



Employee Policy and Procedures

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Policy Statement of Non-Discrimination

Blackfeet Community College (BFCC) strives to operate in compliance with all applicable tribal, federal, and state laws, statutes, and regulations concerning equal opportunity, including Title VII, Title VI, Title IX of the Education Amendments of 1972, Age Discrimination Act, Genetic Information Nondiscrimination Act and is committed to making reasonable accommodations as needed or as required by these and other applicable laws. BFCC does not discriminate on the basis of race, color, national origin, ancestry, sex, gender, gender identity, sexual orientation, disability, age, religion, medical condition, veteran status, marital status, genetic information, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), or any other characteristic protected by institutional policy or tribal, state, or federal law. The requirement of non-discrimination in educational programs and activities extends to employment, admissions, and all activities at the College.

Prohibition Against Retaliation

- Employees making good faith reports of potential issues will not be subject to any form of retaliation or reprisal, regardless of the outcome of the investigation. Any employee who engages in any form of retaliation against a complainant is subject to disciplinary action up to and including termination of employment.
- If you have any questions about the College's non-discrimination policies, including the College's grievance procedures for resolving complaints, and their application to the College's programs and activities, or would like to file a complaint of discrimination, please contact the Human Resource Director and Title IX Coordinator, Daisy Gilham, who is located in Beaver Painted Lodge, at address: 504 SE Boundary ST Browning, MT 59417 at email: d.gilham@bfcc.edu or phone: 406-338-5441. Individuals may also contact the Assistant Secretary for Civil Rights, Office for Civil Rights, U.S. Dept. of Education at 1-800-421-3481, Seattle office at (206) 607-1600, or OCR@ed.gov.
- It is the policy of the College to give preference to qualified American Indian applicants, especially enrolled members of the Blackfeet Tribe, in filling employment vacancies, while complying with all applicable federal and tribal employment requirements, specifically the Tribal Employment Rights Office (TERO).
- Faculty, staff and students will not discriminate against anyone based on race, age, religion (creed), ethnic or national origin, gender, gender expression, disability, veteran status, marital status, political or social affiliations, or sexual orientation as stated in the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Rehabilitation Act of 1973, Section 503 and 504, Vietnam Era Veterans Readjustment Act of 1975, Section 402, Age Discrimination in Employment Act of 1967 (as amended), Sexual Harassment Policy of Blackfeet Community College and Violence Against Women Reauthorization Act of 2022
- Under Title IX, the College needs to prominently display its revised notice of non-discrimination on the College's website at bfcc.edu/compliance, and in all of the College's handbooks and catalogs.

Policy Disclaimer

The Blackfeet Community College Board of Trustees reserves the right to revise, amend, or update the Employee Policies and Procedures at any time during the academic year. Any changes shall take effect upon approval and will be communicated to employees in a timely manner.

Introduction – Welcome to the BFCC Family

Oki, *miikimmohtsi* (Hello, my friends),

Welcome to Blackfeet Community College (BFCC), where we embrace our shared responsibility to support student success, community wellness, and further the lifeways of the Amskapi Piikani people. Whether you are a new or returning employee, you are now part of a team rooted in Blackfeet values, dedicated to strengthening our students, college, and our “Universal Community.”

At BFCC, we believe that each employee plays a vital role in creating a learning environment that is culturally grounded, student-centered, and responsive to the evolving needs of the Blackfeet Nation. Through mentorship, engagement, and collaboration, your work directly contributes to the self-governance, wellness, resilience, and success of our students.

This Employee Policy and Procedure is a tool to help employees facilitate the educational journey of all of our students, but it is also a resource for employees to better understand the expectations, rights, and responsibilities that shape our college community and the Employee Code of Conduct. Every interaction we have, whether inside the classroom, in support services, or across campus spaces, should reflect our commitment to adhering to our core values, safety, accountability, and cultural integrity. BFCC is more than a college; it is a circle of support, knowledge, and growth. As employees, we walk alongside our students, empowering them to reach their potential by honoring their identities, traditions, and voices. Together, we foster a place where academic excellence, cultural revitalization, and holistic wellness thrive.

We welcome you to this shared journey of service, growth, and transformation where we teach, learn, and lead in a way that reflects the strength of our community and the spirit of the Niitsitapi.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Brad Hall', with a long horizontal flourish extending to the right.

Brad Hall, EdD
President
Blackfeet Community College

Vision Statement

It is the vision of Blackfeet Community College to strengthen and enrich our community through quality education integrating the *Nii-tsi-tapi* world of knowledge.

In recognition of the fact that we all have values that are shaped and developed through our interactions with others, and that these values shape our thoughts and actions, Blackfeet Community College students, staff, and Board of Trustees adopt the following core values:

- *Tsi-ksi-ka-ta-pi-wa-tsin* - Blackfeet Way of Knowing: Blackfeet culture/spirituality in philosophy, thought, and action
- *Nin-na-wa-tsin* - Being a Leader: Professionalism, integrity, and responsibility in human interaction
- *Ini-yimn* - Respect: Respect for oneself, all other people, all ideas and each thing in the natural world
- *Ni-ta-pi-pa-ta-pi-tsin* - Living in a Good Way: Honest in all thoughts and actions
- *li-yi-kah-kii-ma-tsin* - Trying Hard: Commitment, Dedication, Sincerity in the pursuit of all our goals
- *Aoh-kan-otah-tomo* - Accepting Everyone: Embracing the unique talents and contributions of each individual
- *li-ta-mii-pa-ta-pi-yoip* - Happy Living: Humor, laughter and enjoyment of life

WE ARE COMMITTED to ensuring that all of these values are incorporated into all that we do, fulfilling the Vision and Mission of Blackfeet Community College.

Mission Statement

The purpose of Blackfeet Community College is to provide the Blackfeet Nation and our "universal community" access to quality educational programs that prepare students for achievement in higher education, meaningful employment, basic skills instruction, and community education, while integrating the Blackfeet culture and language.

Core Themes

1. **Access** - providing access to all members of the community's service district who desire education and training enabling them to pursue life-long educational opportunities.
2. **Achievement in Higher Education** - providing opportunity for students to earn academic degrees and supporting their transfer to upper division higher education institutions.
3. **Meaningful Employment** - providing opportunity for students to earn degrees and certificates that would qualify them to gain meaningful employment.
4. **Basic Skills** - providing students with programs and courses that will increase their likelihood of academic success.

5. **Continuing Education** - providing the community with courses and programs that enrich community life and support line-long education.
6. **Integrating Blackfeet Culture and Language** - providing programs and courses that sustain the past and promote the vitality of the Blackfeet Nation's future.

Jurisdiction, Authority, and Applicable Laws

Regardless of the location being on or off campus, during all college-sponsored activities, the college retains jurisdiction over all employee matters in addressing violations that may lead to due process proceedings and appropriate corrective actions. As an employee (full-time or part-time) of the college, you will be subject to additional actions outlined in the Blackfeet Community College Employee Policies and Procedures and other applicable established policies.

Criminal offenses that violate tribal, state, or federal laws are deemed major BFCC violations. Regardless of the outcomes of external judicial actions resulting from the conviction of a crime, the college's Employee Policies and Procedures will be enforced.

BFCC promotes a safe and culturally-responsive working environment through employee awareness, prevention, and intervention efforts as needed. All employees must abide by all tribal, state, and federal laws and all of the college's Employee Policies and Procedures.

The Faculty and Staff Senates will have opportunities to give formal feedback on the Employee Policies and Procedures and Code of Conduct, whereas the Board of Trustees retains full authority to amend or modify these Employee Policies and Procedures.

Employee Rights and Responsibilities

Purpose

This policy outlines the fundamental rights and responsibilities of employees at the college. As a tribally chartered institution of higher education, BFCC holds a deep commitment to promoting a workplace that is rooted in self-governance, mutual respect, cultural values, student-centered service, and community wellness.

Employee Rights

All employees of BFCC are entitled to the following rights:

- **Respect and Dignity:** To be treated with professionalism, dignity, and respect in a safe and inclusive work environment.
Cultural Recognition: To honor and practice cultural identity, including participation in tribal ceremonies, language preservation efforts, and cultural leave when approved.

Equal Opportunity

To have access to employment, advancement, and training opportunities free from discrimination based on race, religion, sex, age, disability, sexual orientation, tribal affiliation, or political affiliation.

Workplace Safety and Wellness

To work in a physically, mentally, and emotionally safe environment that promotes employee wellness and access to resources for personal well-being.

Voice in Governance

To provide input into decisions affecting their roles and the college community through open communication and shared governance, through the Faculty and Staff Senates.

Job Clarity and Support

To receive clear job descriptions, performance expectations, and constructive feedback to promote growth and development.

Professional Development

To engage in ongoing training, mentorship, and opportunities that support personal growth, cultural knowledge, and leadership.

Employee Responsibilities

As employees of BFCC, we are entrusted with the following responsibilities:

- Uphold BFCC's Mission and Core Values
- Act in alignment with the College's mission to promote academic excellence, tribal self-determination, and cultural revitalization.
- Support Student Engagement and Success
- Foster a learning environment that prioritizes student needs, encourages participation, and removes barriers to academic, cultural, and personal success.
- Promote Wellness and Cultural Awareness
- Model wellness, cultural humility, and sensitivity to students and colleagues by supporting trauma-informed and land-based practices.
- Professionalism and Integrity
- Demonstrate honesty, reliability, and accountability in all aspects of work, including communication, confidentiality, and documentation.

Civility, Teamwork, and Collaboration

Contribute to a cooperative and respectful workplace, maintaining positive working relationships with students, staff, faculty, and community partners.

Community Engagement

Participate in service, outreach, and activities that build trust and strengthen the relationship between the college and the broader Blackfeet Nation.

