder to reproduce the material if it does not fall within "fair use" according to current copyright law. Written permission from the publisher is also required before making copies of out-of-print material. Instructors compiling materials for sale in the bookstore must submit a form stating that they understand the policies and regulations governing use of copyrighted material.

Returned Merchandise and Refunds.

Anyone returning an item for refund must present a sales receipt dated for the current academic semester.

A. Textbook refunds:

1. Full refunds are given during the first two weeks from the opening day of each academic semester, with the exception of summer semester (refunds for first week only). No refunds will be given after this period.
2. All merchandise returned must be in new condition, clean, unmarked, and undamaged, and in its original packaging. The bookstore management reserves the right to judge the condition of any returned items.

- B. Defective new books will be replaced immediately. Used books are not guaranteed for replacement.
- C. Store merchandise other than books or instructional materials must be returned within five (5) days after purchase unless otherwise specified in the bookstore.
- D. Purchases made by check will be refunded by check, sent through the U.S. mail only, within ten (10) working days. Purchases made by credit card will be refunded by crediting the card account.
- E. Copies of the Stone Child College bookstore refund policies will be posted in the bookstore.

Buy-Backs.

A. Stone Child College Bookstore Buy-Back. Stone Child College offers its book buy-back for five (5) days during the final examination period. Stone Child College will buy back a textbook at 26% of the original sale price under the following conditions:

1. the textbook must be ordered by an instructor for use during the following semester;
2. the book must be in good, re-saleable condition;
3. the bookstore is not already overstocked with that textbook title.

340.00 GENERAL MERCHANDISE

Policy.

The primary purpose of the Stone Child College bookstore is to provide textbooks and supplies to support instructional programs at the college. General merchandise is offered as well. All resale items for the College must be sold through the bookstore. Exceptions are food service, vending machines, and if the bookstore manager agrees to other arrangements – such as with student club activities.

Procedures.**Returned Merchandise and Refunds.**

- A. Store merchandise other than books or instructional materials must be returned within five (5) days after purchase unless otherwise specified in the bookstore.
- B. Purchases made by check will be refunded by check, sent through the U.S. mail only, within ten (10) working days. Purchases made by credit card will be refunded by crediting the card account.
- C. All electronic items are non-refundable. If the item is defective you must return it to the manufacturer.

- D. Copies of the Stone Child College bookstore refund policies will be posted in the bookstore.

In-house Charge Accounts.

- A. Students
- B. STAFF and FACULTY are allowed to set up in-house charge accounts. It is at the discretion of the bookstore manager to set limits to accounts based upon length of employment.
- C. COMMUNITY MEMBERS are allowed to charge if they have a full-time job. They will be allowed to charge up to \$150.00 and must be accompanied by a payroll deduction form authorized by their payroll clerk.

341.00 BOOKSTORE

Instructors are to submit textbook orders three months before the beginning of the semester by submitting a textbook request form to the Business Office. When the textbooks arrive, they will be priced and placed in the bookstore for sale to students first.

The Bookstore manager will maintain inventory of books on hand. Bookstore inventory will be limited to books required during the current and succeeding semester.

The Bookstore will carry textbooks, a variety of clothing and miscellaneous items, and student supplies required for classes.

BOOKSTORE POLICIES

Buying Your Textbooks.

- Present course schedule and student credit application.
- Obtain books.
- Indicate payment type, (cash, check, charge, or other).

The Price Of Textbooks.

- Textbooks are priced according to publisher costs, shipping costs, and College mark up.
-

Textbooks Return Policy.

No books will be accepted for return after the last day to add a class.

1. To receive a refund, new books must be in new condition, free of all markings and writing.
2. New books containing any mark automatically makes it used and will be half the new price.
3. A full refund will not be given on opened poly-wrapped books and merchandise.
4. Defective products will be replaced within 30 days of purchase.
- 5.

Bookstore Buy Back.

The SCC Bookstore periodically has book buy backs. Books that are still being used by instructors are the only ones that will be purchased back. The amount given to the original purchaser for the buy back will be at twenty-five percent of the original price. Book buy back payments will be given to the original purchaser only. This will be on a first come, first serve basis

SECTION IV - INSTRUCTIONAL

400.00-406.00 - CURRICULUM

400.00 CURRICULUM

All courses and programs composing the SCC curriculum are described in the current catalog. The curriculum is designed to meet the needs of the residents of the Rocky Boy's Indian Reservation and the Chippewa Cree Tribe as reflected in the College Mission Statement.

401.00 COURSE SCHEDULES

The course schedule to be offered each semester is prepared by SCC faculty in collaboration with staff and administration. Schedules are available three (3) weeks before the start of classes. Any class listed on the course schedule may be cancelled by the by the Dean of Academics if there is insufficient enrollment in the class at the close of registration or insufficient funding.

402.00 CHANGES IN COURSE SCHEDULES

The Dean of Academics must approve any proposed change in the course schedule, such as the time and place of the class meeting. The Registrar will be notified and is responsible for informing students of any and all official changes to the course schedule.

403.00 CANCELLATION OF CLASSES

Ideally every faculty member will meet every scheduled class period. Absences anticipated at the beginning of the semester, such as professional meetings, should be noted in the course calendar. The Dean of Academics must approve prior arrangements

in advance of the absence. If alternative arrangements are not approved, the instructor will schedule a make-up session during the semester.

404.00 CURRICULUM COMMITTEE

The SCC Curriculum Committee shall be appointed by the President and shall consist of the following: The Dean of Academics (Chairperson), , all full-time faculty, interested adjunct faculty, two SCC staff, a student representative (should be a sophomore), and others invited by the Dean of Academics.

405.00 CHANGES IN CURRICULUM

The Curriculum Committee, using the academic assessment plan and other appropriate analyses and discussion, will propose changes in the required curriculum for degree programs. The Curriculum Committee's recommendations for curriculum changes are submitted to the SCC President and Board of Directors for final approval.

406.00 DEFINITIONS OF COURSES AND CREDITS

Credits.

The number of semesters contact hours per credit is determined by the nature and design of each course as listed in the current SCC catalog and summarized below:

Activity/Studio Course.

Activity/Studio classes, characterized by athletic and artistic skill instruction are assigned one credit per thirty (30) hours of scheduled class sessions per semester. Supervised practices are required during the course hours. Course descriptions that list studio work, significant field experience, or physical activity are under this category.

Capstone Course.

Capstone courses, characterized by a special departmental project designed to assess student competency and program effectiveness are assigned three (3) credits per semester. Capstone courses are normally completed during the final semester of a degree program. The total number of hours needed to complete the course will vary by discipline.

Continuing Community Education.

