TECHNICAL COLLEGE OF THE ROCKIES

Where Careers Begin

Employee Handbook

2026 - 2027

Technical College of the Rockies

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Technical College of the Rockies Employee Handbook

Section I: Overview

TCR History

Technical College of the Rockies (TCR) has been in operation since 1976 under various names. It was originally opened as a partnership between Montrose County School District RE-1J and Delta County School District 50J to provide secondary vocational education for area high schools. In the late 1980s Delta County School District bought out Montrose School District and became sole owner of the college. The college continues to provide some secondary programs for area high school students. It is also the designated provider for Career and Technical Education for Delta, Gunnison, Ouray, Montrose and San Miguel counties, Hinsdale school district RE 1, and Gunnison Watershed School District RE 1J in Saguache County. TCR is accredited by the Colorado Community College and The Council on Occupational Education.

Motto

"Where Careers Begin"

Mission

Deliver hands-on, quality education that prepares students for success in high-demand careers, fostering workforce development and community growth.

Vision

Leading educator in hands-on training, preparing students for success in high-demand fields, personal fulfillment, and supporting community growth.

Governance

Technical College of the Rockies is governed by the Delta County School District 50J Board of Education. Board functions fall into the following categories:

1. **Legislative or policymaking**. The Board is responsible for the development of policy and for the employment of a superintendent who will carry out its policy through the development and implementation of regulations.
2. **Educational planning and appraisal.** The Board is responsible for acquiring reliable information from responsible sources, which will enable it to make the best possible decisions about the scope and nature of the educational program. The Board is responsible for requiring appraisal of the results of the educational program.
3. **Staffing and appraisal.** The Board is responsible for employing the staff necessary for carrying out the instructional program, establishing salaries and salary schedules and other terms and conditions of employment, and for Personnel Policies having a district-wide application. The Board is responsible for appraising the effectiveness of its staff by providing an evaluation program.
4. **Financial resources.** The Board is responsible for adopting a budget that will provide the financial basis for buildings, staff, materials and equipment, which will enable the district to carry out the educational program. The Board is responsible for exercising control over the finances of the district to insure proper use of, and accounting for, all district funds.
5. **School facilities.** The Board is responsible for determining school housing needs, for communicating these needs to the community, for purchasing sites, and for approving building plans that will support and enhance the educational program.

6. **Communication with the public.** The Board is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself informed about the wishes of the public.
7. **Judicial.** The Board is responsible for acting as a court of appeal for school staff members, students and the public when issues involve Board policies and their fair implementation.

The superintendent is appointed to provide leadership in developing and maintaining the best possible educational programs and services throughout the district. The superintendent has established a leadership team composed of school district administrators from the personnel, transportation and community relations, curriculum and assessment, business, special services, and CTE departments of the district. Day to day management of TCR is done by the TCR Administration.

Disclaimer: As Technical College of the Rockies falls under the governance of Delta County School District, the policies/procedures outlined herein this Employee Handbook does not constitute an exhaustive list of policies/procedures for employees of TCR. In any case, Technical College of the Rockies follows the outlined policies and procedures of Delta County School District, which can be found at: https://www.deltaschools.com/en-US/policies-d2598d2b#gsc.tab=0

Section II: General Employment Information

Terms of Employment

Technical College of the Rockies does not offer tenured or guaranteed employment. Employees receive a Contract of Employment or Work Agreement which details a specific employment period. At the expiration of the contract there is no promise or expectation of renewal of the contract. All employment is considered "at will" which gives both the college and the employee the right to terminate the employment relationship at any time, with or without cause, and with or without notice. All employment is subject to the laws of the State of Colorado and the policies of the Board of Education and TCR.

A Contract of Employment specifies the period of employment, number of days to be worked, and number of vacation days for classified staff. The maximum number of days available for an employee to work during a year (not counting weekends and holidays when the college is closed) is 249 most years and 250 during leap year. The difference between the total number of vacation and work days are non-paid or "non-contract" days.

Payroll

New employees must meet with the Director prior to hire. Once a work agreement/contract has been accepted, the Business Office will send the needed paperwork to the Human Resources Administrative Assistant and the Payroll Administrator at the School District. Human Resources will contact the new employee to schedule an appointment to fill out paperwork. **No one** will be paid unless there is a work agreement/contract in place. This includes substitutes. Substitutes need to follow the same procedure in order to cover a class.

All employees will have Medicare and State and Federal Income Tax withheld. Delta County School District and TCR have selected PERA (Public Employees' Retirement Association) for their retirement plan, so TCR withholds PERA rather than Social Security. Additional information about PERA is available from the Delta School District Payroll Administrator.

Employees paid from a timesheet must submit a timesheet each month. The timesheet shall cover the time period from the 1st of the month through the end of the month and must be turned in by the 5th of the following month. If the timesheet is turned in after the 5th employee will have to wait until the following month payday. The timesheet must be completed and signed by the employee's supervisor. Blank timesheets are available in the staff break room and on the TCR website (www.tcr.edu/staff)

Classified employees are required to submit a timesheet to the Administration Office at the end of each month. The time sheet shall indicate hours worked each day, as well as holidays, leave days, non-contract days, and compensatory hours. Time should be recorded in 15 minute increments.

Professional employees are not required to submit a timesheet, but are required to submit a Request for Leave prior to a planned absence via iVision. Any unplanned leave must be turned in within five days of returning to work.

Employees are paid on the last day of each month. If the end of the month falls on a holiday or weekend, employees are paid the last work day prior to the end of the month. Direct deposit is available for employees who prefer having their paycheck automatically deposited. Employees may choose to receive a paper check but there is no guarantee the paycheck will arrive on payday due to the mail service. Information is available from the Payroll Administrator.

All employees are required to review and sign an acknowledgment of the organization's employment policies prior to receiving any compensation for work performed. Compensation will not be issued until this acknowledgment is completed and on file.

Administration of Personnel

All positions at TCR shall be established by the Board on the recommendation of the Executive Director. All changes in the titles and/or responsibilities of administrative and supervisory positions shall be approved by the Board. Job descriptions for all positions will be written by the Executive Director. Job descriptions must include any physical capabilities required for specific positions. All employee positions will be one of the following types:

Classified Staff

Classified staff are non-instructional support staff. They fill a variety of positions but are generally in custodial or secretarial positions. Classified staff may be employed either through a contract or a work agreement. Contract staff receive vacation and sick/personal/bereavement leave. Both contract and work agreement staff are hired for a specific number of hours per day and days per year. They are paid by the hour.

Full-Time Employees

Full-time classified staff are those employed for a minimum of 10 months a year and work at least four hours a day.

Part-Time Employees

Part-time classified staff are those employees who work less than 10 months a year or less than four hours a day.

Professional Staff

Professional staff are employed in jobs related to instruction. They may be employed either through a contract or a work agreement. Contract staff are generally salaried employees and do not get paid vacations. They are eligible for sick/personal/bereavement leave. Professional staff employed through a work agreement may either be salaried or hourly employees and may or may not receive leave or benefits.

Faculty

Includes all college employees who hold an initial or professional Career and Technical Education credential and whose assignment comprises at least one-half of duties involved in instructing, directing, or supervising an instructional program. Faculty members are granted benefits.