Compliance with Policies and Procedures

Abide by college policies, employee handbooks, and applicable tribal, state, and federal laws. Employees of Blackfeet Community College are more than employees; they are mentors, role models, and advocates for the future of our “Universal Community.” By honoring our self-governance responsibilities and exercising our rights with respect and care, we ensure that BFCC remains a place where students thrive, culture is preserved, and education serves as a tool for individual and collective empowerment.

Hiring and Termination

As per the BFCC Charter Article VIII - Powers of the Board, Section 1.7 Pg. 4, ‘To employ or terminate temporary or permanent faculty, administrative personnel, agents and employees, and to delegate this power to the Blackfeet Community College President, if the board so desires, as proscribed explicitly in the Bylaws. The Blackfeet Community College Board of Trustees approves all hires and or recommendations for termination during their monthly scheduled board meeting or special board meetings.

Hiring of College Faculty and Staff

Position vacancies will be advertised for a minimum of two weeks, after In-House Advertisement, on the BFCC website and other publications as deemed necessary by the Human Resource Director.

Recruitment and Hiring Process

The application, screening, and interview process will be conducted as outlined in the Human Resources procedures manual.

In-House Advertisement

Notices of position vacancies shall be advertised In-House for five (5) working days. An applicant must be a current full-time employee, in good standing with no corrective action plan in place, and employed in the same position for a minimum of six (6) months before applying for an in-house vacancy. If there are no qualified in-house applicants, the position will be advertised to the public. Current employees selected for an in-house advertised position will be required to transition from his/her current position, over a period of forty-five (45) calendar days, to the new position. Employees hired under an in-house advertisement will maintain his/her leave accrual rate based on years of service in determining pay and benefits. However, the pay rate for the new position will be determined by the salary structure associated with that specific job classification, not by their previous salary.

Temporary Detail of Permanent Employees

The President or Vice President may detail an employee to a vacant, new, or existing position for a period of ninety (90) calendar days based upon the employee's eligibility to meet the qualifications of the vacant position upon board approval. During the temporary detail, the employee will retain all benefits while detailed to a vacant/temporary position if he/she is a full-time employee. If the detailed employee is not hired permanently in the temporary detail, they may return to their original position if the employee is in good standing with no disciplinary or corrective action in place. The President may deem it necessary to appoint a full-time employee to a vacant position beyond the ninety (90) calendar day time frame prior to advertisement of the position. All temporary details will not exceed two (2) ninety (90) calendar periods and will be subject to board approval and review on a case-by-case basis.

Position Advertisement

Vacant Positions will be advertised in the following locations, but not limited to, the college website, social media, and the Human Resources Department. Vacant positions will be advertised in the Tribal College Journal (TCJ), Blackfeet Tribal Employment Rights Office (TERO), and other local, state, and national publications as required per position being advertised.

Application Requirements

Applicants for all positions shall submit the following documents to the Human Resource Department:

BFCC application (*available online portal or in printable form and downloadable PDF format*)

- A. Cover letter
- B. Current resume and or Curriculum Vitae
- C. Official college transcripts
- D. Listed three references with contact information
- E. Valid driver's license (IDs)

- F. Tribal Preference (IDs)
- G. Piikani Core Values Essay
- H. Veteran Employment Preference Form DD214

The BFCC HR Department will consider only completed applications received by the deadline as specified in the job announcements. All applicants may be subject to pre-employment drug testing and background checks.

Conditions of Employment

Notice of Appointment

The Human Resource Director shall notify the new employee in writing within five days of the Board's approval of employment of his/her selection, salary, start date, and probationary status. The Human Resources Director will notify applicants not selected for the position within five days of the Board's decision.

Employee Appointment Letter

Candidates selected for staff and faculty positions will receive an offer letter on the start date of employment, signed by the Human Resources Director. The new employee must sign and return the offer letter within the ten (10) working days from delivery, or the offer letter will be considered null and void, and the offer of employment will be rescinded.

New Employee Orientation

The immediate supervisor of a new employee shall thoroughly inform the new employee of the job description, responsibilities, protocol, and the chain of command, and expectations. The supervisor and Human Resources Department will provide orientation to the new full-time employee on fringe benefits offered by the college, including health insurance coverage, retirement, life insurance, and leave accrual and process to utilize paid leave. Further, the employee will be informed about his/her probationary status, time and effort requirements, payroll deductions, and other information necessary for employment. The Human Resources Department will assist the new employee in completing the necessary forms and provide a Policies and Procedures Handbook. The employee will sign a statement acknowledging that he/she has reviewed and understands the Policies and Procedures, and the signed statement will be placed in the employee's personnel file. Failure of the employee and supervisor to submit a signed position description and policy and procedure acknowledgement form within 90 days of appointment will lead to immediate dismissal of the employee and corrective action taken against the supervisor from the position appointed. Supervisors are required to provide the appropriate mentorship, training, and coaching to ensure employees are successfully retained.

Drug-Free Workplace Compliance - Zero Tolerance Policy

BFCC enforces a zero-tolerance policy for alcohol and illegal drug use. Possession, use, or distribution of these substances is strictly prohibited on campus and at all college-sponsored events on campus or in the performance of the employee's duties. Violations will result in corrective action.

Positions Descriptions

Each position will be detailed in a written position description containing the following:

1. Position title and classification
2. Supervisor (chain of command to the President)
3. General statement of duties
4. Specific duties
5. Supervisory duties
6. Qualifications - education and years of experience
7. Knowledge, skills, and abilities
8. Exempt or non-exempt status

Supervisors will review and update position descriptions as per the evaluation policy or when responsibilities change. Recommended changes must be submitted to the Human Resources Director for approval. Signed originals will be filed in the employee's personnel file.

Employee Probationary Period

All new administrative and classified employees shall serve a ninety (90) calendar day probationary period, beginning with the first day of appointment, for observing and evaluating the employee's work performance.

- Probationary employees may be severed from employment at any time during probation without cause.
- Probationary employees are not eligible to file grievances.
- Probationary employees are not permitted to use paid leave during the probationary period. However, Leave Without Pay (LWOP) may be granted for the following limited, reasonable exceptions upon the approval of the supervisor:
 - Immediate family funeral or bereavement (Leave With Pay (LWP))
 - Family-related medical or legal obligations
 - Cultural obligations
- Upon satisfactory completion of the probationary period, leave accrual shall be retroactive to the first day of employment.
- The probationary employee's performance shall be evaluated by the immediate supervisor at the end of the first forty-five (45) days and at least ten (10) calendar days prior to the end of the ninety (90) day probationary period.

- Ten (10) calendar days prior to the end of the probationary period, the immediate supervisor will notify the employee in writing of their status concerning regular employment.
- If an employee does not successfully pass the probationary period, the supervisor may recommend dismissal.
- A supervisor, with the President's approval, may extend a probationary employee's probation for an additional forty-five (45) calendar days based on the evaluation recommendations or if the service is interrupted due to extraordinary circumstances.
- In-house hires are subject to a forty-five (45) calendar days' probationary period. If the hire has not successfully completed the probationary period, then if the employee's previous position is unfilled, they can fill their former position without going through the formal hiring process.

Conflict of Interest and Nepotism

Policy Statement

BFCC is committed to maintaining the highest standards of honesty, integrity, and impartiality in all aspects of its operations. This policy ensures transparency, accountability, and equitable treatment in the workplace by addressing potential conflicts of interest and nepotism.

Conflict of Interest - Definition

A Conflict of Interest occurs when an employee's private interests or relationships interfere, or appear to interfere, with their professional responsibilities and obligations to BFCC. This includes any situation where an independent observer might reasonably question whether considerations of personal gain, financial or otherwise influence the employee's decisions or actions.

Prohibited Activities

Employees must not:

- Engage in any activity that conflicts with their official duties;
- Use their position to secure privileges, benefits, or advantages for themselves, relatives, or associates;
- Accept compensation, gifts, or favors from external entities in exchange for performing official duties;
- Disclose confidential information to unauthorized individuals for any reason;
- Use college resources for personal benefit or gain.

Disclosure Requirements

Employees must disclose in writing any situation that could present a potential conflict of interest to their supervisor and the Human Resources Director. This includes external employment, business interests, or personal relationships that could impact their decision-making at the college.

Nepotism - Definition

Nepotism involves the hiring, promoting, or supervising of relatives in a way that creates a conflict of interest or the appearance of favoritism.

Definition of Relative

For this policy, a relative includes:

- Immediate Family: Grandparents, father, mother, son, daughter, brother, sister, spouse, grandchildren or legal dependents
- Extended Family: uncles, aunts, first cousins, nephews, nieces, in-laws (father-in-law, mother-in-law, etc.), or step/half relations (stepmother, half-brother, etc.)
- Other Relationships: Domestic or common-law partners, or individuals residing in the same household in a familial capacity

Prohibited Supervisory Relationships

Employees may not directly supervise, evaluate, or make employment decisions concerning their relatives as defined in this policy.

Supervisory roles involving relatives are prohibited to ensure fairness in decision-making.

Employees may not participate in hiring processes where their relatives are candidates as defined in this policy. If an employee is seated on a selection committee, the employee must recuse themselves.

Disclosure and Mitigation

Employees must disclose any familial relationship that they are aware of that could create a conflict of interest to the Human Resources Department. In cases where such relationships exist, BFCC will implement mitigation measures, such as reassigning supervisory duties to avoid conflicts of interest.

Reporting and Enforcement

Employees must report any potential or actual conflict of interest or nepotism to their supervisor or Human Resources immediately.

Human Resources will investigate and take appropriate action, including reassignment or other measures, to address the conflict.

Violations of this policy may result in disciplinary action, up to and including termination.