The continuing community education courses, characterized by specialized classes designed to meet specific community needs, are assigned one (1) credit per fifteen (15) hours of scheduled sessions. Some community education courses may be applied to degree options with the approval of the Dean of Academics.

Independent Study.

Independent study courses are designed for directed research and study on an individual basis. These are characterized by student-scheduled completion under the direct supervision of an instructor, and are assigned one (1) credit per thirty (30) hours of documented course work per semester. Prior to registration, the student must complete a written project proposal, obtain approval from an instructor willing to supervise, and then submit the proposal to the Dean of Academics for final approval. The written proposal will describe the exact activities to be engaged in for the credits including: rubric and title of project; description of project; statement of goals and learning objectives; proposed activities and outcomes; resources to be used to complete the course; grading criteria, and; written permission of the sponsoring faculty. At the discretion of the Dean of Academics and Faculty.

Laboratory Course.

Laboratory courses, characterized by a combination of lecture and laboratory application, are assigned one (1) credit per fifteen (15) hours of scheduled lecture sessions and one (1) credit per thirty (30) hours of laboratory experience per semester. All two-year Associate

Degree Programs including a four-credit Lab-Based Science course as part of the general education requirement.

Lecture Course.

Lecture courses, characterized by oral instruction, are assigned one (1) credit per fifteen (15) hours of scheduled class sessions per semester. Most lecture courses are three (3) credit classes meeting three (3) hours per week.

Seminar Course.

Seminar courses, characterized by a discussion format including the intellectual exchange of ideas or information are assigned (1) credit per fifteen (15) hours of scheduled sessions per semester. Seminar courses are most appropriate for students who have completed more than half of the credits required for their degree or have achieved a level of expertise whereby they may benefit academically from the seminar format. Prior to registration, students should obtain approval from the instructor.

Special Topics Course.

Special topics courses, characterized by an instructional format that is tailored to a particular audience, learner outcomes, and goals, and that will provide a unique educational opportunity, are assigned one (1) credit per fifteen (15) hours of scheduled class sessions per semester. Special topics courses are listed in the student catalog as 180 level and 280 level courses under each rubric and are generally offered on demand.

Workshop For Credit.

A workshop, characterized by presentation of material of a specific and limited nature, which can be accomplished in a relatively short time, is assigned one (1) credit per fifteen (15) contact hours. Workshop plans; syllabus, and course outline must be submitted to and approved by the Dean of Academics three (3) weeks prior to the beginning of the semester it is being offered.

407.00 - 414.00 - INSTRUCTOR RESPONSIBILITIES

407.00 ORDERING TEXTBOOKS AND SUPPLIES

It is the responsibility of the instructor (Dean of Academics, if a scheduled class does not have an assigned instructor), to select and order textbooks and supplies for each class, at least six (6) weeks before the beginning of the semester. Instructors are to use book editions for a minimum of four (4) semester cycle not including summer.

An order form is available through the business office. Instructor's textbook copies should be ordered separately from the publisher. Instructors will notify the bookstore which used materials are eligible for purchase back from the student.

408.00 GRADING POLICIES

Individual Course Letter Grade Assignment.

Instructors are free to use any ethical, point-grade system that is fair and equitable to all students. This system must be based on a 4.00 scale. The grading system should be explained by the instructor to the students at the beginning of the semester and must be included in the course syllabus.

Grade Definition Table.

Grade	Interpretation	Grade Point Earned
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0

P	Pass	0
I	Incomplete	0
W	Withdrawal	0
W/I	Institutional Withdrawal	0
N	Listener/Audit	0

Course Challenge.

A student may request to receive credit for a course by special examination. Prerequisites apply for all courses taken on a challenge basis. Some courses may not be challenged. Within the first three weeks of the semester, a student may request to challenge a course if the following conditions are met:

- A. The instructor of the course agrees.
- B. The Dean of Academics approves.
- C. The student completes and passes a special challenge test approved by the Dean of Academics.
- D. The grade assigned to the course for the student will be the grade earned on the challenge test.
- E. Challenged courses must also be paid for during the semester that they are taken.

Incomplete Grade.

An incomplete grade, "I" may be requested by a student in writing. If the following conditions are met, the instructor may consider issuing the "I" grade:

- A. The student has satisfactorily completed more than three-fourths (75%) of the class requirements.
- B. The student is unable to complete the class during the normal scheduled class sessions due to unforeseen circumstances.
- C. The student has an attendance rate of at least 70% for the class during the semester.

- D. The student is willing to and capable of completing the required, prescribed work outside the normal scheduled class sessions within the time be specified by the instructor and within the time to be specified by the instructor and within two (2) academic terms following the issuance of the Incomplete.
- E. The student understands that the failure to complete the requirements as specified in the "INCOMPLETE GRADE REPORT" will result in the alternative grade to be assigned or it will automatically lapse to an "F" grade.

Approval Procedure.

- A. The student meets conditions a - e above and requests the incomplete grade in writing.
- B. The instructor, Registrar, and the Dean of Academics agree to the student's request.
- C. A grade of "I" is submitted with the other course grades as required in the current SCC catalog.
- D. The instructor will submit an "INCOMPLETE GRADE REPORT" to the Registrar specifying the incomplete course requirements. The "INCOMPLETE GRADE REPORT" will be placed in the student's permanent advising files.

Completion of the "I".

- A. The student submits work to the instructor within the time period specified in the incomplete grade report and defined in the current SCC catalog.
- B. The instructor will evaluate and grade the work submitted and replace the grade of "I" by submitting a "GRADE CHANGE REPORT" to the Registrar.
- C. If the above conditions have not been met, the Registrar will change the incomplete grade to the alternative grade listed on the "INCOMPLETE GRADE REPORT" submitted by the instructor.

Withdrawal.

A student may request a withdrawal from a course by submitting the proper forms to the SCC Registrar's Office. Up to the last day of registration (specified in the Academic Calendar), a student may drop a course without a notation on the transcript. If a student withdraws by the withdrawal deadline, a "W" will appear on the transcript. After the last day to withdraw, students will receive a letter grade as assigned by the instructor.

Institutional Withdrawal.

A student who has missed thirty (30%) percent of scheduled class hours by mid-term may be institutionally withdrawn from a course for which they are officially registered. An institutional withdrawal is based primarily on: 1) Student attendance as per SCC Attendance policy listed in the student catalog, 2) Student expectations and grading criteria specified in each course syllabus, and 3) Verification of attendance records maintained by each instructor and routinely monitored by the Registrar's Office.

An instructor or administrator has the right to initiate a "W/I" request through the Registrar's office once the necessary student records have been evaluated.

If a student is institutionally withdrawn from the course, a grade of "W/I" will be entered on the transcript. No grade points will be assigned to a grade of "W/I". A grade of "W/I" may affect a students' academic and financial eligibility.

Pass/Fail.