Instructors

Those hired to teach on a temporary, as needed basis, at an hourly rate within a range established by the Executive Director and approved by the Board. Each appointment shall be for one academic year or less. Successive appointments may be made on an unlimited basis. Instructors are subject to the terms of their appointment as outlined in a letter of agreement and have no benefits except those provided by law.

Administrators

This category includes employees whose duties are more than 50% administrative and or supervisory duties performed by officers of TCR; heads of administrative units directly responsible to an officer of the college.

Professional Staff Workload

Full-time Faculty and Administrators will have a minimum of a 40-hour work week. This includes an expectation that staff will perform all professional duties assigned by the college including, but not limited to, student recruitment, student advising, curriculum development, classroom instruction, completing and turning in all required data, serving on college committees, job placement and community outreach, and engaging in professional development activities.

Faculty are expected to be in the classroom by fifteen minutes before the class begins.

The work year for regular, post-secondary faculty will be 180 days. Student-teacher contact and instruction days will be 170 days. Additional contract days will be determined by the Executive Director.

The work year for regular, secondary faculty will be 180 days. One hundred seventy days shall be planned student-teacher contact and instruction days. Ten days shall be used for orientation, in-service training, or curriculum development.

Evaluation of Job Performance

The Board recognizes the educational process is extremely complex and that appraisal of the process is a difficult function. It recognizes that sound appraisal of an individual's professional performance is critical in achieving the educational goals of the college.

TCR Administration will develop procedures for conducting evaluations which will assess each employee's proficiency in performing the duties assigned. Such procedures shall meet the following guidelines:

- Employees will be informed concerning who will evaluate them.
- Evaluation shall include consideration of input from supervisors and subordinates.
- Student evaluation of instruction will be considered in the evaluation of teaching faculty.
- A formal evaluation conference shall be held at least once during each contract year. Thereafter, formal evaluation conferences shall be held on a regular basis. A written report of the conference will be provided to the employee.
- The evaluation report will include the following:
    - Specific information about the strengths and weaknesses in the performance of the staff member.
    - Identification of all data sources. For example: CPL Data, Student Surveys, etc.
- The process may include an improvement plan which is specific as to what improvements, if any, are needed in the performance of the evaluate and which sets forth recommendations for improvements including recommendations for additional education and training during the staff members re-credentialing process.
- The employee shall have opportunity to respond to the formal evaluation report for the record.
- The superintendent will review an appeal by a faculty member of a formal evaluation report.

DCSD Policy GCO

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Employee Grievances

In the interest of the equitable and efficient operation of the college, employees shall be afforded a mechanism for resolving grievances at the lowest possible administrative level and shall be assured an opportunity for orderly presentation and review of complaints without fear of reprisal. This policy applies to all professional and classified staff except the Executive Director.

Except as noted herein, an employee may grieve any action which violates or inequitably applies Board or college polices or procedures and which adversely affects the employee's working conditions. Grievances must be filed within fourteen days of the date the employee knew or reasonably should have known about the action.

The following matters are not grievable under this policy:

- Matters over which the employer is without authority to act.
- Evaluations (see policy on evaluations)
- Dismissals, nonrenewals, reduction-in-force, suspensions, disciplinary actions (see policy on due process)
- Reassignments except that a reassignment of a faculty member which results in a reduction in pay or a loss of due process rights shall be grievable.

Individual or group grievances of employees shall be resolved as follows:

Step 1 The grievance shall first be discussed in a conference setting with the immediate supervisor and an attempt made to settle the dispute at this level.

Step 2 The grievance shall be presented in writing to the persons having direct administrative or supervisory responsibility over the work of the employee involved in the grievance. The individual shall render a written decision within 10 working days. The employee may be assisted by a person of his own choosing at any step of the grievance procedure.

Step 3 If the grievance is not solved at Step 2, the employee then may present the grievance to the Director of personnel who shall conduct a hearing within 10 working days of receipts of a written grievance and shall render a decision within 10 working days of the hearing.

Step 4 If the grievance is not solved at Step 3, the employee then may present the grievance to the superintendent who shall conduct a hearing within 10 working days of receipt of the report from Step 3 and shall render a written decision within 10 working days of the hearing.

Step 5 If the grievance is not solved at Step 4, the employee may request a hearing before the Board of Education, which will be held within 15 working days of receipt of the report of Step 4. The decision of the Board shall be final and shall be made in writing within 15 working days of the hearing.

An employee may discuss any problem at any time with any supervisor or administrator in the college.

DCSD Policy GBK
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Post-Retirement Work Agreements

An employee who retires from the college with PERA retirement benefits may be employed pursuant to a Post-Retirement Work Agreement for up to one year immediately following the date of retirement. All post-retirement work agreements are subject to the following conditions:

1. The employee must be eligible for retirement and be pursuing retirement under PERA regulations to be considered for a Post-Retirement Work Agreement.

2. A retiree's employment under a Post-Retirement Work Agreement will be considered on an individual basis. The employment is solely within the Board's discretion.
3. An employee shall submit a letter requesting retirement and subsequent Post-Retirement Work Agreement by March 1. This request will be for employment within the District and must comply with all of PERA's post-retirement work regulations.
4. The Director of personnel, after receiving the recommendation of the Director, shall notify the applicant of the decision whether or not to forward his/her request for a Post-Retirement Work Agreement to the Board. This notification will be in writing and delivered by Friday prior to the April Board meeting.
5. If the employee is not recommended for a Post-Retirement Work Agreement in his/her current position, he/she may request employment consideration in any other vacant position for which they are qualified. The request must be submitted in writing within five days after the vacancy has been posted.
6. Any retiree hired in accordance with this policy is subject to the following terms and conditions of employment:
    a. The retiree may work up to 110 days or 720 hours in each calendar year as provided for under PERA provisions.
    b. The retiree will be paid at the same base salary amount he/she would have received for the position had he/she not been retired, less PERA contribution, and shall be subject to other withholding as required by law.
    c. The retiree will be financially responsible for his/her own medical and dental benefits.
    d. The retiree will receive four unspecified leave days per year. Post-Retirement Work Agreement participants will not be reimbursed for unused days at the end of the year. If the retiree is absent from work more than the four allotted days, his/her per diem rate of pay will be deducted from his/her salary for each additional day of absence.
    e. The retiree will sign a Post-Retirement Work Agreement which delineates the terms and conditions of the employment.
    f. The employment relationship between the retiree and the District is one of employment at will and it may be terminated at any time for any reason by either the retiree or the District with 30 days written notice. Prior to termination by the District, the retiree has the right to meet with the Executive Director.
    g. Under any Post-Retirement Work agreement, the retiree's appointment is subject to the laws of the State of Colorado, the Rules and Regulations of PERA, Technical College of the Rockies policies, and administrative procedures.
    h. The college shall not be responsible for the retiree's continuing eligibility for PERA benefits.
    i. The written agreement is readily available by contacting the Personnel Department at the college.

