AGENDA

1. **Helping Students Get The Hot Jobs** – Tracy Dryden | Barb Kelsey | Mike Poellinger .........................................................................................

2. **Wisconsin Technical College Employee Benefits Consortium Update** – Deb Chesebro........................................................................................................

3. **Handbook Revisions** – John Heath
   - A. Job Posting Process .................................................................................  Page 2
   - B. Separation of Employment...................................................................... Page 3

4. **District Board Member Annual Commitments (Info Only)** – Lee Rasch.........  Page 5

5. **Enrollment Update** – Denise Vujnovich
L. Job Posting, Selection, and Transfer Process

The College believes in promoting employees from within and has established a job-posting process to give all employees an opportunity to apply for posted positions in which they have an interest and for which they are qualified. The posting of positions should always be considered the first choice by hiring managers, understanding that the college has the ability to transfer, appoint, or promote staff in order to meet the needs of the college. Any appointments must be approved by the Senior Leadership Team. Vacancies are posted on the employment website, e-mailed to all employees, and are simultaneously posted internally and externally. Postings generally include the title of the position, the minimum hiring specifications, the essential functions of the job, and the closing date for filing applications. Positions are normally posted for a minimum of two weeks.

To be eligible to apply for a posted position, internal candidates must meet the minimum hiring specifications for the position; be capable of performing the essential functions of the job, with or without a reasonable accommodation; be an employee in good standing in terms of overall work record; and have been in their current position for a minimum of six (6) months (applies to both full-time and variable hour employees). The most qualified candidate as determined by the College will be offered the position. If internal and external applicants are equally qualified as determined by the College, preference will be given to the internal candidate.

Western Technical College may transfer an employee involuntarily to a vacant or newly-established position when such action best meets the needs of the College. The College will select the employee to be transferred based upon the qualifications required for the position.

When the employee is transferred into a position in a lower job classification, and their current hourly rate/salary is higher than the 75th percentile of that job classification, the employee will maintain his/her current hourly rate/salary for six months from the date of the transfer. After six months, the employee will be compensated at the 75th percentile of the job classification assigned to the new position.

Voluntary lateral transfers do not generally involve a change in pay.

The Selection Team may, at a minimum, consist of the following:
- The supervisor of the position or a designee
- A Human Resources representative or representative from another department/division other than where the vacancy exists
- An employee from within the employee group in which the vacancy exits
- A representative from the Diversity Advisory Team unless another member of the team has completed diversity hiring training

The Selection Team and Hiring Manager’s responsibilities are outlined in the following:
- Selection Team Resource Guide
- Selection Team Training Module
- Hiring Flowchart
- Employee Entrance Checklist
- Reimbursement for Interview/Relocation Expenses Form

NOTE: If hiring variable hour staff, please see hiring forms on the Human Resources website.
J. Separation of Employment

Involuntary Termination
The College is fortunate to have an outstanding workforce that routinely meets and exceeds expectations; however, occasionally situations arise when the College must terminate an employment relationship and reserves the right to do so at any time, following all applicable employment laws.

Job Abandonment
Failure to report to work without proper notification for three consecutive scheduled work days will be considered job abandonment and a voluntary separation of employment.

Reduction in Force
When the College decides to reduce the workforce, management will identify functions/duties that can be deferred or eliminated within a program/department/unit. Normal attrition resulting from retirements or resignations will be relied upon prior to implementing a reduction in force to the extent it is administratively feasible. The College will retain those employees who are most qualified to perform available work. Employee retention may be based upon criteria such as knowledge, skills, abilities, performance, and disciplinary record. An employee will be given at least thirty (30) days’ notice of a reduction in force.

Non-Renewal
Per Wisconsin Statute 118.22, any person who holds an instructor’s certification or license issued by the Wisconsin Technical College System Board and whose legal employment requires such license or certificate (excluding part-time teachers) is to be notified of his/her renewal. A preliminary notice of non-renewal shall not be later than April 30, with final notice no later than May 15.

Resignation
Non-Exempt – Non-exempt employees desiring to leave the College are required to provide the College with a two-week notice of their intent to leave.

Exempt (Faculty) – A faculty member, who is currently teaching during a term, is required to work with his/her supervisor to make arrangements to complete the term. Faculty not currently in a teaching term are required to provide the College with a thirty (30) -day notice of their intent to leave, which may be granted at the discretion of the College. Depending on when a faculty member resigns, there may be some payroll implications related to the practice of spreading out a faculty member’s salary over a 12 month period.

Exempt (Other employees) – Other exempt employees desiring to leave the College are required to provide the College with a thirty (30) day notice, which may be granted at the discretion of College.

Retirement - General
Employees wishing to retire shall provide a sixty (60) day formal written notice or an email notice to the President of the College, the employee’s supervisor, and the Director of Human Resources. Employees are asked to give as much notice as possible to ensure a successful transition. Depending on when a faculty member retires, there may be some payroll implications related to the practice of spreading out a faculty member’s salary over a 12 month period.

Retirement – Post-Employment Health Benefit Eligible Employees
Those eligible for the post-employment health benefit must give one year advance written notice of their intent to retire. If such an employee is otherwise fully eligible to retire under all of the criteria established by this policy, but gives less than one year’s advance written notice of retirement without obtaining a waiver of this requirement from the College President, the amount payable to that employee under this plan will be reduced by one-third.
Refer to: Section VI.H

General Guidelines

Our employees’ work is valuable to us, and we will need to have time to plan for a replacement or replacement strategy. As a result, we ask that he/she give as much notice as possible and gather any documents (computer files, desk notes, manuals, etc.) that will give his/her successor a head start in learning the job, and tell the supervisor about anything that might be pending at the time of departure. In addition, it is important to review any information he/she might have taken home to be sure there are copies of any vital pieces of information at the College as well. If not, he/she should make the copies. While it would be nice to have the replacement on the job before departure, that rarely happens. The new employee, and the College, will appreciate anything he/she can do to help with the transition.

An employee leaving the College should review actions he/she should take as outlined in the employee exit checklist.

Refer to: Employee Exit Checklist
Western Technical College
District Board Member Annual Commitments
01.07.16

*List does not include quarterly District Boards Association meetings.

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