Exceptions

In rare and exceptional circumstances, exceptions may be made if no reasonable alternative exists. Such exceptions must:

- Be documented and approved by the Human Resources Director and President
- Include safeguards to ensure that conflicts of interest are avoided or minimized

Employee Travel Responsibilities

BFCC employees on official travel represent the college, the Blackfeet Nation, and the broader tribal community. Professional judgment, cultural respect, and adherence to BFCC policies and the code of conduct are expected throughout college-sponsored travel, especially when accompanying colleagues and students.

Conduct and Expectations

- **Professionalism & Conduct:** Employees must act with integrity, respect, and professionalism at all times. Instructions from supervisors or trip leads must be followed.
- **Participation:** Full engagement in scheduled events (e.g., training, meetings, conferences) is required. Unexcused absences may affect future travel eligibility or result in personal reimbursement.
- **Accountability:** Employees are responsible for their conduct and any legal or financial consequences resulting from misconduct.
- **Appearance & Communication:** Dress appropriately for events and use respectful, inclusive language at all times, especially when traveling with colleagues and students.
- **Preparedness & Punctuality:** Arrive on time and bring all necessary items (e.g., ID, agenda, materials).
- **Group Safety:** Follow safety protocols, stay with the group, and communicate concerns to trip leads or supervisors. Use the buddy system when appropriate.

Travel Procedures

- **Eligibility:** Travel must be approved through appropriate administrative channels. Employees must be in good standing with the college to travel.
- **Arrangements:** BFCC coordinates transportation, lodging, and per diem. Employees must submit timely travel requests, follow travel itineraries, and budget guidelines.
- **Emergency Protocols:** Emergency contact information must be provided before departure. Any incidents must be reported immediately to the supervisor and administration.

- **Documentation:** Receipts and required reports must be submitted within five (5) calendar days of return.

Cultural Awareness & Community Representation

- **Cultural Sensitivity:** Be respectful when visiting other Native communities or diverse cultural settings. Represent BFCC and the Blackfeet Nation honorably.
- **Adaptability:** Prepare for various travel environments (rural, urban, conference, cultural site visits) and follow local safety practices.

Professional Standards & Violations

- **Harassment or Misconduct:** BFCC maintains zero tolerance for harassment, violence, or discrimination. Violations will result in corrective action and ineligibility for future travel.
- **Peaceful Expression:** Employees may engage in respectful expression but must not disrupt college functions. Participation in protests or public demonstrations while on official travel must receive prior approval from their supervisor.
- **Technology, Vehicle & Property Use:** College-issued equipment, vehicles and property must be returned in good condition. Losses or damages may result in reimbursement or restrictions on future access.
- **Retaliation & Reporting:** Employees retaliating against reporting employees or student misconduct is prohibited and will be subject to corrective action. Anonymous reporting of employee/student misconduct can be relayed to the trip lead while on travel to address or submitted in writing to the Human Resources Director (employees) or the Student Services Director (students) upon return.
- BFCC expects all employees to uphold the highest standards while traveling on behalf of the college and/or accompanying students, contributing to the mission of service, learning, and cultural integrity.
- All employees are required to adhere to all local laws pertaining to crimes and misconduct. Students whose actions result in citations and or arrest will require the student to incur all expenses related to returning home if outside the original travel accommodations.

Employee Meetings and Professional Development

Employees are expected to attend all college-sponsored professional development and scheduled all-campus meetings, unless excused by supervisor due to other work-related or emergency circumstances taking Leave with Pay (LWP). Attendance is essential for the performance of professional duties and these trainings or meetings are crucial to an employee staying informed and aligning their performance to advancing institutional communications. All employees are required to select a campus committee and or team to participate in that fulfills this obligation under this policy.

On-Campus Work Space

Employees are responsible for maintaining a clean, organized, and professional workspace, reflecting pride in the College and their department. Workspaces should promote a productive and welcoming environment for students, colleagues, community members, and visitors. Designated work spaces are based on proximity to the department or division and accessibility to students, based on each employee's responsibilities, or whenever possible, when reasonable accommodations are granted. Full-time employees will be allocated an office space that is subject to change by the President.

Remote Work

Employees with an approved remote work arrangement must adhere to all Blackfeet Community College (BFCC) policies and procedures, including the guidelines outlined in their specific remote work plan. The following conditions apply to all remote work arrangements:

- **Compliance with Policies:** Remote employees are required to follow all BFCC policies and procedures. Any breach of the remote work agreement, including refusal to return to campus when directed, may result in disciplinary action, up to and including termination.
- **Benefits Eligibility:** Employees working remotely are eligible for the full range of BFCC benefits, similar to on-campus employees
- **Time and Effort Reporting:** Remote employees must submit a time and effort report for each pay period, as required by the Human Resources Department, to ensure accountability and transparency in work hours, goals/deliverables required, and establish a reasonable time frame for remote work plans
- **Remote Work Agreement:** Employees must complete a Remote Work Agreement, which must be signed and approved by the President. This agreement outlines the terms and expectations of the remote work arrangement
- **Submission of Remote Work Plan:** All remote work plans must be submitted within five (5) days of the remote work request. The submitted plan must include specific start and end dates for the remote arrangement or indicate a scheduled date for reevaluation of the agreement. Each plan requires approval from the President to ensure alignment with BFCC's operational needs and standards. Employees with an approved remote work plan may be required to resume in-person, on-campus work at any time if their supervisor documents performance issues, if the institution determines it is the most appropriate course of action, or if the employee deviates from the established goals and deliverables outlined in their remote work plan.

Remote Work During Weather/Emergencies

The President or designee may require employees to work remotely during adverse weather or emergencies that limit access to campus resources. This ensures continuity of instruction and services through email and online platforms (e.g., Canvas, Zoom). Employees and supervisors are responsible for maintaining operations and ensuring remote work readiness with limited notice.

RAVE

Timely notification of emergencies is communicated through the college's social media, email, and RAVE Alerts. To sign up for RAVE Alerts, please get in touch with the Information Technology Department at (406) 338-5441 ext. 2859 or go to <https://sso.bfcc.edu> to sign up for RAVE Alerts to receive email and text message alerts.

Remote/Off-Campus Work Space

Employees whose duties can be performed remotely may request a remote work plan. Approval of such a plan is contingent upon the College determining that remote work will not compromise the employee's ability to fulfill their responsibilities. BFCC reserves the right to revoke an approved remote work plan in the best interest of the College.

Certain positions at Blackfeet Community College (BFCC) require an on-site presence to perform essential duties that cannot be completed remotely. These positions include, but are not limited to, custodial, maintenance, security, facilities, and other roles where direct student- or employee-facing services, physical work, or campus presence are necessary to maintain operations, safety, and services.

Employees in these positions are expected to perform their duties on campus during scheduled work hours unless otherwise directed by their supervisor or in the event of an authorized campus closure. In such cases, employees may be reassigned to alternate duties or schedules as determined appropriate by the College to maintain essential services.

Employees with an approved remote work arrangement must:

- **Compliance with Policies:** Remote employees are required to follow all BFCC policies and procedures. Any breach of the remote work agreement, including refusal to return to campus when directed, may result in corrective action, up to and including termination.
- **Benefits Eligibility:** Employees working remotely are eligible for BFCC employee benefits.
- **Time and Effort Reporting:** Employees working under grant-funded positions are required to complete a time and effort report during the spring, summer, and fall terms, as specified by the Human Resources Department. This reporting ensures accountability and transparency in documenting work hours, goals, and deliverables associated with grant-funded activities.
- **Remote Work Agreement:** Employees must work with their supervisor to develop a Remote Work Agreement that outlines the terms and expectations of the remote work arrangement. Once completed, the plan must be submitted to the Human Resources Department for review and forwarded to the President for final approval. The agreement must include specific start and end dates for the remote arrangement or indicate a scheduled date for reevaluation of the agreement. Each plan requires approval from the President to ensure alignment with BFCC's operational needs and standards. Employees with an approved remote work plan may be required to resume in-person, on-campus work at any time if their supervisor documents performance issues, the institution determines it is the most appropriate course of action, or if the employee deviates from the established goals and deliverables outlined in their remote work plan.

Dress Code

Employees are expected to dress in business casual attire appropriate to their role, considering safety, comfort, and the professional representation of the college during hours of operation. Specific safety or departmental guidelines may apply to certain positions. Employees may dress casually on Fridays and may be required to dress more formally for special events. Cultural attire is encouraged.

All employees must wear clothing that is appropriate for a professional environment and present themselves in a respectable manner.

Attendance at Graduation and College-Sponsored Events

Employees are required to attend and volunteer at the annual spring graduation ceremony unless otherwise approved by their supervisor. Attendance at college-sponsored events, on and off campus, is also expected, particularly when events relate to employees' position responsibilities or when they have been released to participate.

Children in the Workplace

Employees may not bring children to campus or college-related functions during business hours unless the child is participating in a college-sponsored program or service. Under reasonable circumstances, a supervisor may grant limited approval for a child to be in the workplace temporarily. In such cases, the employee is responsible for ensuring that the child is supervised, safe, does not have access to confidential information, and does not disrupt workplace operations.

Employee Anti-Fraternization

Purpose

To uphold a professional and equitable educational environment by preventing conflicts of interest, favoritism, and exploitation arising from personal relationships within the college community.

Policy Overview:

Prohibited Relationships

Employees are prohibited from engaging in romantic, sexual, or intimate relationships with students over whom they have, or may have, supervisory, instructional, or evaluative authority.

Supervisor-Employee Relationships

Employees must not engage in romantic or sexual relationships with individuals they supervise or evaluate.

Disclosure and Management

Employees involved in a romantic or sexual relationship that may lead to a conflict of interest must promptly disclose the relationship to the Human Resources Director. The college will take appropriate measures, which may include reassigning duties or positions, to mitigate potential conflicts.