DCSD Policy- GCQEA

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Section III: Workplace Professionalism

Equity

One of the goals for all departments at TCR is to attract quality employees. Instructors are expected to practice fair teaching in the classroom. Fair teaching includes:

- Providing the same course content, learning activities, projects, and access to tools and equipment for all students
- Setting the same standards of behavior for all students
- Using language free of discriminatory words or phrases

- Setting the same safety, sanitation, and dress requirements for all students
- Creating an environment where sexual innuendo or jokes about gender, race, or age are recognized as inappropriate.
- The following DCSD policies are listed here for reference on fair teaching practices:
    - https://drive.google.com/file/d/1EeGG7eZ2_vRARao3lENT5GiFSUt5FC1F/view

Professionalism

Employees are expected to conduct themselves in a professional manner when engaged in activities as a TCR employee. This includes interaction with students, staff, and the general public while on the TCR campus, on a satellite campus, on field trips, and any other locations where the employee is a representative of TCR. Employees are expected to:

- Refrain from the use of profane or obscene language, racial or gender slurs, and sexual references or innuendos. While this may be acceptable to some members of the public, it is offensive to others and is not appropriate in an educational setting.
- Maintain a professional relationship with students, other employees, and the public at all times.
- Refrain from initiating or engaging in any sexual conduct, sexual activities, or sexualizing behavior involving a student, fellow employee, or community member while engaged in activities related to his/her position as a TCR employee, even if the other party attempts to sexualize the relationship.
- Respect the boundaries of students, other employees, and the community with regard to privacy, disclosure, emotional expression, beliefs, and the reasonable expectations of professional behavior.
- Safeguard the confidentiality of all student information, unless disclosure is required under the guidelines specified in TCR privacy policies.
- Represent their qualifications honestly, including their educational achievements, and will function only in those roles they are qualified to hold.

  DCSD Policy GBEB
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Dress Code

Employees at TCR project an image to the community and to students about the professionalism of the college. During the work day and all work-related activities, employees shall adhere to a professional standard of dress and shall be neat and clean in appearance, as it relates to industry standards. Short skirts or shorts, spaghetti straps, tank tops, low-cut tops, and see-thru clothing are not appropriate attire for any department. The Director has designated Fridays as casual days when all staff may wear blue jeans. Jeans must be neat and clean. The Director may also designate other special dress days.

DCSD Policy GBEBA
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Alcohol-Free Workplace

Use or possession of alcoholic beverages, or being impaired by the consumption of alcoholic beverages, by any employee of the college is prohibited in the following circumstances:

- On school grounds or in school-owned or school-operated vehicles, whether or not school is in session.
- When the staff member is directly responsible for supervision, oversight, or control of students or other staff members.

- From one hour before the start of the staff member's work day until the end of his or her work day.

Violations of these provisions will be considered a violation of the staff member's ethical obligations, and may be grounds for disciplinary action.

Information about the standards of conduct required by this policy shall be communicated to employees in an appropriate manner on an annual basis.

DCSD policy GBEC
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Tobacco-Free Workplace

In order to promote the general health, welfare and well-being of staff, and in accordance with the Colorado Clean Indoor Air Act, smoking, chewing, or any other use of tobacco products shall not be permitted on any school property.

For purposes of this policy, the following definitions shall apply:

- "School property" shall mean all property owned, leased, rented, or otherwise used by a school including, but not limited to, the following:
    a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance, or storage.
    b. Restrooms, lobbies, hallways, entryways, and other common areas in college buildings.
    c. All parking lots and other property owned by the school.
    d. All vehicles used by the district for transporting students, staff, visitors, or other persons.
- "Tobacco" shall include cigarettes, e-cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such a manner as to be suitable for chewing, smoking, or both.
- "Use" shall mean lighting, chewing, inhaling, or smoking any tobacco product.
- "Staff" includes volunteers or sponsors.

Employees found to be in violation of this policy shall be subject to appropriate disciplinary action.

Drug Free Workplace

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. For purposes of this policy, controlled substances include but are not limited to, narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with policy.

Observance of this policy is a condition of employment. A violation shall subject the employee to appropriate disciplinary action which may include termination and referral for prosecution. Alternatively, the employee may be allowed to participate in an approved substance abuse assistance or rehabilitation program in appropriate circumstances.

An employee knowingly in possession of or under the influence of any controlled substance shall be suspended immediately by the Director if such use or possession is:

- On school grounds, whether or not school is in session.
- At any school-sponsored or sanctioned activity or even off school property or enroute thereto.

- On the way to school.

An employee shall be suspended immediately after arrest for possession or for being under the influence of a controlled substance.

After investigation, the superintendent may reinstate the employee if it appears to be in the best interests of the individual and the district. The matter must be reported in full to the Board of Education. If the investigation causes the superintendent to continue the suspension in excess of 10 school days, the employee may request a hearing by the superintendent or his designee to be conducted in a manner to ensure that the individual suspended receives a fair, impartial hearing.

Pursuant to law, any employee who is convicted or pleads nolo contendere under any criminal statute for a violation occurring in the workplace must notify the college of such no later than five days after the conviction. The college must notify any federal contracting agency under which the employee works within ten days after receiving notice of such conviction.

The college shall establish a drug-free awareness program which will inform all employees about this policy. The program will also inform employees about the dangers of drug abuse and about available drug counseling, rehabilitation, and employee assistance programs. Information about the standards of conduct required by this policy shall be communicated to employees in an appropriate manner on an annual basis.

DCSD policy GBEC
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Section IV Compensation and Benefits

Employee Salary Plans

The Director shall establish salary schedules, approved by the Board, for professional and classified staff. Professional salary schedules shall be established for faculty, instructors, and administrators. Classified staff salary schedules shall be established for secretarial staff, custodians, maintenance workers, and salary schedules may include provisions for determining initial salary placement and the awarding of annual salary increases based upon performance planning and evaluation plans.

Initial placement shall include the following factors:

- Education/training
- Related experience
- Previous employment in the district

Annual increments shall be dependent upon the employee's satisfactory performance in the position. Advancement from one step to another on the guide shall require the Director's recommendation and Board approval.

The salary schedule shall be reviewed annually and shall remain in force until changed or modified by the Board in accordance with the law.

Supplementary Pay

Professional staff who are regularly assigned duties which require extra time or responsibilities over and above their contractual obligations shall receive extra compensation in accordance with the extent of the extra duties.

Under some circumstances the Director may approve extra compensation for overtime hours by classified staff. Compensation is paid at a rate of one and one-half times the regular rate of pay. All overtime work must be approved in advance by the employee's supervisor, the Director, and the school district.

Technical College of the Rockies

Employee Benefits

Benefits, in addition to basic salary, are recognized by the Board as an integral part of the total compensation plan for all staff members. The benefits extended to staff shall be designed to promote their present and future economic security.

In accordance with applicable federal law, full-time employees, who are considered to be those working 30 or more hours per week are eligible, but not required to enroll in the District's health insurance plan, with the full District contribution. Part-time employees may be eligible for the health insurance plan at a reduced District contribution, and other benefits.

All employees shall participate in the Public Employees' Retirement Association (PERA) in which both the employee and the school district make monthly contributions.

Workers' Compensation

All college employees are covered under the Workers' Compensation Insurance Plan and will be entitled to all the prescribed benefits. A report of every accident to an employee occurring in the line of duty, shall be filed by his immediate supervisor within 24 hours, and then with the district office.