A maximum of nine (9) credits of pass/fail elective courses may be counted toward a degree. However, students cannot satisfy general education/related instruction and professional core requirements with courses taken on a pass/fail basis. Prerequisites apply to all courses taken on a pass/fail basis.

Grade Change.

Once the instructor reports a grade change to the SCC Registrar, the grade will not be changed except in extreme circumstances or in a case of an administrative error. The Dean of Student Services, Dean of Academics and the instructor will make the final determination of the change of a grade as reflected on the proper grade change form.

Course Drop.

A student may drop any course during the semester if the following conditions are met:

- A. The request to drop is on or before the posted deadline to drop a course.
- B. The student requests the drop.
- C. The student's academic advisor agrees and signs the "Drop/Add" form.
- D. The course instructor agrees and signs the "Drop/Add form".

If the above conditions are met, then the following action will be taken to determine a grade assignment:

- A. No entry is made in the students record if the drop is completed prior to the date listed as the last day to withdraw (as listed in the current SCC catalog).
- B. Up to the last date to withdraw, a grade of "W" is assigned.
- C. After the last date of withdrawal, a letter grade is assigned.

Course Add.

A student may add any course during the semester if the following conditions are met:

- a. The request is made prior to the last day for adding a class as listed in the current SCC catalog.
- b. The student's academic advisor agrees and signs the "Drop/Add" form
- c. The course instructor agrees and signs the "Drop/Add" form.

409.00 COURSE SYLLABI

A syllabus should outline a course with sufficient detail for the semester it is being offered. All instructors are required to have a fully developed course syllabus for each course they teach, and each syllabus is to include the following:

- A. Course information (i.e., course number, course title, prerequisite(s), course credit(s), name of and contact information for instructor, and office location and hours of availability).

- B. Required materials (i.e., textbook, lab supplies, and notebooks).
- C. Course description.
- D. Course objectives.
- E. Course Requirements (e.g., classroom expectations, student responsibilities, nature and type of assignments).
- F. Grading System.
- G. Attendance policy.
- H. Topical course outline with calendar.

The instructor will provide a copy of the syllabus to the Dean of Academics prior to the beginning of each semester. The instructor is responsible for determining the class requirements, the class standards, and the method of evaluation. The instructor will inform the students of these requirements at the beginning of the semester. The instructor will give a copy of the syllabus to the students at the first class meeting.

410.00 FACULTY ADVISEMENT

All full-time instructors will advise students who have declared a major in the respective degree program for which the faculty routinely teaches. Each faculty advisor is to help identify prerequisites, select courses, and lay out an education plan that meets the requirements of the field of study students have selected.

Faculty advisors will maintain an updated education plan for each advisee. An official student file is maintained in the Registrar's Office.

If a student changes programs or is otherwise assigned to a new faculty advisor, the updated education plan will be transferred to the new faculty advisor.

411.00 RECORD KEEPING

The instructor will keep class records of all courses taught. Instructors will receive a record book or may use electronic record system, in which they record information related to class attendance and grades. Other information as desired may also be

recorded. Attendance and grade summary information will be submitted to the Registrar at mid-term and at the end of the semester.

Class Roster.

The instructor shall maintain a roster of students. Any discrepancies in the class roster compared to a list obtained from the Registrar shall be reported to the Registrar immediately.

Attendance.

SCC believes attendance is a vital component of a quality educational experience. Records of class attendance will be periodically reported to the Dean of Student Services and to the student's advisor. All students and instructional staff are expected to adhere to the attendance policy stated in the college catalog.

The instructor will report students who are absent three (3) consecutive class hours to the Student Services Office/Retention Officer. The Student Services Office/Retention Officer will notify the student they are in danger of being dropped from the course for non-attendance. Students will be advised how to obtain tutoring, counseling, or other assistance. A copy of the student notification will go to the students' academic advisor. Students missing more than thirty percent (30%) of scheduled class hours at the end of the mid-term week may be institutionally withdrawn from the course. An Instructor or Administrator has the right to a "W/I" request through the Registrar's office once the necessary student records have been evaluated.

Based on extenuating circumstances, students may appeal this institutional withdrawal in writing to the Dean of Academics. The Instructor, Dean of Student Services, and Dean of Academics will give a final determination.

Midterm Reports.

Instructors will report all current course grades to the Registrar at the end of the midterm week of classes. The following week, a computer generated midterm warning will be provided to the student, academic advisor, and Dean of Student Services from the Registrar for those students receiving a "D" or "F" grade.

Final Grade Reports.

Final grade reports are due in the Registrar's office no later than the date listed in the current SCC catalog.

412.00 FACULTY DEVELOPMENT**Formal Faculty Development.**

Full-time faculty members are encouraged to seek opportunities for professional development. Requests for funding assistance will be considered on an individual basis and should be submitted to the Dean of Academics. Financial assistance is based on the availability of institutional operating funds and/or grant funds allocated specifically for formal faculty development. To encourage professional development, each full-time faculty member will be allowed to enroll in three (3) credits per semester tuition-free at SCC.

Each full-time member of the faculty will be required to formally engage in a minimum of ten (10) hours per semester of American Indian Cultural Awareness of sensitivity activities. The purpose of these activities is for professional development in the form of guided cultural learning and education experiences. A log of activities - with adequate description and detail - is to be maintained by individual faculty members and submitted to the Dean of Academics by the end of each semester.

Informal Faculty Development.

SCC faculty will attend college-sponsored in-service training meetings, faculty meetings, committee meetings, staff meetings, and SCC retreats.

413.00 ACADEMIC FREEDOM AND RESPONSIBILITY

In order to promote the conditions whereby both the student and the instructor may have the freedom to search for truth and its free expression, SCC has adopted the following principles expressed by the American Association of University Professors:

- A. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- B. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter that has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- C. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

414.00 END OF SEMESTER PROCEDURES

Final paychecks for faculty will be available following the last scheduled class of the semester and upon completion of the following:

- A. Final grade reports for all students and from all courses taught to the Registrar.
- B. Attendance records to the Registrar.
- C. Return college owned items checked out for the semester.
- D. End of semester reports is submitted to the Dean of Academics.

415.00 - 418.00 - MISCELLANEOUS INSTRUCTIONAL PROCEDURES

415.00 FACULTY COMMITTEES

All faculty will share in the responsibility for the development of SCC into a sound academic institution. Where possible, each faculty member will serve on one or more of the following committees:

- A. Curriculum Committee
- B. Library Committee
- C. Ad Hoc Committees, as requested.

416.00 FACULTY SUPPORT

Clerical support is available through the Receptionist in Kennewash Hall.