Pre-Existing Relationships

In cases where a romantic or sexual relationship predates the professional or academic association to the college, the involved parties must inform the Human Resources Director to assess and manage any potential conflicts of interest.

Consequences of Policy Violation

- Violations of this policy may result in corrective disciplinary actions, up to and including termination of employment.
- This policy applies to all college employees, including faculty, staff, and administrators, regardless of employment status (full-time, part-time, or temporary).

Visitors in the Workplace

- Employees are encouraged to limit personal visitors during business hours to minimize disruptions and maintain productivity while serving students and fostering a collegial atmosphere. Workplace interactions should prioritize students first, followed by faculty and staff, prospective students, and lastly, unaffiliated community members and visitors.
- Employees are responsible for ensuring that their visitors are not unaccompanied, do not have access to confidential information, and do not disrupt workplace operations.

Campus Vehicle Parking and Speed Restrictions

- All employees who park a vehicle in any campus parking lot are subject to campus rules regarding parking. If a car is left unattended for more than one week, it will be towed at the owner's expense. BFCC will not assume liability for theft, vandalism, fire, or damage to any employee's vehicle; therefore, employees should secure their vehicles while parked on campus. BFCC will make every effort possible to assist employees whose vehicles are unable to be removed from the campus. If you are unable to move your vehicle or report an incident or emergency, contact the Chief Security Officer at 406-845-4684 or 338-5441 ext. 2263.
- The campus speed limit is 15 mph. Employees must drive cautiously and obey all traffic rules. Campus entry is from Highway 2/89 via the exit-only road between South Winds Lodge and Yellowbird Woman Lodge. There is one entrance and two exits on campus.
- Pedestrians have the right of way when crossing all campus roads, parking lots, and college property.

Personal Safety and Campus Conduct

Employees reporting experiencing stalking, harassment, or disruptive behavior, whether the individual responsible is affiliated with the college or not, will prompt the college to take appropriate action to protect the safety and well-being of its employees and campus community. This may include removal of the individual from campus, issuance of no-contact directives, and referral to law enforcement for possible legal action. Employees facing these circumstances will be provided with reasonable accommodations on campus, to deter future incidents and to ensure the employee is safe and supported.

Election and Political Activity

- Employees must remain politically neutral while at work and shall not actively endorse candidates in any tribal, state, or federal election while representing the college. Employees shall not give the impression that a political party, political candidate, political issue, or partisan activity has the official or unofficial support of the college. Additionally, employees shall not use the college's name in any form of political persuasion or influence when expressing personal opinions.
- Employees are granted academic freedom to discuss or include relevant political issues, current office holders/candidates, or elections in their instruction or service, provided they offer equitable information that allows members of the community to form their own personal opinions and political views. This policy does not limit students in any way. Employees shall not use their position at the college to directly or indirectly influence the voting or political affiliation of colleagues or students. Furthermore, employees shall not engage in political activities during their normally scheduled working hours or any other time they are performing their responsibilities or acting as a college representative.
- The college encourages events such as voter registration and organized bipartisan candidate forums where all candidates have the opportunity to participate. Additionally, the college may, at times, serve as an election polling location.
- Upon nomination for political office, the employee must submit a written notice of intent to run. If elected to a full-time position, the employee must resign. The President, in consultation with the employee's supervisor, will evaluate each request on a case-by-case basis to determine whether the time commitment required for the political office interferes with job duties, time and effort funding requirements, or creates an actual or perceived conflict of interest.
- At Blackfeet Community College (BFCC), employees are permitted to pursue and accept positions in elected office provided there is no conflict of interest with their college responsibilities. Additionally, the duties of the elected position must not interfere with the employee's 40-hour weekly work commitment to BFCC. Extended absences will require Leave Without Pay (LWOP).

Political Neutrality at Work

Employees must remain politically neutral while performing college duties. They may not use their role, title, or the college's name to support or oppose political candidates, parties, or issues. Employees must not give the impression that BFCC endorses any political view or activity, whether official or unofficial.

Academic Freedom & Educational Engagement

Faculty and staff may discuss political topics or elections in instruction or programming when relevant, provided the information is balanced and promotes critical thinking and inclusion of multiple viewpoints. This policy does not restrict students from political participation or expression.

Prohibited Activities - Employees shall not:

- Engage in political campaigning during work hours or while representing the college.
- Pressure students or colleagues to adopt political views or affiliations.
- Use college property, time, or resources for political activities.
- Permitted Activities - BFCC encourages civic engagement through:
 - Non-partisan voter registration drives
 - Educational, bipartisan forums that allow equal participation for all candidates
 - Hosting election polling sites, when approved

Military Leave

This policy outlines the rights and responsibilities of employees who serve in the National Guard or Reserve and require time off from their civilian jobs to fulfill their military duties in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and other applicable laws. This federal law protects the employment and reemployment rights of service members and veterans, ensuring they can take military leave and return to their civilian jobs without discrimination.

Types of Military Leave

- Active Duty: Leave granted for employees called to active duty service, including training and deployments.
- Reserve/National Guard Training: Leave granted for employees attending weekend drills or annual training.
- Military Caregiver Leave: Employees may take leave to care for a covered service member with a qualifying serious injury or illness under applicable laws.

Employer Obligations

Reinstatement: Employees returning from military service must be reinstated to their previous position or a comparable role with similar compensation and benefits.

Advance Notice: Employees are required to provide advance notice of their military service or training, unless prevented by military necessity.

Non-Discrimination: Employers cannot discriminate against employees based on military service or affiliation.

Leave Duration

Military leave may range from a few days to several weeks or months. The cumulative leave period cannot exceed five years, except under certain conditions as defined by USERRA.

Military Family Leave

In accordance with the Family and Medical Leave Act (FMLA), employers with 50 or more employees must provide eligible family members with up to 26 weeks of leave to care for a covered service member with a serious injury or illness.

Military Family Leave (FMLA)

Eligible employees may take FMLA leave for a “qualifying exigency” related to the foreign deployment of a spouse, child, or parent serving in the Armed Forces. Additionally, employees may take leave to care for a covered service member with a serious injury or illness if they are the service member's spouse, child, parent, or next of kin. Military caregiver leave allows for up to 26 workweeks of unpaid leave within a single 12-month period.

Policy Compliance

All employees and supervisors are expected to comply with this policy and applicable laws. Any concerns or violations should be reported to the Human Resources Director.

Outside Employment

All employee requests for permission to engage in outside employment must be submitted in writing to their supervisor and reviewed/approved by the President. Faculty members and their Division Chair must agree in writing the conditions of outside employment and submit to the Vice President for approval. Any requests for outside employment are subject to review to determine if they conflict with any of the following conditions:

- College hours of operation
- Interference with the employee’s assigned job responsibilities
- Negative impact on the employee’s job performance
- Perceived or actual conflict of interest
- Potential for unfavorable publicity to the college
- Unauthorized use of college property, resources, or technology for personal business operations

- Employees who engage in outside employment without obtaining the required approval will be subject to corrective action, up to and including dismissal, particularly if they fail to disclose requested information regarding the nature of their outside employment.

Employee-Owned Business Disclosure

- Employees who own a personal business must disclose it in writing to their supervisor. Any business-related activities conducted during college hours require prior approval and use of appropriate leave. Employees must ensure their college duties are not disrupted.
- If the employee's business is contracted by the college, they may not participate in or receive direct payment for services rendered during their scheduled work hours.

Information Technology Resources: Acceptable Use Policies

Introduction

The Acceptable Use Policies (AUP) outlined below are designed to ensure that information technology (IT) resources at Blackfeet Community College are used in an ethical, lawful, and responsible manner. These policies apply to all students, faculty, staff, and any other individuals who have access to the college's IT resources.

General Use and Ownership

Compliance: Users must comply with all applicable federal, state, and tribal laws, as well as established college policies and procedures.

Authorization: Access to IT resources is a privilege granted by the college and must be treated with the highest level of responsibility.

Ownership: The college owns all data created, stored, and transmitted using its IT resources.

Security and Privacy

- **Confidentiality:** Users must respect the privacy and confidentiality of other users' information. Unauthorized access, use, or distribution of others' data is prohibited in accordance with the Family Educational Rights Protection Act (FERPA).
- **Password Protection:** Users are responsible for maintaining the confidentiality of their passwords and accounts. Sharing of login credentials is strictly forbidden.
- **Security Measures:** Users must adhere to all security measures and protocols implemented by the college to protect IT resources.

Acceptable Use

Educational and Professional Use: IT resources should primarily be used for educational purposes, professional development, and administrative functions directly related to the college's mission, functions and activities.

Incidental Personal Use: Limited personal use of IT resources is permissible, provided it does not interfere with college operations or violate any policies.

Prohibited Activities: The following activities are strictly prohibited:

- Unauthorized access to or personal use of IT resources.
- Use of IT resources for commercial purposes or personal financial gain.
- Dissemination of offensive, obscene, or harassing materials.
- Engaging in illegal activities, including software piracy and the distribution of copyrighted materials without permission.
- Introduction of malicious software or any activities that could harm the integrity or performance of IT resources.

Network Use

- **Network Integrity:** Users must not interfere with or disrupt network services, including the propagation of viruses, malware, or excessive bandwidth usage.
- **Proper Configuration:** Personal devices connected to the college network must comply with college security standards and configurations.

Monitoring and Enforcement

Monitoring: The college reserves the right to monitor IT resource usage to ensure compliance with all established policies and procedures.

Violations: Violations of the AUP may result in disciplinary action, including suspension of IT privileges, disciplinary review, and potential legal action.

Reporting

Incident Reporting: Users must report any security incidents, policy violations, or suspicious activities to the IT department immediately or use the BFCC Incident Report Form on google docs.