An employee is eligible for workers' compensation leave from the college during the period of time he is temporarily disabled as the result of any injury arising out of and in the course of his employment which qualifies for an indemnity payment from the workers' compensation insurance. Workers' compensation leave shall be available only to those persons who sustain a temporary total disability and are unable to perform services for the district while disabled.

While an employee is on workers' compensation leave, he/she shall receive full salary for 15 working days. During this period the employee must assign his workers' compensation indemnity benefits to the district. During this 15-day period of workers' compensation leave the district shall not charge any sick leave or other similar benefits to the employee nor shall such benefits accrue to the employee while he is eligible for workers' compensation leave. After the initial 15 days the employee's individually earned sick leave shall be used. After the 15 working days and accumulated sick leave days are used, the employee will receive only the indemnity payments.

The employee shall continue to have school district insurance coverage while the employee is under a temporary total disability for a period of time not to exceed 90 calendar days. At the end of 90 calendar days, the employee shall be given the option of directly assuming payment of the district's costs for such benefits or discontinuing the coverage until he/she returns to work and is again eligible for benefits.

The administration will notify the workers' compensation division and insurance carrier of the district's eligibility to receive reimbursement while an employee is on workers' compensation leave.

DCSD policy GBGD
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401K & 457

TCR offers employees the option of participating in a pre-tax 401 K plan and/or 457 plan. Details are available from the Payroll Administrator at the District Office.

Retirement

TCR employees shall participate in the Public Employees' Retirement Association (PERA). Both the employee and the college make monthly contributions. Employees are entitled to regular retirement, early retirement, or disability retirement, in accordance with the rules and regulations of PERA.

Section V: Staff Leave Policy

Leave

1. Annual contracted staff sick/personal leave is calculated based on the number of days worked in a year, per the schedule below:

    63-83 work days - 4 leave days
    84-104 work days - 5 leave days
    105-125 work days - 6 leave days
    126-146 work days - 7 leave days
    147-167 work days - 8 leave days
    168-188 work days - 9 leave days
    189-209 work days - 10 leave days
    210-230 work days - 11 leave days
    231 and up work days - 12 leave days

2. For substitutes and those paid via a timesheet, sick leave is calculated at the rate of one hour of sick leave accrued for every 30 hours worked, up to a maximum of 48 earned sick leave hours per year.

3. New employees will receive the same number of sick/personal leave days as returning employees in the same category.

4. Staff on retired work agreements will receive 4 sick/personal leave days per contract. Unused days at the end of each contract are donated to the sick leave bank.

5. Employees will report leave in one of three categories: sick, personal, and vacation. Sick leave should be for a staff member's illness or that of his/her family. Leave for any other illness will be counted as personal leave.

6. Sick/personal leave may be accumulated up to 480 hours. Accumulated leave may not be used for personal leave. Emergencies that may require personal leave beyond current year allotment may be appealed to the office of the Superintendent.

7. Bereavement Leave Three (3) days will be provided in case of death of an immediate family member. Such leave is to be completed no later than one (1) week following the funeral of the deceased family member; however, absence for this cause in excess of three (3) days shall be charged to the Employee's sick or vacation leave, at the employee's option. The term "immediate family" is defined as including father, father-in-law, step-father, mother, mother-in-law, step-mother, grandparents, grandchild, sister, sister-in-law, step-sister, brother, brother-in-law, step-brother, son-in-law, daughter-in-law, husband, wife, child, stepchild or individual living in the household. Absence necessitated by death in the family other than in the "immediate family" shall be given the same consideration upon recommendation by the superintendent, or designee.

8. Prior approval by the employee's immediate supervisor is required for all personal or bereavement leave requests. A leave taken immediately before or after a school calendar vacation or holiday may be granted at the discretion of the principal/supervisor.

9. Extension of sick leave beyond 10 consecutive working days requires a physician's statement. Any health or safety information relating to an employee or employee's family member will be maintained on a separate form and in a separate file from other personnel information, treated as confidential medical records, and will not be disclosed except to the affected employee or with the express permission of the affected employee.

10. Annual Buy Down- At the initiation of this policy, any employee with more than 480 accrued sick leave hours at the end of FY21 (2020-2021 School Year) will be reimbursed at the current policy rate of $25/day down to 480 hours (60- 8 hour days). Effective at the end of FY22 (2021-2022 School Year) and beyond, accrued sick leave hours over 480 hours (60- 8 hours days) will be paid down to 480 hours at 75% of the regular certified substitute hourly rate for all staff.

11. Payout upon Leaving- Accrued sick leave hours over 480 hours (60- 8 hours days) will be paid down to 480 hours at 75% of the regular certified substitute hourly rate for all staff. Accrued hours up to 480 hours will be paid upon separation from the school district using the following guidelines:

    0-7 years continuous in the district: No payout
    8-14 years continuous in the district: 50% of regular certified sub rate
    15-21 years continuous in the district 75% regular certified sub rate
    22+ years continuous in the district 100% regular certified sub rate

12. Employees will receive all leave days at the start of contract or work agreement; however, employees must work the entire contract to receive all leave days.

13. Leave days are not transferable between employees with the exception of spouses on maternity leave. If the receiving spouse's daily rate is more than the giving spouse, the difference in rate will determine the number of days received. If the receiving spouse's daily rate is less than the giving spouse, the amount of days will be equivalent.

14. Employees are responsible for knowing how much leave they have available.

Employees are responsible for recording all leave.

15. If an employee exceeds all available leave:

    a. all hours in excess will be deducted in the following pay period.
    b. make-up hours can only be made up within the same pay period excess leave was taken; employees may not exceed 40 hours in a work week when making up leave days. c. employees who exceed available leave are subject to disciplinary action, which may include termination.

16. All leave requests are subject to the Director's approval.

DCSD Policy GBGG-R
https://drive.google.com/file/d/1xkJJfLKzUh6cfJpHOlD7_Nt9n-1uq6jQ/view

Additional leave during a public health emergency

In addition to the paid sick leave generally accrued, on the date a public health emergency is declared, the district will provide full-time employees with 80 hours of supplemental paid sick leave. Employees who work fewer than 40 hours in a week may take supplemental sick leave in the amount of the number of hours the employee is scheduled to work in a 14-day period or the average time the employee works in a 14-day period, whichever is greater.

An employee may use the supplemental paid sick leave until 4 weeks after the official termination or suspension of the public health emergency. Leave under this provision may be taken for the following reasons:

- Self-isolation or seeking medical care or treatment due to a diagnosis or symptoms of a communicable illness that is the cause of the public emergency.
- Caring for a family member who is self-isolating or seeking medical care after being diagnosed or is experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- A determination from a local, state, or federal public official or health authority that an employee or a

member of the employee's family that the employee cares poses a risk to the health of others;
- Caring for a family member when the individual's school or place of care has been physically closed due to a public health emergency; or
- An employee's inability to work because of a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of a public health emergency.

Documentation is not required to take paid sick leave during a public health emergency.

Nondiscrimination

The Board, the superintendent, other administrators and district employees will not unlawfully discriminate, take adverse action, or retaliate against any employee who takes, attempts to take, or supports taking paid sick leave in accordance with this policy, files a complaint or informs any person about an alleged violation of the Healthy Families and Workplaces Act, or participates in an investigation, hearing, or proceeding related to such matters.