Students may be available on a limited basis, depending on program funding. Students may assist faculty as a classroom monitor, teaching assistant, or lab assistant. Students, however, should not be asked to work on items of a sensitive nature, such as examinations. Requests for this type of assistance should be made to the Student Services Office.

417.00 DISTRIBUTION

- A. Each faculty member is assigned a mailbox. Each faculty member is requested to check their mailbox often for mail, messages, and inter-office correspondence.
- B. Faculty members are assigned a three-digit telephone number extension for their office. This extension should be reflected on all faculty materials (such as business cards, syllabi, memoranda).
- C. Each faculty member is required to have a current electronic mail address on file. It is expected that faculty members will check their e-mail periodically for office college correspondence.

418.00 COPY AND FAX MACHINES

Copy and fax machine and other similar services are available to all faculty at no charge for official college use. Copying of non-sensitive items (course outlines, handbooks, etc.) may be requested through the receptionist office with a note as to quantity and date required. Upon completion, they will be returned to the faculty member's mailbox. Other secretarial service may be available upon request.

419.00 FACULTY PERFORMANCE REVIEWS

Faculty members will be evaluated by students, the Dean of Academics, and through self-assessment. The information received from these sources will be used to conduct an annual performance review for each instructor. The Dean of Academics and instructor will meet to discuss the performance review. The evaluation components are described below:

Student Evaluations.

Students will use the SCC Student Evaluation of Course and Instructor form to evaluate their courses and instructors each semester of the academic year. The forms will be distributed at midterm and/or before the end of the semester. Courses to be evaluated will be randomly selected by the Dean of Academics with a minimum of two courses selected for each instructor per semester. Summaries of the course and instructor evaluations will be given to the individual instructors during their performance review. Instructors will use comments to make revisions in their courses and materials as appropriate.

Updated Faculty Activities Report.

Each faculty member will report a summary of activities at the end of each semester of the academic year. This report will include courses taught, research, creative activity, service, outreach, and log reflecting at least ten hours of guided cultural learning and education experiences. Each faculty member will also use a self-evaluation process at the end of spring semester each year.

Dean of Academics.

Instructors will be evaluated by the Dean of Academics each Spring Semester. The evaluation process will include a classroom observation, a review of the updated faculty activities report submitted by the instructor at the end of each semester, and an analysis of Student Evaluation of Course and Instructor forms. The compiled information will be summarized and presented in a conference between the Dean of Academics and the instructor before the end of spring semester each year. If the instructor is not satisfied with the performance review, he/she can exercise Due Process rights by following the grievance procedures outlined in the SCC Policies and Procedures Handbook. A copy of the faculty performance reviews will be given to the instructor, and a copy will be placed in the confidential files in the office of the Dean of Academics.

420.00 FACULTY AND STAFF PLAGIARISM POLICY

Stone Child College defines plagiarism as portraying or presenting another's words or ideas as one's own. Plagiarism is presenting another existing work, original idea, or creative expression as one's own without proper attribution.

SCC faculty and staff are role models for students and are responsible for teaching and encouraging students to be honest and act ethically and with integrity. Therefore, the standards for integrity must be set high for faculty and staff.

Any SCC staff or faculty member who suspects that an SCC employee has plagiarized has a responsibility to file a complaint with the Academic Dean or President. This complaint must be filed in writing and include all relevant information and evidence.

Upon receipt of the complaint, the Academic Dean or President will utilize the established process for addressing complaints and concerns with faculty and staff, as described in the SCC Faculty and Staff Handbook.

Online Learning Policy

Purpose: The purpose of this policy is to establish the guidelines for the development and delivery, and administration of online learning at SCC. The policy ensures that online education aligns with the Stone Child College's mission to support academics and

cultural development of the Chippewa Cree Tribe and other students by providing high-quality accessible and culturally responsive online learning opportunities.

Scope: This policy to all online and hybrid courses offered by SCC, including faculty, students and staff involved in online education.

Guiding Principles:

1. Cultural Relevance: Online courses should integrate Indigenous knowledge, traditions and perspectives where applicable.
2. Academic Integrity: Online courses must meet the same academics standards and rigor as traditional face-to-face courses.
3. Student Centered Learning: Online learning should prioritize engagement, accessibility and student success.
4. Technology Accessibility: All online learning resources must comply with ADA and Section 508 accessibility standards.
5. Quality Assurance: Online courses must adhere to best practices in instructional design, assessment and faculty training.

Course Development and Approval

1. Course Design Standards: All online courses must follow SCC's instructional design standards, ensuring clear learning objectives, interactive content and regular assessments.
2. Faculty training: Faculty teaching online must complete SCC's online teaching certification or equivalent training program.
3. Approval Process: Online courses must be reviewed and approved by the Curriculum Committee before being offered.

Course Delivery and Engagement

1. Learning Management System (LMS): SCC designated LMS must be used for course delivery, assignments, discussions and assessments.

2. Faculty Expectations: Faculty must maintain regular communication with students, provide timely feedback and respond to inquiries within 48 hours of the academic week.
3. Attendance and Participation: Student participation is tracked through discussion, assignments, and engagement with course materials. Instructors must outline attendance expectations in the syllabus.

Student Support and Resources

1. Academic Support: Online students have access to virtual tutoring, library services, and academic advising.
2. Technical Support: SCC provides IT support to assist students with LMS access, software, and troubleshooting.
3. Cultural and Mental Health Support: Virtual talking circles, elder engagement, and counseling services are available for online students.

Academic Integrity and Assessment

1. Integrity Standards: Students must adhere to SCC academic integrity policy, prohibiting plagiarism, cheating, and unauthorized collaboration.
2. Proctored Assessments: Faculty may require online proctoring tools for exams to maintain assessment integrity.
3. Regular Course Evaluation: Students will complete course evaluations at the end of each term to assess effectiveness and identify areas for improvement.

Technology and Infrastructure

1. Minimum Requirements: Students must have access to reliable internet connection and device that meets SCC technology requirements for online learning.
2. Data Privacy and Security: SCC will protect student and faculty data in compliance with FERPA and institutional policies.

Distance learning

1. Asynchronous-no set times; students complete coursework on their own schedule and deadlines. Lectures, readings, discussions, and assignments are available through a learning management system (LMS).

2. Synchronous-Students attend live, scheduled virtual classes via video conferencing (e.g. Zoom, TEAMS, Cengage and Moodle. Classes function similar to in-person classes, with real time interaction.
3. Hybrid- Blended learning, a combination of in-person and online learning. Some coursework is completed online, while other sessions require on campus participation.