Personnel Files

Personnel File Contents

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

- Human Resource Action (HRA) Form;

- Application for employment;
- Current resume and or Curriculum Vitae
- Current education transcripts/certificates
- Signed letter of hire (original);
- Performance evaluations;
- Correspondence related to disciplinary actions, change in status, change of assignments, etc.;
- Termination or resignation letter/notice;
- Required documentation for resignation/termination.

The following items are kept secure in the Human Resources Office:

- W-4 IRS Form;
- I-9 Employment Eligibility Verification Form
- Veteran Employment Preference Form DD214

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

- Complete Application
- Human Resource Action Form;

Personnel File Procedures

Personnel files for all BFCC employees are considered confidential. Access to these files is limited to the individual employee, Human Resources staff, and other authorized personnel, and only with formal approval from the President.

Any individual accessing an employee's personnel file must record the date, time, and reason for access. Hard copy personnel files must remain within the Human Resources Office at all times. Supervisors are responsible for securely maintaining any personnel-related documentation within their own files for reference as needed.

Electronic personnel files are restricted to authorized users only and are protected by password security protocols.

Resignation

Employees wishing to resign must submit a formal, written resignation letter. The letter must include the employee's signature and clearly state their intent to voluntarily end their employment with the College. Resignation letters submitted electronically or by email will be accepted, provided they are signed by the employee.

Following the resignation procedure outlined below is essential for eligibility to receive a favorable employment recommendation for future opportunities.

Notice Period

All employees are expected to provide at least two (2) weeks' notice before their intended final workday. This notice allows the College sufficient time to plan for a smooth transition and maintain continuity in operations and services.

Exit Process

Upon resignation, employees must complete an Exit Form provided by the Human Resources (HR) Office. Employees should schedule an exit appointment with the Human Resources Office before their last workday. During this appointment, HR will assist with separation paperwork, review benefits, and finalize pay and leave payout details. Employees must obtain clearance from all relevant departments (e.g., Business Office, Student Accounts, Facilities, IT) for any outstanding balances. Payroll deductions for owed amounts will be taken from the final paycheck or leave payout. Deductions will first be applied to amounts owed to the College, followed by any outstanding balances with external vendors.

Severance

Employees whose employment is severed under this policy will receive written notice of impending severance from both their immediate supervisor and the Human Resources Office at the earliest possible date. Employment severance may occur under the following circumstances:

- Reduction in Force: Employment may be severed due to financial constraints, funding reductions, declining enrollment, lack of business need, administrative reorganization, lack of work, lack of funds, non-renewal of grants, or other administrative adjustments. Such decisions are made solely by the College President in consultation with the Board, based on the operational and financial needs of the College.
- Discontinuation of a Program or Grant: Severance may occur if a program is discontinued or a grant-funded project ends. These decisions are at the sole discretion of the College President in consultation with the Board.

Leave Payout Procedure

Eligible employees with permanent status (non-temporary, non-adjunct) will receive a payout of unused leave upon separation, based on their years of service:

1. 1-3 Years of Service: 50% of accrued leave balance
2. 4-10 Years of Service: 63% of accrued leave balance
3. 11+ Years of Service: 67% of accrued leave balance

The leave payout percentage is calculated based on the employee's years of permanent service at the institution. Temporary and adjunct employees are not eligible for a leave payout.

Leave Payout and Exiting

Employees will be paid for earned and unused leave upon separation from BFCC. Leave payout will first be applied toward outstanding balances owed to Blackfeet Community College, such as tuition, fees, or other College-related bills. Any remaining leave payout may also be applied to satisfy outstanding payroll deductions owed to external organizations, provided the deductions are authorized by the employee through the applicable payroll deduction forms. Non-voluntary deductions, such as loan repayments, will be applied as required.

Employees are encouraged to coordinate with the Human Resources (HR) Office during the checkout process to review the final allocation of their leave payout.

Return of College Property and Severance Requirements: The employee must return all College-issued items, such as computers, tablets, phones, key cards, credit cards, and provide any required passwords or credentials. The value of any unreturned items or failure to meet severance requirements may result in deductions from the final paycheck.

Final Paycheck Issuance: The final paycheck will be issued in check form or direct deposit.

Note: Employees who receive a leave payout of any amount may not be eligible for re-employment with Blackfeet Community College (BFCC) for a period of two (2) years. Furthermore, individuals who separate from the College under circumstances involving theft of College property or resources, mismanagement, debarment, or sexual harassment may not be eligible for re-employment. Requests for re-employment within the two-year period—or under the outlined conditions—may be reviewed on a case-by-case basis by the College administration.

Final Payment of Wages

Upon separation of employment with BFCC, the final wage payment will be issued in the next regular pay period that includes the employee's final working day. The following conditions apply to the release of final wages:

HR Checkout Process: The employee must complete a checkout process with the Human Resources (HR) Department, which includes returning all BFCC property in good working order.

Return of College Property and Severance Requirements: The employee must return all College-issued items, such as computers, tablets, phones, key cards, credit cards, and provide any required passwords or credentials. The value of any unreturned items or failure to meet severance requirements may result in deductions from the final paycheck.

Final Paycheck Issuance: The final paycheck will be issued in check form or direct deposit.

Employee Evaluation

Purpose

To ensure a fair, consistent process for evaluating faculty and staff performance that promotes growth, accountability, and alignment with BFCC's mission, core values and strategic planning goals.

Annual Evaluation Process

A. Goal Setting (August and September)

- a. At the start of each evaluation cycle, employees and supervisors will set clear, measurable goals aligned with the college's mission and strategic plan.
- b. Goals must be specific, relevant, and time-bound, and will be documented and signed by both parties. These goals form the basis of ongoing evaluation.

B. Mid-Year Review (December and January)

- a. A mid-year check-in will assess progress, identify challenges, and adjust goals if needed.
- b. Supervisors and employees will meet to discuss performance and support development.
- c. The review will be documented and signed by both the employee and supervisor.

C. Final Evaluation (April and May)

- a. At year-end, supervisors will assess performance based on:
 - i. Goal achievement
 - ii. Quality of work performed
 - iii. Teamwork and communication
 - iv. Professionalism and initiative
 - v. Support for BFCC's mission and core values

D. A final meeting will be held to discuss results, feedback, and future goals to be set in the next year.

Annual employee evaluation goals, mid-year review and final evaluation forms can be found on the Human Resources Department or on their web page on the college's website. All employee annual evaluations will be written, signed, and retained by the Human Resources Department and placed in the employee's personnel file.

Employee Classifications and Status

Full-Time Employees

A full-time employee is one who has satisfactorily completed their probationary period and works a standard full-time workweek of forty (40) hours. Full-time employees are subject to all policies, will receive benefits, and subject to all provisions outlined in the employee policy and procedure.

Part-Time Employees

Part-time employees are those who have satisfactorily completed their probationary period and work fewer than thirty-two (32) hours per week. Part-time employees are subject to all provisions in this employee policy and procedure.

Temporary Employees

Temporary employees are appointed for a specified, limited duration, not exceeding two (2) consecutive ninety (90) working day appointments on a full-time basis. Temporary employees:

- May be released from service at any time without recourse.
- Are compensated only for hours worked and are not eligible for holiday pay or compensation during office closures.
- Do not accrue leave, do not have access to travel (at the President's discretion), and do not have access to the grievance procedures.
- Must meet the minimum qualifications for the position and may be subject to background checks.
- Are compensated according to the same salary scale as other employees, based on qualifications and experience.
- Must be approved by the President and may not exceed two consecutive 90-day appointments.

Student Interns

A student employee is a current student at BFCC working in a tutor, work-study, or intern role. Student employees:

1. Are ineligible for leave accrual, benefits, or holiday pay.
2. May not work more than twenty (20) hours per week.

External Consultants

External consultants are independent contractors who are not considered BFCC employees. The College seeks the most qualified external consultant for each task. Contracts over \$5,000 require competitive pricing from at least three qualified providers.

Additional Duties

A supplemental staffing agreement applies solely to current BFCC employees and must not exceed 125% of the employee's annual work hours. This applies to exempt employees only.

Additional Compensation Policy

BFCC adopts this policy pursuant to the guidance of 2 CFR 200, regulations adopted by United States Office of Management and Budget, that outline restrictions of additional compensation to employees from federal funds.

Purpose

BFCC recognizes that there are circumstances when employees take on additional responsibilities and provide additional services to the college on a temporary basis. The purpose of this policy is to set forth when faculty and employees may be approved to receive compensation that exceeds the employee's base salary.

BFCC Approval

In circumstances in which there is a need to provide additional compensation for employees, approval for the additional compensation must be obtained in advance of payment. BFCC has a right to expect that full-time faculty and employees fulfill assigned duties. Requests for additional compensation must comply with BFCC Policy, availability of funds, and a determination that the additional compensation is in the best interests of the college. Any payment of additional compensation must be approved by the employee's supervisor, the Chief Financial Officer (CFO), Human Resources Director, and the President through a Human Resource Action (HRA) form.

Additional Compensation

Summer months

BFCC may hire faculty members that are paid for twenty or twenty-two pay periods of service for the academic-year during the summer months for additional duties at a salary that does not exceed base salary rates to perform additional duties relevant to grant implementation. Compensation for the additional duties must be approved by the grantor and such duties must be in furtherance of the grant objectives.

Grant Writing

All full-time faculty and employees have an equal opportunity to seek grant funding on behalf of the college. Incentive compensation may be awarded for successful grant proposals at the end of the fiscal year, subject to budget availability and Board of Trustees approval.

BFCC may provide a one-time incentive award, funded from non-grant federal sources, to employees who secure new grant funding. This excludes grant renewals and non-competitive grants. The incentive award may be up to 1% of the total grant amount, not exceeding \$5,000.

Incentive awards will be distributed at the end of each fiscal year upon Board of Trustees approval. When multiple employees contribute to a successful grant proposal, the incentive amount will be equitably shared. This incentive does not constitute an adjustment to base salary.