Notice

To reduce unlawful discrimination and to ensure a healthy workplace environment, the administration is responsible for providing notice of this policy and the poster created by the Colorado Department of Labor and Employment to all district schools and departments. The policy must be referenced in employee handbooks and otherwise be made available to all staff through electronic or hard-copy distribution.

DCSD Policy GBGG
https://drive.google.com/file/d/1uDodmM9XYXGWaKDgFFdxEjOqFrdvtiS9/view

Notification and reporting

- When the need for a family and medical leave of absence (FMLA leave) is foreseeable, the employee shall provide at least 30 days prior notice to the district unless circumstances dictate otherwise. If the requested FMLA leave is because of a military-related qualifying exigency and the leave is foreseeable, the employee shall provide notice to the district as is reasonable and practicable. With respect to foreseeable medical treatments, the employee shall make a reasonable effort to schedule treatment so as not to disrupt district operations.
- If the need for FMLA leave is unforeseeable, the employee shall provide notice to the district as soon as practicable under the circumstances.
- If an employee's requested FMLA leave also constitutes paid leave under another Board policy, the FMLA leave and other applicable leave shall run concurrently.
- In the absence of an employee's request for FMLA leave, the district may independently determine whether an employee's leave under another Board policy constitutes FMLA leave and, if so, shall notify the employee that the leave will be counted against the FMLA leave to which the employee is entitled.
- If the FMLA leave is due to illness, the employee shall report periodically on his or her leave status and intention to return to work.
- If the requested FMLA leave is because of a military-related qualifying exigency, the district may require the employee to provide supporting documentation of such exigency.
- The district may also require the employee to show certification of the familial relationship if the request for FMLA leave is to care for a family member with a serious health condition, to care for a covered servicemember with a serious injury or illness, or in connection with a military-related qualifying exigency.

Medical certification

- The district shall require medical certification to support a claim for leave for an employee's own serious health condition; to care for the employee's child, spouse or parent with a serious health condition; or to care for a covered servicemember's serious injury or illness. The medical certification will be sufficient

if it contains the date on which the condition or injury/illness commenced, the probable duration of the condition or injury/illness and any appropriate medical information.

- For an employee's own serious health condition, the medical certification also must include a statement that the employee is unable to perform the functions of the position. For leave to care for a child, spouse or parent with a serious health condition or to care for a covered servicemember with a serious injury or illness, the medical certification must include an estimate of the amount of time the employee is needed to provide care.
- In its discretion and in accordance with the FMLA, the district may require a second or third medical opinion and periodic recertifications as the district deems reasonably necessary.
- Medical certification for intermittent leave must indicate the dates on which treatment is expected to be given and the duration of the treatment. For leave to care for a child, spouse or parent with a serious health condition or to care for a covered servicemember with a serious injury or illness, the medical certification must include a statement that the employee's intermittent leave is necessary to care for the family member and the expected duration and schedule of treatment.
- For the employee's own intermittent leave, the medical certification must contain a statement indicating the medical necessity of the intermittent treatment and its expected duration.

Return to work

- An employee who has taken leave due to the employee's own serious health condition shall provide a medical certification from the employee's physician that the employee is able to resume work. In addition, the district reserves the right to consult with a public health official if there is any question about possible transmission of a disease in the school setting.
- The following return to work provisions apply to teachers:

  1. If the teacher begins any category of FMLA leave more than five weeks prior to the end of the semester and the leave is for more than three weeks, the district may require the teacher seeking to return within the last three weeks to continue the leave through the end of the semester.

  2. If the teacher begins any category of FMLA leave except for the teacher's own serious health condition less than five weeks before the end of the semester and the period of leave is greater than two weeks, the district may require the teacher seeking to return within the last two weeks to continue the leave through the end of the semester.

  3. If the teacher begins any category of FMLA leave except for the teacher's own serious health condition three or fewer weeks before the end of the semester and the period of leave is greater than five working days, the district may require the teacher to continue the leave through the end of the semester.

Repayment of benefits

- If an employee fails to return to work upon completion of an approved FMLA leave, the district may recover from the employee the cost of any payments made to maintain the employee's group health insurance coverage unless the failure to return to work was due to a continuation, recurrence or onset of a serious health condition as certified by a physician that entitles the employee to leave, or for other reasons beyond the employee's control.

Posting/notice to employees

- Building principals/administrators shall post notices explaining the rights and responsibilities under the Family and Medical Leave Act (FMLA) in locations where they can be readily seen by employees and applicants for employment.
- Notice of the FMLA's rights and responsibilities shall also be incorporated into employee handbooks or provided directly to employees.

DCSD Policy GBGF
https://drive.google.com/file/d/1aHv90927V-gteKjWN3S0zckfVyh9uocv/view

Special Leaves with Pay

The Board of Education recognizes the important role citizens play in our legal system, including the obligation to serve as jurors under appropriate circumstances and to appear in proceedings pursuant to subpoena or other court order.

All employees of the school district shall be excused for jury duty or when ordered to appear in a proceeding pursuant to subpoena or other court order with no jeopardy to their employment, compensation, annual leave or other leave.

Substitutes, when necessary, for employees shall be obtained in the usual manner and paid by the district.

While state law provides that the district is only responsible for paying employees their regular wages up to $50 per day for the first three days of jury service, the district believes it should support employees to the full extent of their regular wages while on jury service. Therefore, the district shall pay employees their regular wages for all days of jury service.

Pursuant to state law, after the first three days of jury service, the state pays each juror $50 per day. Because employees will be receiving their regular wages from the district, which in most instances is more than $50 per day, all employees shall forward such payment from the state to the district as an offset. If an employee's regular wages are less than $50 per day, the district will supplement the employee's regular wages to bring the daily wage up to $50.

The district shall not reimburse employees for expenses or mileage related to jury service. The employee may keep any reimbursement for expenses or mileage received from the state and continue to receive the full extent of his or her regular wages while on jury service.

DCSD Policy GBGK
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Military Leave

An employee who is a member of a reserve or National Guard unit or any other branch of the military organized under state or federal law shall be granted military leave with a right of reinstatement in accordance with state and federal law.

The employee shall receive full salary and benefits during such leave up to a maximum of 15 days annually. The leave year shall be as established by the district. All remaining leave to fulfill the annual military obligation shall be unpaid leave.

An employee who is required by the state or federal government to continue military service beyond such additional service.

Emergency military leave

Military leave of absence without pay shall be granted to any employee who enlists for military duty with any branch of the United States armed forces or who is called into active military service in time of war or other emergency declared by the proper authority of the state or United States. The employee shall be considered on a leave of absence during military service.

Notice of military service

An employee taking leave under this policy shall provide written or oral notice, as far in advance as possible, of pending military service. Employees on military leave resulting in absence of more than 30 days shall forward a copy of their military orders to the superintendent or designee.

Using paid leave in lieu of unpaid military leave

An employee taking leave under this policy may at his or her discretion, but is not required to, use accrued vacation or other paid leave during time of military service.