SECTION V – STUDENT SUPPORT SERVICES

500.00 ADVISEMENT

Instructors and advisors will provide students with academic advisement. The advisor is to help student's select required prerequisites, courses, and elective courses listed in the catalog according to the field of study he/she has selected. The advisors should also see that the student's Education plan, his/her schedule of classes, check to see that all necessary information is complete and sign the registration form. A returning student may register on-line once a pin has been provided by the advisor/instructor. It is important that all instructors and advisors are available at designated places on class scheduling days

Advisors will maintain a file on each advisee, which will contain the following:

- A. Student Educational Plan
- B. Transcripts/Grades

If a student changes programs or is otherwise assigned to a new advisor, the advising files will be transferred to the new advisor.

501.00 REGISTRATION PROCEDURES

All new, transfer, and dual enrollment students are required to complete and submit the following forms and information for admission into SCC:

- A. On-line Application for Admission
- B. High school transcripts, proof of GED or HI-SET completion, and transcripts from any other colleges/universities previously attended
- C. ACCUPLACER test scores and/or SAT and ACT scores
- D. Verification of tribal enrollment, if applicable, or letter of descendency from a tribe along with birth certificate and tribal enrollment of all relevant parties
- E. Social security card
- F. Immunization records showing MMR 1 & 2, and adult tetanus

G. TB skin test with results within the last 5 years (international students)

H. Sign the following forms

- a. FERPA Consent to Release Student Information
- b. Release of Information
- c. Declaration of Major
- d. Drug and Alcohol Policy
- e. Release of All Claims

All returning students are required to complete and submit the following forms and information for continued enrollment in SCC:

- A. Updated address, phone number, and email address
- B. Updated immunization records (if applicable)
- C. Transcripts from any other colleges/universities previously attended
- D. Letter of acceptance
- E. Sign the following forms
 - a. FERPA Consent to Release Student Information
 - b. Release of Information
 - c. Declaration of Major
 - d. Drug and Alcohol Policy
 - e. Release of All Claims

All new and transfer students who have completed the admission process must bring ACCUPLACER scores and/or SAT and ACT scores to the advisor of the declared degree program. The advisor will assist the student in choosing the appropriate courses for the degree program.

All returning students will meet with the advisor of the declared degree program. The advisor will assist the student in choosing the appropriate courses for the degree program and provide the student with a unique PIN number to register for courses online.

502.00 ATTENDANCE VERIFICATION

Stone Child College maintains an attendance policy for all students attending college. Students that are on programs must check with each program requirements. Financial Aid (PELL) requires 60% class attendance for all courses. Class attendance is maintained daily by the instructors and entered into the EMPOWER class attendance roster. The daily attendance is collected weekly and a weekly attendance report is computed on all student class attendance. Students that do not attend courses or maintain the mandatory percentage of class attendance are dropped from the program; those students on financial aid will not receive their PELL grant until they have reached the mandatory attendance requirement.

Family situations and life circumstances occur, however, a student must notify their instructor as soon as possible, if a situation arises that prevents a student from attending class. The student is responsible for any homework missed during their absence from class. Permission to make up any missed homework is at the discretion of the instructor. Students may be required to submit proof of the absence in class due to an individual illness or family member illness.

503.00 ACADEMIC PROGRESS

Students identified by instructors as having unsatisfactory progress are referred to the Retention Coordinator.

506.00 STUDENT DUE PROCESS

A student attending SCC who is not satisfied with a decision of the staff or administration has the right to have the concern/issue heard.

Academic Grievances

If the objection concerns academic matters (e.g., grades, course policies, or instructor decisions), the following steps apply:

Step 1: Contact the Instructor/Staff/Administrator

1. The student must submit a written objection to the instructor, staff member, or administrator within five (5) business days of the decision.
2. The party receiving the objection will respond in writing within five (5) business days.
3. If the student is not satisfied with the response, they may proceed to Step 2.

Step 2: Contact the Dean of Academics

1. The student must submit a written appeal to the Dean of Academics within five (5) business days from the response of the instructor/staff/administrator.
2. The Dean will respond in writing within five (5) business days.
3. If the student is not satisfied with the decision, they may proceed to Step 3.

Step 3: Contact the SCC President

1. The student must submit a written appeal to the SCC President within five (5) business days of the Dean's decision.
2. The President will respond in writing within ten (10) business days.
3. If the student is not satisfied with the decision, they may proceed to Step 4.

Step 4: Submit to the Grievance Committee

1. The student must submit a written appeal to the Grievance Committee within five (5) business days of the President's decision.
2. The Committee will conduct a hearing with the student present and provide a written response within ten (10) business days.
3. The Committee's decision is final, and no further recourse is available.

Non-Academic Grievances

If the objection concerns non-academic matters (e.g., rules, policies, or financial aid other than Federal PELL Grants), the following steps apply:

Step 1: Contact the Student Advisor or Program Coordinator

1. The student must submit a written objection to their advisor or program coordinator within five (5) business days of the decision.
2. The advisor or coordinator will respond in writing within five (5) business days.
3. If the student is not satisfied with the response, they may proceed to Step 2.

Step 2: Contact the Dean of Student Services

1. The student must submit a written appeal to the Dean of Student Services within five (5) business days of the initial decision.
2. The Dean will respond in writing within five (5) business days.
3. If the student is not satisfied with the decision, they may proceed to Step 3.

Step 3: Contact the SCC President

1. The student must submit a written appeal to the SCC President within five (5) business days of the Dean's decision.
2. The President will respond in writing within ten (10) business days.
3. If the student is not satisfied with the decision, they may proceed to Step 4.

Step 4: Submit to the Grievance Committee

1. The student must submit a written appeal to the Grievance Committee within five (5) business days of the President's decision.
2. The Committee will conduct a hearing with the student present and provide a written response within ten (10) business days.
3. The Committee's decision is final, and no further recourse is available.

Important Notes

- All written submissions must include a clear explanation of the objection and any supporting documentation.
- Failure to meet the specified timelines may result in the dismissal of the grievance.
- SCC is committed to ensuring a fair and respectful process for all parties involved.
-

FAILURE TO FOLLOW STUDENT DUE PROCESS WILL RESULT IN LOSS OF APPEAL.

508.00 COUNSELING

Students in need of personal counseling should be referred to the Student Support Services/Retention Coordinator who is available to help students needing assistance with family problems, childcare or academic problems.

509.00 COLLEGE INTRODUCTORY COURSEWORK (CIC)

The College Introductory Coursework (CIC) provides a bridge between high school and college. The program serves students who may need refresher courses in the areas of English, Mathematics, Reading, Writing, and Study Skills. These courses are pre-college level and concentrate on general academic knowledge and basic skills development. Placement into CIC courses is by examination before the start of the semester. CIC courses do not satisfy credit requirements toward graduation. They are however, used to satisfy financial aid credit-load requirements.

510.00 FINANCIAL AID

Financial assistance for students attending SCC is available through Federal College Aid programs and other agencies.