History: Adopted: April 23, 2025

Revised:

Reviewed

Full-time Employee Consultation Conflict of Interest

Employees must not participate in consultant selection, award, or administration if employee has a direct or indirect financial interest in the consultant contract awarded to the employee's:

- Immediate family member as defined in nepotism policy.
- partner or to an organization a family member is a director or employee.
- BFCC adheres to Federal IRS and State guidelines to determine employee or independent contractor status. An individual employed by BFCC within the past year must be classified as an employee for any subsequent service within that year.

Volunteers on Campus

All volunteers must receive approval prior to beginning duties on campus. Supervisors must submit a job description and a proposed schedule for volunteer hours to the President for approval. Volunteers are required to complete a Campus Volunteer Form, and all approved documentation is maintained by the Human Resources (HR) Department. Volunteers are subject to employee policies and procedures and may be required to undergo a background check prior to service.

Exempt and Non-Exempt Positions

- Exempt positions are salaried employees and expected to fulfill duties with a minimum of 40 hours per week. Exempt employees are not eligible for overtime.
- Non-exempt employees are paid hourly and are eligible for overtime pay (time-and-a-half) for hours worked over forty (40) hours per week, in compliance with the Fair Labor Standards Act (FLSA). Compensatory time (comp time) and flexible scheduling (flex time) may be available options, with prior approval from the employee's supervisor and in accordance with College policy.

Staff Classification

Staff employees support college operations and do not spend more than half of their regular working hours teaching. Staff positions may be classified as exempt or non-exempt depending on job responsibilities.

Employee Corrective Action

- Corrective disciplinary action is used to address unsatisfactory performance or employee misconduct and to provide employees an opportunity to correct performance or behavioral issues. All disciplinary actions must be documented, signed by both the employee and supervisor, and submitted to the Human Resources Officer for filing in the employee's personnel file.
- The type and degree of disciplinary action will depend on the nature of the offense, and progressive steps may be bypassed depending on the severity of the situation. All full-time employees subject to disciplinary action that results in a loss of compensation or benefits have access to the Employee Grievance Procedures.

Steps of Corrective Actions

Verbal Warning

A supervisor may issue a verbal warning to an employee for unsatisfactory work performance or misconduct. The supervisor will document the verbal warning, and both the supervisor and employee will sign the document before submission of the document to the Human Resources Officer for filing in the employee's personnel file.

Documented Warning

A supervisor may issue a documented warning, at the supervisor's discretion, to address unsatisfactory work performance or misconduct. The documented warning shall outline the specific unsatisfactory work performance or misconduct and specific expectations for improvement. The documented warning will be signed by the supervisor and employee and submitted to the Human Resources Officer for filing in the employee's personnel file.

Probation

Probation may be used as a consequence for unsatisfactory work performance or misconduct. The probationary period will allow a specific period of time for the employee to improve work performance or correct behavior. The imposition of a probation period will be formally documented in writing, with the specific reasons to support the probationary status, providing the specific conditions of the probationary period, and the term that shall not exceed sixty (60) calendar days.

Suspension

The President may suspend an employee without pay for up to thirty (30) calendar days based on just cause as defined below. During the suspension period, the employee will not accrue leave. The President will provide the employee with written notification of the suspension that specifically identifies the employee's conduct that justifies the suspension, and the conditions of the suspension. The President will provide the employee with the suspension notification, and the action will be filed in the personnel file.

The suspension notification will include instructions for the employee to file an appeal, as the employee will lose compensation and benefits.

Termination

Termination is a final corrective action when the College ends its professional relationship with an employee. A written notice of termination will be based on just cause as defined below and specifically identify the employee's conduct that justifies the termination. The notice of termination will include instructions for the employee to file an appeal. The notice of termination will be provided to the employee with proof of delivery and placed in the personnel file.

Reasons for Corrective Action

Corrective actions, including demotion, suspension, or termination, may be taken for the following offenses:

- Theft, misuse, or abuse of BFCC property.
- Insubordination, defined as failure to follow supervisor or President directives or comply with written policy.
- Unauthorized or excessive absences/tardiness (more than five unexcused absences within a rolling calendar year).
- Misappropriation or falsification of records regarding funds.
- Acceptance of bribes, solicitations, or favors.
- Unsatisfactory work performance
- Serious personal misconduct on the job (e.g., assault, battery, verbal abuse).
- Violations of laws or safety regulations.
- Falsification, misappropriation, or forgery of documents.
- Failure to comply with the Drug-Free Workplace policy.
- Concealing, removing, or tampering with program records or documents.
- Misuse of BFCC technology resources, including:
 - Receiving, creating, or sharing sexually explicit content.
 - Operating a personal business.
 - Gambling.
 - Harassing, threatening, or intimidating others.
- Violating the Tobacco and Nicotine Use policy on campus.
- Violation of the code of conduct.
- No-contact, no-show for three consecutive workdays.

Employee Grievance Policy and Procedure

Introduction and Purpose

BFCC is committed to providing a fair, respectful, and inclusive working environment. This employee grievance policy is established to resolve grievances promptly and equitably, reflecting our vision, core values, mission, core themes, and legal obligations. The policy applies to all faculty, staff, and administrators.

Definitions

- **Informal Grievance:** An informal discussion between an employee and supervisor by which the employee addresses potential grievable actions in a prompt, confidential manner
- **Formal Grievance:** A formal written complaint filed by an eligible employee regarding a specific action or inaction by BFCC.
- **Grievant:** The individual filing a grievance
- **Respondent:** The individual or entity against whom the grievance is filed.
- **Designated Official:** The person or office responsible for managing the grievance process

Non-Grievable Actions

The following actions are not subject to grievance under this policy:

- Non-selection for interview, hire, or promotion
- Termination during a probationary period
- Management decisions regarding any changes to or enforcement of employee policy, procedure, and benefits applicable to all BFCC employees
- Changes in work schedule or duty station that do not impact compensation or accessibility
- Termination arising from a reduction in force
- Temporary reassignment without a change in compensation or benefits
- Verbal warning from supervisor
- Administrative leave status

Guiding Principles

- **Fairness:** All parties will be treated with impartiality, respect, and provided due process throughout the grievance process
- **Confidentiality:** Information related to grievances will be handled discreetly, protecting privacy to the extent possible.

- **Timely Resolution:** The process is designed to resolve grievances efficiently and within the guidance of this policy
- **Non-Retaliation:** BFCC prohibits retaliation against individuals who file grievances or participate in the grievance process

Roles and Responsibilities

- **Grievant:** Responsible for providing accurate and complete information and for cooperating throughout the grievance process
- **Respondent:** Has the right to respond to allegations and to present relevant information
- **Designated Official** is responsible for managing the grievance process, overseeing investigations, and facilitating resolutions. This policy designates the Human Resources Director as the Designated Official. If the grievance is against the Human Resources Director, the President will either assume the role or appoint a neutral alternative

Grievance Procedure

1. **Informal Grievance:** The supervisor, in coordination with the Designated Official, will prepare a written document of the employee's potential grievable action, the informal discussion and desired outcome for placement in the employee's personnel file. All employees are required to informally grieve to their supervisor prior to submitting a formal written grievance, to provide a prompt confidential resolution to employees' informal grievance. The employee may request that the Designated Official be included in their informal grievance meeting with their supervisor. The Designated Official will counsel the supervisor to determine if the employee's informal grievance is grievable.
2. **Filing a Formal Grievance:** All formal grievances must be submitted in writing to the Designated Official within five (5) working days of the action taken. A grievance form is available in the Human Resources Department. Submissions must be written and signed; verbal submissions are not accepted. The grievance must detail the issue, relevant facts, supporting documentation, and desired outcome sought by the grievance
3. **Upon receipt:** The Human Resources Department will date-stamp the grievance, establishing the official submission date and corresponding deadlines outlined in this policy. Email submissions are also accepted, with the date-stamp determining the official submission date
4. **Investigation and Resolution**
 - a. **Step 1:** Within five (5) working days of receiving the formal written grievance, the Designated Official will arrange a meeting between the grievant and respondent to resolve the grievance.
 - i. If a resolution is reached, the Designated Official will document the agreement and obtain the written signature of the grievant on the agreement, and the grievance will be considered closed.
 - ii. If the grievance is unresolved, the Designated Official will conduct a formal investigation within a minimum of fourteen (14) calendar days and to not exceed

- thirty (30) calendar days, including gathering evidence and interviewing relevant parties, pursuant to BFCC policies and procedures
- b. Step 2: Upon completing the investigation, the Designated Official will provide the findings and decision on the grievance to the respondent within five (5) working days' in writing.
- i. A follow-up meeting with the grievant, respondent, and Designated Official will be held to discuss the Designated Official's findings and decision. If the grievant accepts the Designated Official's decision, his/her written signature shall be obtained on the decision document and the grievance will be resolved. The decision document will include instructions to grieve the decision, if the grievant does not accept the Designated Official's decision
 - ii. Within five (5) working days of the written decision, the employee may submit a written grievance pursuant to the processes outlined below if the employee is not satisfied with the Designated Official's written decision to resolve the grievance

Special Considerations for Grievances

- **Faculty Grievances:** If a faculty member's grievance is not resolved through the initial steps, the grievant may submit the initial written grievance and the Designated Official's to their respective Vice President for review and resolution. The Vice President will issue written decision on the grievance within five (5) working days following his/her review.
 - o If the employee does not agree with the Vice President's decision, the employee will, within five days (5) of the decision, submit the grievance, the Designated Official's decision and the Vice-President's decision to the President for review and resolution. The President shall issue a written decision within five (5) working days of receipt of the grievance documents. If the grievant disagrees with the President's decision, he/she may resubmit a final grievance to the Board of Trustees (including all documents from prior steps) within five (5) working days of receiving the President's written decision. The Board of Trustees will have thirty (30) calendar days to render a final decision to the grievant
- **Staff Grievances:** If a staff member's grievance is not resolved through the initial steps, the grievant may submit his/her written grievance and the Designated Officials written decision to the President for review and resolution. The President will issue a decision on the grievance within five (5) working days of receipt of the grievance and Designated Official's decision.
 - o If the grievant disagrees with the President's decision, he/she may resubmit a final grievance to the Board of Trustees (including all documents from prior steps) within five (5) working days of receiving the President's written decision. The Board of Trustees will have thirty (30) calendar days to render a final decision to the Grievant.