Hiring substitute

Where necessary to protect the public interest, a substitute employee may be hired by the district to perform the duties of the employee on military leave until such time as the employee returns to work.

Reinstatement after service

Upon completion of military service and in accordance with state and federal law, the employee shall be reinstated in the same or a similar position of like seniority, status and pay if such is available at the same salary and benefits which he or she would have received had leave not been taken and if the employee meets the applicable statutory requirements, including notification to the district of the employee's intent to return to work within the time period set out in law.

Upon reinstatement, the employee shall have the same rights with respect to accrued and future vacation, sick leave, public retirement benefits and other benefits as if he or she had actually been employed during the time of such leave. Because non probationary status for teachers is not attained merely through continuous employment, a probationary teacher shall be reinstated at the actual year of service as when he or she began military leave.

DCSD Policy: GBGI

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Holidays

The college is typically closed for the following holidays:

Memorial Day, one day
Independence Day, one day
Labor Day, one day
Thanksgiving, three days
Christmas and New Year's, five or six days

Employees do not receive pay for those days, and they do not count against vacation or personal leave. Custodial personnel hired prior to January 1, 2006 will receive pay for the following holidays:

Memorial Day, one day
Independence Day, one day
Labor Day, one day
Thanksgiving Day, three days
Christmas, three days
New Year's, two days

DCSD Policy: GDD
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Section VI: Career Development

TCR is committed to providing career development opportunities for professional and classified staff that develop a better understanding of the college's role and mission, promotes individual and organizational effectiveness, develops leadership and management skills, and enhances student learning. Career development is a shared responsibility between the college and the individual. All professional and classified staff shall be encouraged to grow in job skills and take additional training to improve their skills on the job.

The Director will support the training of all employees by promoting in-house training as well as opportunities for out-of-house training. Absences to attend meetings, conventions, conferences or workshops of local, state, or national associations which serve to advance the welfare of the school through the upgrading and strengthening of employees may be granted by the Director without loss of pay to the employee. Career development may be paid for by the college subject to availability of funds and approval of the supervisor.

Section VII: Use of Company Equipment and Electronics

Introduction

This Acceptable Use Policy (AUP) outlines the standards for acceptable use of Technical College of the Rockies (TCR)'s information technology (IT) resources. These resources include but are not limited to computers, networks, internet services, email systems, software, and hardware. This policy applies to all users of TCR IT resources, including faculty, staff, post-secondary students, high school students, and any individuals accessing our IT resources. The purpose of this policy is to ensure an IT environment that supports the educational mission of TCR while protecting the college and its community from legal and security risks.

General Principles

Respect for Intellectual Property: Users must not infringe on the intellectual property rights of others, including copyright, trademarks, and patents.
Privacy and Confidentiality: Users should respect the privacy and confidentiality of information accessed through TCR IT resources.
Compliance with Laws and Policies: Use of IT resources must comply with all applicable laws, regulations, and TCR policies.*
Security: Users must protect their accounts and passwords, report any security incidents, and not engage in activities that compromise TCR IT resources.

Acceptable Use

Users are encouraged to use TCR IT resources for educational, research, and institutional purposes. Acceptable use includes:

- Accessing learning materials and participating in courses.
- Conducting academic research.
- Communicating with peers and faculty for educational purposes.
- Engaging in college-sanctioned activities and operations.

Use of social media

Staff members may use social media within school both TCR and district guidelines for instructional purposes, including promoting communications with students, parents and the community concerning school related activities and for purposes of supplementing classroom instruction. As with any other instructional material, the application/platform and content shall be appropriate to the student's age, understanding and range of knowledge.

Staff members are discouraged from communicating with students through personal social media platforms/applications or texting. Staff members are expected to protect the health, safety and emotional well-being of students and to preserve the integrity of the learning environment. Online or electronic conduct that distracts or disrupts the learning environment or other conduct in violation of this or related district policies may form the basis for disciplinary action up to and including termination.

No Expectation of Privacy

TCR technology devices are owned by the college and are intended for educational purposes and college business at all times. Staff members shall have no expectation of privacy when using college technology devices. TCR reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of college technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through TCR technology devices shall remain the property of the school district.

Public records

Electronic communications sent and received by TCR employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All employee electronic communications shall be monitored to ensure that all public electronic communication records are retained, archived and destroyed in accordance with applicable law.

Prohibited Use

The following activities are considered unacceptable use of TCR IT resources:

- **Illegal Activities:** Engaging in any activity that is illegal or violates any local, state, federal, or international laws.
- **Malicious Activities:** Introducing malware, attempting unauthorized access, or any activity that harms TCR IT resources or other users.
- **Inappropriate Content:** Accessing, distributing, or storing offensive, obscene, or sexually explicit material.
- **Unauthorized Sharing:** Disclosing or sharing sensitive information without authorization, including personal data and confidential college information.
- **Commercial Use:** Using TCR IT resources for personal gain or commercial purposes not approved by TCR.

Enforcement and Sanctions

Violations of this policy may result in disciplinary action, up to and including suspension, expulsion, termination of employment, and legal action. TCR reserves the right to limit or revoke IT resource access to prevent further unauthorized or harmful activities.

For the entire Acceptable Use Policy, please visit https://tcr.edu/about/policies/

Section VIII: Miscellaneous

Parking

Staff parking is allowed in the front and back parking lots. Staff parked in the back parking lot must move their vehicle out of the back parking lot prior to 6 p.m. or make arrangements with evening custodians. The gate to the back lot will be closed at 6 p.m. Vehicles may not block emergency exit areas, school bus loading zones, designated fire lanes, or garage doors in the automotive department.

Security

Because of the small size of our school, no campus security personnel are employed. Campus security is considered the responsibility of all TCR employees.

In the event of a crime or security problem on campus notify the Administration Office. Administration will contact local law enforcement to investigate or aid in the situation. If there are no staff members available in the Administration Office, contact local law enforcement or dial 911 for assistance.

Students in need of assistance or wishing to report a crime should contact their instructor or any other school employee. The appropriate law enforcement agency will be contacted as necessary. If no school employee is immediately available, the student should contact or call local law enforcement or dial 911 for assistance.

Employees who report a crime or security problem, or who witness any suspicious activity should document the incident on the Incident Report form and submit the form to the Administration Office.

In most cases employees will not be responsible for locking and unlocking buildings or arming and disarming security systems. In the rare instance that an employee is responsible for building security, specific instructions will be given by administrative or custodial staff.

Emergency Response Procedures

Medical Emergency

In a medical emergency follow these steps:

1. Do not leave the ill or injured person alone.
2. Administer FIRST AID as necessary.
3. Seek medical assistance from Emergency Medical Services-Dial 9-1-1 for any of the following problems:
    - Respiratory distress-difficulty or lack of breathing
    - Choking
    - Bleeding-severe
    - Burns-serious, or covering a large part of the body
    - Heart concerns-deterioration of blood circulation
    - Shock-including allergic reaction to insect bites or food
    - Poisonings
    - Head, neck, or back injury-also injury to large bones (arms, legs)
    - Loss of consciousness
    - Seizures-complicated by lack of breathing, or lasting for more than 5 minutes
    - Motor vehicle accidents
    - Drownings
    - Smoke inhalation
    - Any other situation that is life threatening
4. Contact the parent or guardian if the injured person is a minor. If the injured person is an adult, contact a significant other.