SEE FINANCIAL AID POLICY HANDBOOK

511.00 LIBRARY FACILITIES

Located on the first floor of Sitting Old Woman Center, the Library is approximately 4,444 square feet. The Library provides access to over 45,000 volumes, including periodicals, audio-visuals, equipment and software. The Treasure State Academic Information & Library Services (TRAILS) Consortium provides online access to ProQuest, EBSCO, and ScienceDirect databases.

The Library has other databases through various vendors. These databases are renewed annually. Additional materials are available through interlibrary loan (ILL) from the Montana State Library as well as its member libraries statewide. ILL is also available through Online Computer Library Center (OCLC) WorldShare and its member libraries worldwide.

Expanded services will include training for students in library research, research materials for faculty and students, back issues, and programming to increase the academic and local community's awareness of the capability of good library services.

Special effort is taken to enlarge and develop the Native American Collection as well as the Chippewa and Cree materials that are added to the tribal archive located in the library. Faculty members are involved in collection development through evaluation of the collection in their fields and by providing suggested purchases to develop the depth of the collection. Extended hours of services offer students, faculty, and the community opportunity for usage. The Library has an archive manual that lists policies and procedures related to accessing materials in the archive.

There is no restriction for in-library use of library materials if the patron's behavior does not violate the Security and Patron Behavior Policy of the library. Members of the Chippewa Cree Tribe, students, faculty, and staff of Stone Child College and other residents of the Rocky Boy Indian Reservation are eligible to check out library materials. Patrons and faculty must become members of the library by providing their information to staff. Anyone who has abused, destroyed, or failed to return or pay for library materials loses the privilege of checking out library materials until the matter has been resolved to the satisfaction of the library director. Patrons, other than faculty, may borrow ten (10) books, three (3) DVD/VHSs, and/or two (2) periodicals (non-current issues only). There is no limit on the number of books, DVD/VHSs, and/or periodicals that the faculty may borrow, however there is a limit on how long they may keep them. The loan period for borrowing library materials by patrons shall be four (4) weeks then they need to be renewed thereafter. The loan period for DVDs, VHS, audio materials, and periodicals is one (1) week.

Materials need to be brought to the library for renewal. Overdue notices will be sent to the patron for materials that are overdue by one week and each week after until the item is either returned or paid for. Patrons with overdue and/or fines will lose the privilege of borrowing from the library until materials are returned or paid for. Stone Child College students with overdue materials will not receive transcripts, finals grade or degrees until all materials are returned to the library or compensated for.

The above-mentioned library policies are part of the Stone Child College/Rocky Boy Public Library Manual. This manual will be reviewed every two years.

Clubs and organizations structured under the name and employer identification number of SCC must be officially recognized as a school club or organization. A recognized organization of SCC will promote educational, social, and recreational activities that will contribute to the positive growth of the organization, the College, and the Tribe. Funds raised or procured, as a club of the college must be spent on activities that contribute to the goals of the club. Upon being officially recognized by the College, the club or organization will be asked to adhere to the following:

- A. The organization/club should, always have a sponsor that is a full-time staff person of the College or a member of the Board of Directors. The sponsor should be made aware of all of the organization's activities, be present at all official meetings, and approve all expenditures.
- B. The organization/club must have Bylaws approved by Student Government. A current copy of these bylaws should be on file with the College at all times. The bylaws must state the purpose of the organization, membership requirements, election of officers, meeting dates, quorum, amendment procedures, etc.
- C. Minutes should be kept of all meetings and be on file for review by the Board or delegated authority.
- D. All activities of the club should contribute positively to the College and the College's relationship with the Rocky Boy Community.
- E. Funds will be receipted and expended through the College Business Office. All expenditures must be documented with a standard requisition form approved by the sponsor and the club's officers. The Business Office will audit appropriate officers each year.
- F. All activities sponsored by the College will be non-alcoholic and drug free.

SECTION VI – DRUG AND ALCOHOL POLICY

600.00 STONE CHILD COLLEGE DRUG FREE WORKPLACE POLICY

The SCC Board of Directors in their endeavor to maintain a drug free workplace from detriments to safety, social and health effects caused by the abuse of alcohol and the use of illegal controlled substances adopted to Stone Child Drug Free Workplace Policy for the eradication of such activities among all college employees and students of SCC.

Introduction.

Stone Child College (hereinafter the “SCC”) has adopted a Drug Free Workplace Policy (hereinafter the “DFW”), effective July 8, 2021 (hereinafter the “Effective Date”), for the use of drug testing of current and prospective employees as described in this Policy.

SCC is a drug free workplace. SCC recognizes the importance of providing a safe, efficient, healthy and productive work environment as well as minimizing the risk of accidents and injuries. Employees are expected to perform their duties in a safe and efficient manner. As such, SCC maintains zero tolerance for drug use by employees. This Policy applies to all employees, including full time, part time, temporary, seasonal and contractual employees and appointed Board of Directors of SCC.

Definitions.

- A. “Conviction” means a finding of guilt (including a plea of nolo contendere), an imposition of sentence or both, by a judicial body charged with the responsibility to determine violations of Federal, Tribal or State criminal drug statutes.
- B. “Criminal drug statute” means a Federal, Tribal or State statute addressing the manufacture, distribution, dispensation, use or possession of a controlled substance.
- C. “Critical or safety sensitive employee” means ALL employees of SCC including full time, part time, temporary, seasonal, and contractual employees as well as appointed members of SCC Board of Directors.

- D. "Drug test or drug screening" means the analysis of urine, saliva, and/or blood samples, and hair follicle supplied under controlled conditions by the SCC employee to the testing agency.
- E. "Intoxicants" means any substance which when taken into a body by one mean or another produces a condition of diminished mental and physical ability, hyper excitability, or stupefaction. This definition includes substances such as spice, synthetic drugs, bath salts, and any other substance not labeled for human consumption, as well as other substances that are labeled for human consumption.

Drug Possession and Use.

- A. Employees may not use, consume, possess, distribute, sell, dispense, illegal drugs, intoxicants or controlled substances on SCC property or while performing SCC business while away from SCC premises. This prohibition also includes lawful controlled substances that have been illegally or improperly obtained, as well as abuse of prescribed prescriptions. Use of prescribed prescriptions that affect the employee's ability to work and that are older than six (6) month time stamp will be considered a violation of this policy.
- B. Employees may not have any intoxicants or alcohol in their system while at work. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription, but does prohibit employees from having excessive amounts of otherwise lawful controlled substance in their systems or from working while impaired by a lawful medication. It is the employee's responsibility to determine from his/her medical provider in advance for obtaining a written note to determine if a prescribed drug may impair job performance or present a safety hazard.