Hearing Process

- 1) The Board of Trustees will schedule a hearing within ten (10) working days of receipt of the grievance. During the hearing, the grievant may present his/her case and witnesses that have been previously identified in the grievance process, followed by the respondent's presentation. The arguments and evidence presented by both parties will be consistent with arguments in the original grievance
- 2) The Board may set time limits for both presentations.
- 3) Final Decision: The Board of Trustees will issue a formal written decision within ten (10) working days of the hearing and document review. The Board of Trustees is the final administrative decision in the grievance decision.

Confidentiality and Privacy

All grievance-related documents will be filed in the employee's personnel file and accessed only by the employee according to provisions in the Employee Policies and Procedures.

Training and Awareness

BFCC will provide ongoing training to ensure all employees understand the grievance policy, procedures, and grievant/respondent rights within the process.

Employee Compensation

Hours of Work

- To ensure compliance with the Fair Labor Standards Act, all full-time non-exempt employees shall work forty (40) hours per week, eight hours per day, Monday through Friday.
- Campus business hours will begin at 8:00 a.m. and end at 4:30 p.m. each weekday. The supervisor must approve any variation in employee work hours outside of this timeframe.
- There will be a one-half (½) hour break for lunch per day.
- Employees may take an additional one-half (½) hour break for exercise, if they choose.
- There will be two fifteen-minute breaks per day.
- There may be times when programming and course offerings are provided after hours and/or on weekends.

Flex Time

- All staff and faculty flexible work schedules are an alternative to the traditional 8:00 a.m. to 4:30 p.m. work schedule and 40-hour work week.

- Flex time allows non-exempt employees to vary their arrival and/or departure times, subject to prior supervisory approval.
- Faculty will use flexible scheduling to meet instructional and campus responsibilities. In acknowledgment of the need to meet with students and colleagues extensively by appointment, BFCC faculty will maintain 10 scheduled office hours and will be available by appointment as needed.

Compensatory Time (Comp Time)

- Exempt employees may receive comp time instead of overtime pay at a rate of one and one-half (1½) hours for each hour worked beyond forty (40) hours in a single workweek, subject to supervisory approval.
- Comp time must be used within a reasonable period following accrual, and usage is contingent on staffing needs and supervisor approval.
- Comp time balances must be tracked and reported to Payroll by the designated department Payroll Specialist.

Salary Increases

- For all employees, the President shall review salaries on an annual basis and, in consultation with the Board, recommend adjustments based on established salary scales, merit-based compensation, and available funding. Increases may also include cost-of-living allowances (COLA), which will be evaluated on a case-by-case basis to address economic conditions and inflationary impacts.
- Salary adjustments will align with current standards and best practices recognized by Tribal Colleges and Universities (TCUs), including guidance from the American Indian Higher Education Consortium (AIHEC) and other relevant benchmarking data. Recommendations are subject to budget approval and institutional priorities.

Employee Benefits

Legally Required Payments

- Unemployment Insurance. All employees are covered by unemployment insurance as provided by the Employment Security Division of Montana.
- Workmen's Compensation. All employees are covered by Workman's Compensation for the purpose of offsetting the loss of income suffered by an employee who is injured on the job.
- Federal Insurance Contributions Act (FICA, Social Security). FICA covers all employees.

Fringe Benefits

- Term Life Insurance: \$20,000 of Term Life Insurance is provided for all full-time employees based on the availability of funds. The College contributes 100 percent of the current coverage. Coverage begins upon completion of the employee's probationary period.
- Accidental Death and Dismemberment (AD&D): \$20,000 of AD&D insurance is provided for all full-time employees based on the availability of funds. The college contributes 100 percent of the current coverage. Coverage begins upon completion of the employee's probationary period.
- Long-Term Disability Insurance: This benefit provides income protection in the event an employee becomes disabled due to a covered accidental injury, illness, or pregnancy. Coverage begins following the probationary period in accordance with the provider's policy.
- Retirement: A retirement plan is provided for all full-time employees. The College contributes four percent (4%) of the employee's salary to the designated retirement plan. Contributions begin upon completion of the employee's probationary period and are subject to the current retirement plan guidelines.
- Tuition Waivers: Full-time regular employees, their spouses, and up to two (2) dependent children at a time are eligible to enroll in up to six (6) college credits per semester tuition-free, provided the courses do not conflict with the employee's work responsibilities. The total number of waived credits shall not exceed twenty-four (24) per employee. Adjunct faculty employees may enroll in up to three (3) college credits per semester tuition-free, under the same condition. These waivers do not include associated fees, textbooks, or other materials.

Payroll Deduction

Blackfeet Community College (BFCC) allows for automatic payroll deductions for various purposes, including mandatory taxes and employee-requested personal charges. This policy outlines the guidelines and limitations for payroll deductions at BFCC.

Authorized Payroll Deductions

Payroll is set up on a twenty-six pay period basis (bi-weekly). Automatic payroll deductions are made for the following:

- FICA (Social Security)
- FICAHI (Medicare)
- Federal Income Tax
- State Income Tax (not applicable to enrolled Blackfeet tribal members living and working on the Blackfeet Reservation)
- Other taxes and benefits, if applicable
- Other voluntary deductions

BFCC Staff and Faculty may request to have personal charges deducted from their paychecks with the approval of the Payroll Specialist.

Employees must sign a Payroll Deduction Authorization (PRD) form to indicate their consent for the Payroll to withhold the entire balance or installment payments from their paycheck.

Personal charges may include but are not limited to:

- BFCC Bookstore items
- Tuition, books, and fees
- Computers, approved travel, and vehicle repairs
- Other mandated tribal program charges such as mortgages/rents, water, and garbage
- Child Support
- Existing external vendors

Limitations on Personal Charges Deductions

- Employees are allowed a maximum of two personal charges deductions
- Each personal charge deduction shall not exceed \$2,500 per deduction
- Employees must ensure that their total deductions, including mandatory taxes and personal charges, do not exceed the maximum allowable limit for deductions
- Any new deduction must be paid in full before any deductions can be made to the same vendor.

Procedure for Requesting Personal Charges Deductions

- Employees seeking personal charge deductions must submit a formal request to payroll
- Payroll will review the employee's financial means to cover the deduction to ensure it does not cause financial hardship
- Upon approval, the employee will be provided with a Payroll Deduction Authorization (PRD) form to sign
- The completed Payroll Deduction (PRD) form must be submitted to the Payroll Clerk for processing
- BFCC will honor wage garnishments that are court-ordered by the Blackfeet Tribal Court

Compliance

The Payroll Specialist shall ensure consistent application and compliance with this policy across all departments. Any exceptions or deviations from this policy require prior approval from the President.

Paid Holidays and Breaks

All full-time and half-time regular employees receive compensation for all holidays and breaks. To receive pay for a scheduled holiday, an employee must be in a “work” or “paid leave” status on his/her scheduled workday immediately preceding and immediately following the holiday. Holidays include, but are not limited to, the following:

- Labor Day
- Native American Heritage Day
- Indigenous Peoples Day/Columbus Day
- Eloise Cobell Day
- Veteran’s Day (Warriors Day)
- Thanksgiving Break
- Christmas Break (including New Year’s Day)
- Martin Luther King Day
- Bear River Commemoration
- All Chiefs' Day/President’s day
- Spring Break
- Good Friday and Easter Monday
- Earl Old Person Day
- Memorial Day
- Flood Memorial
- Juneteenth
- Independence Day
- North American Indian Days Break
- Heart Butte Indian Days Break

Special holidays may be authorized in accordance with directives from the Blackfeet Tribe or in accordance with special directives as approved by the President.

General Leave Policy

Leave is defined as any authorized absence with or without pay during regularly scheduled work hours that the employee’s supervisor approves. Leave shall be granted in accordance with these rules on the basis of work requirements. The employee’s supervisor must approve all leave in advance. The employee should complete appropriate leave requests, have them approved by the Supervisor and submit them electronically. Leave may not be granted if it interferes with the operation of a department.

Non-exempt employees are required to complete their own timesheets using the electronic payroll system on a bi-weekly basis. All timesheets must be submitted by the employee. Supervisors are responsible for reviewing and approving timesheets and any leave entries. In the event of an emergency or if the employee experiences issues logging into the electronic payroll system, the employee must notify both

his/her supervisor and the Payroll Specialist via email. Any leave or timesheet that requires approval by the Payroll Specialist must be accompanied by an email for documentation and recordkeeping purposes. The bi-weekly time period ends on the Friday before payday, or unless specified by the Payroll Specialist.

Paid Time Off (PTO)

- Each full-time, non-instructional employee will be entitled to 26 days of paid leave per year, accrued at a rate of 8 hours per pay period up to the third anniversary date; 32.5 days of paid leave per year, accrued at a rate of 10 hours per pay period after the third anniversary date; and 39 days of paid leave per year, accrued at a rate of 12 hours per pay period after the eighth anniversary date.
- Employees may begin utilizing paid leave after completing their 90-day probationary period.
- An employee may carry up to 30 days (240 hours) of unused leave into the following year.
- Paid leave days can be utilized for vacation, personal leave, or cultural leave.
- Approval Process: Except in emergencies (as determined in the sole discretion of the employee's supervisor or director), use of paid leave for a period of one (1) to four (4) days must be approved three (3) working days in advance by the immediate supervisor. Use of paid leave for more than five (5) days must be approved ten (10) working days in advance by the immediate supervisor and should be scheduled in a way that minimizes disruption to BFCC operations.
- When Available: Paid leave shall be utilized on normal working days during which an employee would otherwise work, exclusive of holidays, administrative leave, and other non-work days as established by BFCC policies and procedures.