5. Notify the Administration Office. During regular business hours, notify the Front Office. After regular business hours use the following call list. Go through the list until you are able to reach someone.

   - David Belvill 970-874-2844
   - Ron Barbour 970-640-7424
   - Tony Bowling 970-596-2074

6. Document all accidents, no matter how minor, on the Incident Report Form and return to the Administration Office

Non-Medical Emergency

1. Take appropriate measures to ensure safety of students and instructors.

   - **Fire**
     - ✔ If the fire alarm has not sounded, pull the nearest alarm.
     - ✔ Exit the building using designated escape routes, take class roster with you.
     - ✔ Confirm that your students have all exited the building.
   - **Violence or threats of violence**
     - ✔ Follow appropriate A.L.I.C.E. measures, based on proximity and LifeSpot notifications of potential threats.
     - ✔ A - alert
     - ✔ L - lockdown
     - ✔ I - inform
     - ✔ C - counter
     - ✔ E - evacuate

2. Seek emergency assistance from Fire or Police Departments-Dial 9-1-1.

3. Notify Administrative staff. After regular business hours use the following call list. Go through the list until you are able to reach someone.

   - David Belvill 970-874-2844
   - Ron Barbour 970-640-7424
   - Tony Bowling 970-596-2074

4. Document incident on the Incident Report Form and return to the Administration Office

Public Relations

All advertising is coordinated through the Administrative Office. Any employee who would like to do additional marketing for a class may discuss his/her ideas with the Director. Any promotional material for a class must be approved by administration prior to being issued to the public. This will help create consistency in the information being distributed about the college.

Sometimes the Director will make arrangements for an instructor or other employee to do a media interview to promote a specific class or activity. In those cases, the Director will notify the employee of the interview.

Employees are asked to refer all media requests for information to the TCR Administrative Office. Requests for advertising or marketing information will be passed on to the Administrative office. Other requests for information will be passed on to the appropriate person at the District Office.

Travel

The administration recognizes there are circumstances that will require employees to travel on college business. All local and out of town travel must be approved by the Director. The Director will determine whether expenses will be covered by the College, the employee's department, or the employee.

Employees who are required to travel on college business may take a school vehicle if one is available. An employee may also choose to take his/her own vehicle and be reimbursed at the district rate. Employees may also request a per diem for meals.

When an employee is required to travel on business that requires an overnight stay, the employee may request lodging to be paid for by TCR. The employee may take a school vehicle if one is available. If the employee chooses to take his/her own vehicle, he/she will be reimbursed at the district rate. The employee may also request a per diem for meals.

Some classes may include field trips which will require that faculty and students travel to a location off campus. Any instructor planning to transport any high school students in a school district vehicle must complete a class on small vehicle safety offered through the Delta County School District. The training schedule for the small vehicle class is available through the Administration Office. Sometimes it may be more appropriate for students to provide their own transportation. Faculty are not to transport students in their personal vehicles due to liability issues.

To receive reimbursement for eligible expenses, a completed Expense Voucher must be turned in to the Administration Office for approval. Employees will submit the form to the Business Office for payment. A check will be issued and will be sent to the same address used for payroll.

Materials and Supplies

TCR makes every effort to ensure employees have the materials and supplies necessary to do their jobs. Office and classroom supplies such as markers, pens, pencils, notepads, folders, envelopes, and printer cartridges are generally kept in stock in the Staff Lounge. When special items are needed check with the Business Office to see if they can be ordered from local vendors.

Instructional resources such as books, videos, etc. may also be ordered. Items directly related to textbooks may be available at no cost from the publisher. The Business Office can assist faculty with obtaining those items.

All special material and supply purchases are made from the employee's departmental budget and shall be approved by the head of the department.

Purchasing

All purchases require a Purchase Order. You must create a Purchase Requisition in iVision. The completed Purchase Requisition must be approved by the Administration prior to purchasing. The Business Office can provide detailed information about purchasing procedures.

Professional Development Policy

Purpose

The purpose of this policy is to support and encourage employee participation in professional development activities that align with TCR's mission, instructional goals, and strategic priorities. This policy ensures clarity, equity, and fiscal responsibility in compensating staff for attending approved professional development events.

Policy Overview

TCR provides financial support and compensation for employees participating in pre-approved professional development activities such as conferences, workshops, and off-site training programs. Compensation is structured based on the employee's contractual obligations and the nature of the event.

Technical College of the Rockies

Eligibility and Compensation Structure

1. Employees Attending Outside Their Contract/Work Agreement

Employees who attend professional development events outside their regular contract or work agreement may receive:

Stipend: $50 per day of attendance.

Travel Offset: Reimbursement or mileage based on use of a personal vehicle (Calculated from the TCR to the event's address), TCR vehicle, or costs related to other pre-approved modes of transportation (e.g., airfare, shuttle).

Per Diem: Daily per diem rate as established by TCR policy, for meals, gas, lodging, and incidental expenses.

Note: All travel and participation must be pre-approved by the TCR Administration to qualify for stipends or reimbursements.

2. Employees Attending Within Their Contract/Work Agreement

Employees attending professional development events during their regular work agreement/contract period are eligible for:

Travel Offset: Reimbursement or mileage based on use of a personal vehicle (Calculated from the TCR to the event's address), TCR vehicle, or costs related to other pre-approved modes of transportation (e.g., airfare, shuttle).

Per Diem: Daily per diem rate as established by TCR policy, for meals, gas, lodging, and incidental expenses.

Stipends will not be paid to employees attending events within their contracted duties unless authorized explicitly by TCR Administration in advance.

Administrative Authority

The TCR Administration reserves the right to:

- Approve or deny participation in professional development activities based on relevance, budget, and staffing needs.
- Modify stipend or reimbursement amounts under exceptional circumstances.
- Request proof of attendance or completion, including submission of receipts and event documentation.

Reimbursement Process

Employees must submit the following to receive reimbursement:

- Pre-approval by their supervisor and/or administration.
- Itemized receipts and mileage log (if applicable) per diem form.
- Completed reimbursement request form within 14 days of event completion.

Section IX: Instructional Staff

Credentials

TCR faculty and instructors teaching in secondary or post-secondary programs at TCR will be required to hold a Colorado credential in Career and Technical Education in their teaching area. New employees must have a credential within 60 days of being hired. Anyone who fails to receive a credential during that time period will not be allowed to teach the following semester until they obtain the required credential. Faculty who teach postsecondary students are required to hold a part-time or full-time credential issued by the college credentialing officer. Full-time credentials are required for any employee who teaches more than 450 hours between July 1 and June 30.

The Colorado Career and Technical Education Credential is based on work experience rather than formal education. The application process involves documenting a specified number of hours of experience within a specified time. General information, procedures, guidelines and applications for the initial application or renewal of the Colorado Career and Technical Education Credential can be found at

https://ed.cde.state.co.us/cdeprof/career-and-technical-education-cte-authorization-general-information

Employees who have a credential need to submit a copy of the credential to the Administration Office. Instructional staff who do not have a current credential will be required to get a credential. Upon receipt of the credential, a copy of the credential should be submitted to TCR.