EMPLOYEES ARE REQUIRED TO REPORT TO HUMAN RESOURCES IF THEY ARE TAKING A PRESCRIBED MEDICATION THAT MAY CAUSE IMPAIRMENT AS WELL AS PROVIDE THE NOTE FROM THEIR MEDICAL PROVIDER REGARDING WHEN AND IF THE MEDICATION IMPAIRS THEIR WORK OR PRESENTS A SAFETY HAZARD.

- C. Compliance with this Policy is required as a condition of employment for qualified applicants or for continued employment of current employees. The

presence of a detectable amount of any prohibited substance in an employee while working and/or during working hours is deemed a violation of this Policy, regardless of when and where the substance entered the employee's system.

- D. For the purpose of this Policy, SCC property includes all property owned, leased by, or under the control of SCC, including but not limited to its offices, facilities, parking areas, grounds, buildings, structures, any and all work locations, vehicles and equipment.
- E. Ensure that all employees working under SCC understand their personal reporting obligations. Under this Policy, an employee must notify the employer within five (5) calendar days if he or she is convicted of a criminal drug violation. Employees convicted on Driving Related Offense connected with Drug or Alcohol use and required to have a valid driver's license and clean driving record must report any conviction to Human Resources and to their Supervisor.

Testing.

- A. In order to enforce this Policy, SCC requires employees to undergo drug testing including urinalysis, blood tests, saliva, and hair follicle or other appropriate tests and, where appropriate, searches of all areas of SCC premises, in the following circumstances and/or for the following reasons:
 - 1. Pre-Employment Screening. Offers of employment will be conditioned upon proper cooperation and participation in SCC's drug screening program. Failure to successfully complete a drug and controlled substance screening test, or to provide consent for testing will be deemed a withdrawal of the candidate's application for employment. Applicants who test positive without a legitimate medical reason will be denied employment. In appropriate circumstances, SCC may, in its sole discretion, authorize a retest.
 - 2. Random Selection. SCC employees will be required to participate in a random drug-testing program that will consist of the submission of urinalysis, blood tests, saliva, and hair follicle. These samples will be analyzed for the presence of illegal controlled substances or non-prescribed controlled substances. A

computer program designed for random selection and which SCC has approved will select employees randomly to determine who must submit to drug testing at a specific time.

3. Reasonable Suspicion. Employees will be required to submit to drug screening if SCC has a reasonable suspicion that they have violated any of the rules set forth in this Policy. Reasonable suspicion may arise from, among other factors, supervisory observation, on job performance, results of drug searches or other detection methods. The Employee's Supervisor must escort the Employee to the designated tester when there is reasonable suspicion to test. The "Reasonable Suspicion" form, located in SCC's Human Resource Department, will be used to document the need for drug testing. SCC's Human Resource Director will initiate the process for drug screening and the form will be kept until the drug testing has been completed. If the test is negative, the form will be shredded. If the test is positive, the form will be kept in the Employee's personnel file.
4. Post-Accident. Any employee involved in an on-the-job accident, work-related vehicular accident, or workplace injury under circumstances that suggest possible use or influence of drugs in the accident or injury event will be required to submit to a drug test. The employee is required to submit immediately to a drug test after the conclusion of an accident. If the employee fails to complete drug test immediately after or within 24 hours of an accident can be cause for a dismissal. If an employee is unable to return to work after an accident a work release must be submitted to supervisor to return to work. An employee's involvement is not strictly limited to the person who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

Testing Procedures.

- A. Prior to testing, employees will sign the applicable consent form. Refusal to do so is considered a violation of this Policy and may be subject to discipline, up to and including termination from employment.
- B. Testing will be conducted by an approved designated tester of SCC. Applicants and employees must cooperate fully with reasonable procedures and requirements of the testing facility. If the test results are positive, another test must be administered to confirm the positive result and the employee will be given an opportunity to offer reasonable explanation.
- C. Each employee and applicant who is to be tested will be asked by the SCC designated tester to list all legal and prescription drugs consumed during the prior period typically sixty (60) days or as otherwise designated by the testing facility and will have an opportunity to explain the use of each such drug. Failure to report the use of any such drugs and subsequently testing “positive” on any required screening or other test is a violation of this Policy and subject to disciplinary action under this Policy. Use of prescribed prescriptions that are older than six (6) month time stamp will be considered a violation of this policy.
- D. Retest. If the employee tests positive and requests a retest, the retest will be done by hair follicle within 24 hours of positive result, at the employee’s expense. If retest is negative, the SCC will reimburse employee for the cost of test.

Samples Declared “Diluted And Adulterated”.

- A. Any drug-testing sample with a testing disposition characterized as “diluted” or “adulterated” will result in the employee automatically submitting to a retest within a 2-hour period if practical. Failure to retest within a 2-hour period if practical shall be treated as a positive test result and grounds for disciplinary action under this Policy.
- B. Retesting of positive samples does not prevent or delay disciplinary actions up to including termination from employment.

Confidentiality.

- A. Test results will be maintained in a confidential manner in a separate file not part of the Personnel File.
- B. SCC will endeavor to keep the results of any drug, substance abuse or other such test confidential. Test results and voluntary reports of drug problems will not be revealed by SCC to any person except those persons whom SCC believes have a need to know because of such reasons as supervision of the employee involved, personnel administration or as otherwise deemed necessary or proper by SCC or as required by law.

Testing Violations.

- A. The following behaviors constitute violation of this Policy and may be subject to disciplinary action under this Policy:
 - 1. Testing positive on a required or requested drug test or screen;
 - 2. Refusing either to take a drug test or to release information regarding a required or requested drug test or screen;
 - 3. Admitting use or use of a “masking substance” for the purpose of degrading, disguising or rendering a false negative test result;
and
 - 4. If an employee is involved in an accident and does not immediately take a test following the incident.

Searches and Inspections.

In order to enforce this Policy and these procedures, and to maintain a safe and healthy working environment, SCC may investigate potential violations, search any area on SCC premises, and condition entry to SCC premises upon the right to search the person or personal property of any entrant for illegal and unauthorized drugs, drug paraphernalia controlled substances, alcoholic beverages and unauthorized weapons. A Reasonable Suspicion Form is submitted to Human Resources and will conduct the search.

In addition, SCC (generally, SCC's Human Resource Department or designee) reserves the right to inspect vehicles, lockers, work areas, desks, purses, briefcases, tool boxes and other locations or belongings in order to ensure a work environment free of prohibited substances. An employee will need to present prior to a search. The employee is hereby notified there is no expectation of privacy on SCC premises. Where the employee is present and refuses to remove a personal lock, employee may be subject to disciplinary action, up to and including termination.

Violations.