Service Comp Date (SCD): Paid leave benefits shall be accumulated as determined by the employee's Service Comp Date. Prior years of employment for BFCC employees that were laid off due to a reduction in force and reinstated shall be credited for years of prior employment for purposes of calculating an employee's paid leave accrual rate. The Human Resources Department will verify prior years of service with BFCC for a laid off/reinstated employee. Prior service does not waive the 90-day probationary period.

A Service Computation Date is utilized to determine an employee's eligibility for various benefits and entitlements within the federal government, including leave accrual, retirement, and reduction-in-force (RIF) considerations. It's essentially a marker that establishes the start of a period of creditable service used for benefit calculations.

Key Points:**Purpose:**

SCDs are used to determine when an employee is eligible for benefits like annual leave accrual, retirement, and other entitlements.

1) Types of SCDs:

There can be different SCDs for different purposes, such as leave, retirement, and RIF.

2) Calculation:

The SCD is typically based on the start date of an employee's first federal appointment, but it can be adjusted for military service, previous creditable service, or other factors.

3) Importance:

Understanding SCDs is crucial for federal employees to know their eligibility for benefits and to ensure they are accurately calculated.

4) Finding your SCD:

Your Leave and Earnings Statement (LES) often includes your Leave SCD. You may need to consult with your Human Resources office for your Retirement SCD or other specific SCDs.

- 1–3 years of employment: 8 hours per pay period
- 3–8 years of employment: 10 hours per pay period
- 8+ years of employment: 12 hours per pay period

5) Forfeiture of Leave: Unused paid leave over 240 hours at the end of the fiscal year shall be forfeited.**6) Probationary Period:** Employees must be employed for ninety (90) calendar days without a break in service before using accrued leave. At the end of the probationary period, accrued leave is credited to the employee's record. If the employee separates from service prior to completing the probationary period, all accrued leave is forfeited.**7) Separation Leave Payout:** Upon separation from employment:

- 50% payout of unused accrued paid leave if employed up to three years.
- 60% payout if employed three to eight years.
- 67% payout if employed more than eight years. Leave payout will be processed within 30 days of the employee's exit from BFCC.

Family and Medical Leave (FMLA)

In accordance with the Family and Medical Leave Act (FMLA) and institutional policy, eligible employees may be granted leave for specific family, mental health, and medical-related reasons. These include:

A serious physical or mental health condition affecting the employee or an immediate family member.

The birth and care of the employee's newborn child.

The placement of a child with the employee for adoption or foster care.

Eligibility Criteria

To qualify for Family and Medical Leave, the employee must have been employed by the College for at least twelve (12) months and must have worked a minimum of 1,250 hours during the twelve (12) months immediately preceding the leave.

Leave Entitlement

Employees are entitled to up to twelve (12) weeks of family and medical leave within a rolling 12-month period.

Family and medical leave is unpaid; however, employees are required to use any accrued paid leave (e.g., PTO) before being placed on Leave Without Pay (LWOP) status.

Request and Certification Requirements

Requests for family and medical leave must be submitted to the employee's supervisor and supported by documentation from a licensed health care provider or mental health professional. Certification must include:

- The date the serious condition began.
- The probable duration of the condition.
- Relevant medical or mental health facts within the provider's knowledge.
- A statement indicating that the employee is unable to perform job duties due to the condition, or that the employee is needed to care for an immediate family member with a serious health or mental health condition, including the estimated duration of caregiving.
- All required FMLA forms must be submitted to Human Resources for proper documentation and processing.

Definition of Serious Health Condition

A "Serious Health Condition" includes physical or mental health conditions involving:

- Inpatient care in a hospital, hospice, or residential medical or psychiatric care facility, **or**
- Continuing treatment by a licensed health care provider or mental health professional.

Definition of Immediate Family

For the purposes of this policy, “immediate family” includes:

- Spouse
- Son or daughter
- Father or mother
- Other legal dependents, regardless of residence
- Any individual residing in the same household

Notification Requirements

If the need for leave is foreseeable, employees must provide thirty (30) days’ advance notice to their supervisor and the Human Resources Director. In emergencies, notice should be provided as soon as practicable.

Employment Status During Leave

- Employee rights and employment status, including job protection and benefit eligibility, remain in effect during the leave and upon return to work.
- Employees will be reinstated to the same or an equivalent position upon return, unless otherwise determined by College policy and applicable law.

Leave Without Pay (LWOP)

- The President may authorize leave without pay for justifiable, non-medical personal reasons, if accrued PTO is exhausted, for a period not to exceed thirty (30) days.
- Employees do not accrue paid leave while on Leave Without Pay (LWOP) status.

Unauthorized Leave (AWOL)

- Unauthorized absences will be charged as Absent Without Leave (AWOL) and the employee will receive no compensation for the time missed.
- Two instances of being AWOL are grounds for dismissal.
- Three (3) consecutive days of AWOL will result in corrective action.
- Employees do not accrue paid leave while on AWOL status.

Administrative Leave

- The President or their designee may grant administrative leave with pay due to adverse weather conditions or other emergency situations affecting all employees.

- Administrative leave may also be granted with pay to attend meetings, conferences, or other activities that the supervisor believes will benefit the employee's service to the college.
- Administrative leave with pay may be granted to an employee under investigation if their presence creates a perceived or real conflict of interest. Such leave shall not exceed thirty (30) days, at the discretion of the President.

Funeral Leave

- Immediate Family: Employees will receive three (3) paid working days of funeral leave to arrange for or attend a funeral for a member of their immediate family or their spouse's immediate family.
- This may be used up to two times per year. After that, PTO must be used.
- Other than Immediate Family: Employees attending a funeral for someone outside of their immediate family must utilize PTO.
- Approval: All funeral leave must be approved by the employee's supervisor.

Birthday Leave

- Employees may request paid birthday leave during their birthday month.
- A total of 8 hours may be granted, upon the request of the employee and with supervisor approval.

Court and Jury Leave

- Employees are granted paid jury leave for jury duty served in tribal, state, or federal courts.
- When subpoenaed or directed to appear in court as a witness, the employee will be granted paid court leave for the duration of such service.

Educational Leave

Employees may be granted educational leave with pay, not to exceed:

- Ten (10) hours per week
- With a maximum of 2 hours per day
- Educational leave must:
- Be for in-person or virtual attendance at an educational institution.
- Clearly benefit the college and contribute to the employee's professional or cultural development.
- All requests must be requested by the employee, documented and approved by the supervisor and Human Resources Director.

Sabbatical Leave

- **Eligibility:** Sabbatical leave may be granted to BFCC faculty and senior administrators who have completed at least five (5) years of service at the College. Leave is granted for purposes of study or other educational pursuits that will enhance the employee's contribution to the institution.
- **Duration:** Sabbatical leave shall not exceed one (1) calendar year.
- **Conditions:** The sabbatical must result in a direct benefit to BFCC.
- The employee must agree to return to the College for at least two (2) academic years following the conclusion of their sabbatical leave.
- **Request Process:** A written request must be submitted to the Supervisor, President, and HR Department.
 - The request should:
 - Be submitted as early as possible, but no later than the start of the semester in which the leave would begin.
 - Clearly state the purpose of the sabbatical and the anticipated benefits for both the employee and the College.
- **Approval Process:** The Supervisor and President will review the request and submit it with recommendations to the Board of Trustees for final approval.

Compensation: Sabbatical leave is unpaid, unless the employee is performing job duties during the leave.
- The employee is guaranteed reinstatement to their position upon return from sabbatical leave.

Cultural and Religious Leave

BFCC values and supports the cultural and religious practices of its employees. The following provisions apply:

- **PTO Use for Leave:** Employees who observe cultural or religious practices are eligible to use accrued PTO to attend and participate in such events.
- **Cultural or Ceremonial Leave:** Employees may request time off for cultural or ceremonial purposes (e.g., tribal ceremonies, feasts, or religious observances) without risk of losing their job.
- **Leave Conditions:** Leave approval is subject to agreement between the employee and their supervisor.
 - Leave must not negatively impact college operations or services.
 - The employee must have sufficient PTO available for the time requested.
- **Approval Process:** Final approval must be granted by the employee's supervisor.

Appendices

A. History and Logo Interpretation

B. Organizational Chart

C. Benefits

D. Pay Scales

E. Employee Policies and Procedures Acknowledgement

A: History and Logo Interpretation

TO BE INSERTED HERE

B: Organizational Chart

TO BE INSERTED HERE

C: Benefits

TO BE INSERTED HERE

E. Employee Policies and Procedures Acknowledgement

By signing below, I confirm that I have received and reviewed the Blackfeet Community College (BFCC) Employee Policies and Procedures. I understand it contains important information about employee rights, responsibilities, conduct, academic standards, employee benefits, and services.

I acknowledge that it is my responsibility to read, understand, and comply with the policies outlined in the Employee Policies and Procedures during my employment at BFCC. I understand that failure to do so may result in corrective action as outlined by college policy.

Employee Information

Employee Name:

Employee ID #:

Division/Department:

Employee & Supervisor Acknowledgment Signatures

Employee Signature:

Date:

Supervisor Signature:

Date:

Received

Human Resources Director Signature:

Date:

This document once signed is to be filed in the Human Resources Department in the employee's personnel file.