Responsibilities

Curriculum

Faculty and instructors work with the Administrative staff to develop class curriculum. Curriculum for a class includes any/all of the following: class outline, syllabus, handouts, tests, quizzes, slide decks, etc. A copy of the current class curriculum should be on file in the department.

All instructional staff are required to submit a course outline and/or syllabus to the Administrative Office prior to the first class session. The outline/syllabus will be kept on file with the other documentation for that course. Course outlines should contain a breakdown of topics covered.

Curriculum developed by an employee for a specific course is available for use by any/all other employees who teach that course. For example, if an employee is teaching a Beginning Computer course and develops a handout for that course, the handout will also be made available to other employees who teach that course. This allows us to be sure that our course content is consistent from one course to another. If an employee has handouts, etc. that he/she does not want other employees to use, please discuss that with the TCR Administration.

Handouts/Books

Faculty and instructors are strongly encouraged to have handouts or books for each course. They should take into consideration the course topic, length, and content in determining whether to use a handout or a book for the course.

In most cases employees are responsible for developing the handouts they will use in a course. Handouts may include original material; charts, graphs, etc. from various sources; excerpts from magazines or books. Any material taken from a published source must be done in a manner that does not violate copyright laws.

Faculty and instructors who plan to use a book in a class, must get the book title, ISBN, publisher, and any other pertinent information to the Business Office at least one month prior to the start of the class. The Business Office will purchase books, online access codes, e-book vouchers, etc. and have them available for students to purchase prior to the course.

Equipment

Faculty and instructional staff have access to a range of instructional technology and multimedia resources that support teaching, learning, and administrative functions. Available equipment and tools may include computers, display and presentation systems, audio/video equipment, digital media devices, and other emerging technologies. Equipment availability may vary by classroom, lab, or instructional space; therefore, employees should verify technology needs in advance and plan accordingly.

All technology equipment must be scheduled through the IT Department via email or the TCR Website. To ensure availability, requests should be submitted at least one week in advance. If equipment is needed for multiple class sessions, it must be scheduled separately for each session. Requests made less than 24 hours before the equipment is needed may not be accommodated.

Instructional staff are responsible for picking up, setting up, operating, packing up, and returning their assigned equipment. Training on the proper use of equipment is available upon request from the IT Department. Faculty are expected to operate equipment according to training and guidelines to ensure safe and effective use.

To maintain the integrity and functionality of all equipment, users are expected to handle all devices with care and report any issues or malfunctions immediately. All problems or damage must be reported in writing to the IT Department as soon as possible to prevent disruption to future classes.

Classrooms

Most of our classrooms are assigned for use by specific departments. Many of our classrooms are used by other programs during the evening and on weekends. While every effort is made to have classrooms ready for use the next day, faculty and instructors are encouraged to arrive in time to make any necessary changes to their room before students arrive. It is also recommended that students be informed that other students will be using the classroom so they can make appropriate decisions about leaving personal items in the classroom.

Faculty and instructors are encouraged to familiarize themselves with the location of each classroom on campus. Some rooms, such as the Enterprise Center, may be reserved when necessary to carry out class activities. Reservations should be made in advance with the Administration.

Students are allowed to have food and drink in many of the classrooms. Faculty and instructors may take a cup or glass, with a lid, into any classroom. Check with the department assigned use of a classroom for information about specific classroom rules.

Storage space is very limited on our campus. Most faculty and some instructors have offices where some materials and supplies can be stored. Each department also has some storage space in their classrooms to store tools and equipment. If an instructor anticipates the need for additional storage they may talk with custodial staff to determine what space is available.

Student Registration

All students attending a class at TCR must be registered for that class. The registration process involves the completion of an application form, registration, and payment for the class. Instructional staff are responsible for making sure that students attending a class are registered for that class. At the beginning of a class, the teacher will receive a roster with the names of all students registered for the course. Those students shall be asked to sign the roster indicating they are in attendance at the class. Students who are not on the roster should be sent to the Admissions Office to complete their registration. The signed Roster is to be submitted to the Registrar's Office within 24 hours of the beginning of class.

Classroom Management

An important component of the faculty and instructor's job is classroom management. A well-run classroom creates an environment that allows students to focus on learning and instructors to teach.

Instructors may give students several breaks each day. We recommend a 15-minute break for a three-hour class. Lunch breaks are generally 45 minutes to one hour in length, depending on the program. Microwaves and vending machines are available in the Student Center for students/staff.

Most students at TCR are highly motivated to learn, and work well with instructors and other students. On occasion, however, an instructor will have a student who is disruptive to the class. TCR uses a comprehensive approach to remediate student behavior, guided by the "Student Behavior Response Protocol" available to all staff at TCR upon request.

Attendance and Grades

Regular attendance is the responsibility of the student and is considered by industry and TCR to be a key factor in successfully completing a class and competing in industry. The attendance record is used in granting certificates of completion, and determining grades. Poor attendance can reflect on grades and satisfactory completion of a class. In some instances it may be possible to make up work from missed classes. All makeup work should be arranged through the instructor.

Instructors are responsible for regularly entering attendance and grade information in the school database. Attendance should be recorded on a daily basis. Each student should also receive at least two grades each week and grades information should be kept up to date. The Registrar's Office regularly receives requests for attendance and grade information from high schools and other sponsoring organizations. Those requests can only be filled if information is being kept current.

At the conclusion of each course, instructors are responsible for reviewing and verifying final student grades for accuracy and completeness. Once final grades have been verified, instructors will submit or communicate grade completion to the Registrar in accordance with established procedures.

Grades should be based on a variety of factors including attendance, class participation, daily assignments, and skill assessments or tests. In some cases other factors, such as professionalism, will also be part of the grade. Each department has a predefined grading scale that determines the factors used in determining the grade, as well as the score required to earn specific grades. These scales are communicated to students during the first days of class via the syllabus for each class.

If a student informs an instructor that he/she does not intend to complete a class, the instructor must have the student contact the Registrar or Student Services to withdraw from the class. If the instructor becomes aware of the withdrawal through other students, or if the student quits attending class but does not discuss it with the instructor, the instructor will notify the Registrar of the withdrawal.

If a student has officially withdrawn from a course within the first 15% of the course meetings, the course will not be reflected on a student's transcript. Withdrawals prior to completion of 80% of the course will be assigned a grade of "W". Withdrawals after that time will result in a grade of "F" for the course.

On rare occasions a student will receive a grade of "I" for Incomplete. A student may only be given an incomplete if he/she was not able to complete the class due to a documented illness, accident, or other unavoidable absence. A student receiving an Incomplete is responsible for completing the course requirements within the first ten school days of the following semester unless prior arrangements are made with the instructor. Generally, if an Incomplete is not removed in this time, a letter grade of "F" will automatically be assigned. The student is responsible for requesting an Incomplete grade. The instructor will work with the student to identify the specific requirements for completing the course and notifying the Registrar when the course is completed.

Certificates

All of our programs at TCR are certificate programs. This means students who successfully complete the program will be awarded a certificate of completion. Department coordinators are responsible for notifying the Registrar when students have completed all the requirements for a certificate so the certificate can be prepared for the student.