As noted above, all employees of SCC are considered critical or safety sensitive, therefore, employees who violate this Policy will be removed from the workplace immediately and subject to disciplinary action including up to termination from employment. Any employee who tests positive and is terminated will not be allowed to appeal. This is a tribal college and SCC is committed to providing a Drug Free Workplace. SCC may also bring the matter to the attention of appropriate law enforcement authorities.

- A. First Violation: Termination/Dismissal.
- B. After a violation an Employee is not eligible to be rehired at SCC for a period of six (6) months or with verification of completion of outpatient treatment by certified LAC/certified program.
- C. If a terminated Employee who violated the policy completes outpatient treatment by a certified LAC or a certified program before six (6) months, the employee may eligible for employment with SCC.

Failure to disclose- criminal charges and convictions on submitting applications for employment and during term, an employee will result in termination of employment and non-consideration of application. Failure to disclose use of prescribed medication that may affect the employee's ability to work, will be subject to discipline.

Criminal Charges and Convictions.

Any conviction for criminal conduct involving illegal drugs, intoxicants, or controlled substances whether on or off duty, or any violation of this Policy, including having a positive drug-test result, may lead to disciplinary action under this Policy.

Employee Assistance.

Employees are encouraged to voluntarily seek assistance from a behavioral health counselor and/or treatment for substance abuse and dependency problems. However, it is the responsibility of the employee to comply with this policy. Failure to enter, remain or successfully complete a prescribed behavioral health counseling plan and/or treatment program may result in termination of employment.

Entrance into a behavioral health counseling plan and/or treatment program does not relieve an employee of the obligation to satisfy SCC's standards regarding an employee's performance or relieve his/her responsibility to perform his/her job in a satisfactory, safe and efficient manner.

Participation in a behavioral health counseling plan and/or treatment program will not prevent SCC from administering disciplinary action under this policy.

The Human Resource Department shall inform the employee of the dangers of workplace substance use; review the requirements of this Policy; and offer information about any counseling, rehabilitation that may be available to employees.

Effective Date.

SCC's Drug Free Workplace Policy shall be effective: July 8, 202

CODE OF CONDUCT

601.00 CODE OF CONDUCT

Financial Policies & Procedures Code of Conduct.

No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by college; state, federal funds if a real or apparent conflict of interest would be involved. A conflict is when the employee, officer, or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officer, employees, and agents of SCC shall not solicit nor accept substantial gratuities, favors, or anything of monetary value in excess of \$25 from contractors, or parties to sub-agreements.

Employee Conduct Code of Conduct.

SCC is dedicated to the growth of our students. It also has the responsibility of promoting the common good and supporting the intellectual and social development of the College community. Each member of the faculty and staff of SCC are expected to conduct the official business of the College with pride and dignity both on the job and when on travel status for the College. Each employee must exercise wisdom and sound judgment at all times. All staff and faculty shall maintain a high standard of ethical and moral conduct and avoid any actions that adversely reflect upon the SCC community or which would jeopardize the effectiveness of the College.

Ethics.

Employees are expected to conduct college business in an ethical manner and will:

- A. Be held accountable for his/her actions and official conduct while employed by SCC.
- B. Not solicit or accept, directly or indirectly a gift, gratuity, favor, entertainment, loan or other item of monetary value from any person, group, or private

organization that is seeking to obtain contractual or other business or financial relations with the College. This includes interests that may be substantially affected by the performance or non-performance of the individual responsibility.

- C. Be restricted from accepting any travel, payment, or other expenses from any other person, group or organization if he/she is officially directed to participate in any event; when authorized per diem, pay and other travel expenses have been received from the College.
- D. Avoid any action that may result in or create the appearance of using his/her position for personal gain. Giving preferential treatment to any person or group, impeding the College's efficiency, losing impartiality, or making a major decision without board authority.
- E. Never use his or her position in any way to coerce or give the appearance of coercing anyone to provide a financial benefit to himself or herself or another person.
- F. Maintain high personal moral integrity that reflects SCC in a respectful manner.

The Board of Directors vests responsibility and authority for the regulation of employee conduct in the President of the College. Any violation of this section by an employee shall be reported in writing to the President for consideration and action as per chain of command. The College President and/or Board of Directors reserve the right to determine what constitutes inappropriate behavior and appropriate sanctions. Actions taken shall depend on the circumstances and gravity of the violation. If the President violates the Code of Conduct or Ethics, then the Board of Directors shall take appropriate action.

Conflicts of Interest.

It shall be the duty of all employees and Board of Directors to disqualify themselves immediately from participating in any matters involving conflicts of interest. For these purposes, a conflict of interest shall include a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity. All employees and Board of Directors will sign and adhere the Stone Child College Conflict of Interest Policy.

ACKNOWLEDGMENT OF SCC EMPLOYEE HANDBOOK

Please read the following statements, sign below and return to the Personnel Office.

I understand that in the course of my employment, I may have access to personnel, student or other data or information that is considered sensitive, classified private or confidential by the College. As a condition of my employment, I agree that:

- * I will not duplicate any work-related document or electronic record for personal use without the permission of the appropriate supervisor/administrator.
- * Any contents of a specific work-related file, document or electronic record that I have access to because of my employment at SCC will remain confidential and property of SCC.
- * I understand that violation of the terms or intent of this agreement may subject me to disciplinary action in accordance with SCC Policy and Procedures.

By signing this agreement, I acknowledge that I have received and read a copy of the SCC Personnel Policies and Procedures Handbook and fully understand that I must adhere to its contents.

Employee Signature

Date

(PLEASE MAKE A COPY AND TURN INTO PERSONNEL)

EMPLOYEE CERTIFICATION FOR DRUG FREE WORKPLACE

CERTIFICATION OF ADHERENCE TO STONE CHILD COLLGE DRUG FREE WORKPLACE POLICY

I, _____ have read, understand and agree to
abide by the Stone Child Collge Drug Free Workplace Policy, adopted by the Stone
Child College Board of Directors.

Signed: _____

Date: _____

Witness: _____

Date: _____

NOTE: The original signed and dated copy must be filed in the employee's personnel
file; the employee receives a copy.

EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the SCC Policies & Procedures Handbook. I understand it is my continuing responsibility to read and know its contents. Also, it is understood and agreed that the Policies & Procedure Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with SCC that provides otherwise, I have the right to resign from my employment with SCC at any time.

I have read, understand and agree to all of the above. I have also read and understand the SCC Policies & Procedures Handbook. I agree to return the Policies & Procedures upon termination of my employment.

Signature: _____

Print Name: _____

Date: _____

CONFIDENTIALITY POLICY

Any information that an employee learns about SCC or its employees that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by SCC or to other persons employed by SCC who does not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of SCC's confidential information is prohibited. Any employee who discloses confidential SCC information will be subject to disciplinary action.

I understand the above policy and pledge not to disclose confidential information.

Signature: _____

Print Name: _____

Date: _____