Disclaimer: Information in this booklet is for resource purposes only. In all instances, the NWCCD policies & procedures manual is the official source for college policies. For specific questions related to your department, please ask your supervisor for guidance.

The information presented in this booklet was effective at the time of publication. All information is subject to change without notice as necessary to comply with state or federal law, accrediting agency regulations, regulatory agency regulations and/or actions of the NWCCD Board of Trustees. The provisions of this booklet, unless otherwise noted, are subject to change without notice and do not constitute an irrevocable contract between any employee and NWCCD.

NWCCD seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age, or disability. This policy extends to employment, admission, and all programs and activities supported by the District.
I. NWCCD - Organization
   - Strategy
   - Core Values
   - NWCCD Information
   - Responsibilities & Expectations
   - NWCCD Fraud
   - Committees

II. NWCCD - Payroll & Benefits
   - Time Entry
   - Pay Information & Pay Advices
   - Leave
   - Insurance
   - Evaluations & Development
   - Tuition Waivers
   - Discounts
   - Pay Scale

III. NWCCD - Campus Facilities & Emergency Information
   - Campus Facilities
   - Campus Services
   - College Closures

IV. NWCCD - Instructions
   - WebAdvisor
   - Web Time Entry
Northern Wyoming Community College District

Section I: Organization
# Table of Contents

- Strategy ................................................................................................. 1
- Core Values ............................................................................................ 3
- Campus Addresses .................................................................................. 4
- NWCCD Information ............................................................................. 5
- Employee Responsibilities ...................................................................... 6
- NWCCD Expectations ........................................................................... 7
- NWCCD Fraud ....................................................................................... 8
- Committees ........................................................................................... 10
Our Mission:
Creating student success and making a difference in our communities through educational leadership.

The Challenge
The United States once led the world in its proportion of adults educated beyond high school. Today we no longer lead and there is a significant gap between employers’ needs and the education levels of working adults. Not all jobs require education beyond high school, but it is estimated that by 2020 65% of jobs in Wyoming will require such training; today only 34% of Wyoming adults have an associate degree or higher.

Our Goal
NWCCD will do its share to fill this gap by producing 1,000 graduation awards per year by 2020. We will achieve this by improving the success rate of enrolled students and by increasing enrollments.

Sheridan College
3059 Coffeen Ave.
PO Box 1500
Sheridan, WY 82801
(307) 674-6446
(800) 913-9139

Gillette College
300 W. Sinclair
Gillette, WY 82718
(307) 686-8254
(888) 544-5538

Sheridan College in Johnson County
235 S. Main #2
Buffalo, WY 82834
(307) 684-2001

Strategic Plan to 2020

www.sheridan.edu
Our Plan to reach...

GOAL 1000

Our Strategy
We will foster engagement and shared responsibility with our students, our communities and our employees.

“...lagging its peers in producing citizens with training beyond high school at the same time as our businesses and industries require increasingly sophisticated skills from employees at all levels. As our District looks to the future, we are focused on doing our part to help Wyoming and the nation as a whole to prosper.”

—Paul Young, NWCCD President

STUDENT SUCCESS GOALS:
- Ensure academic relevance for students
- Accelerate the pathway through developmental studies
- Improve student retention and completion

Action Areas:
- Create a seamless intake system that includes a documented educational plan and support network
- Provide early diagnosis and support for students
- Integrate enrollment management with academic planning

COMMUNITY SUCCESS GOALS:
- Partner with community leadership organizations to help grow the economy of our region
- Provide breadth and depth in cultural and intellectual opportunities

Action areas:
- Host events and activities and provide a venue for community events and activities
- Deliver meaningful and diverse community education opportunities
- Partner with civic organizations and employers in economic development initiatives
- Expand leadership capacity in our communities

ORGANIZATION HEALTH GOALS:
- Build leadership capacity and effectiveness at all organization levels
- Achieve a high level of shared ownership and responsibility

Action Areas:
- Actively share information
- Increase two-way communication and participation at all levels
- Train and develop managers
- Increase delegation of responsibility and authority and improve accountability
**Core Values...**

**Integrity**
Be Honest, Fair, & Trustworthy. Communicate Responsibly & Honor Commitments.

Do:
- Address behaviors that are inconsistent with our values
- Communicate openly, honestly, completely, & timely
- Understand commitments & be accountable

Don’t:
- Lie
- “Pass the buck”
- Take credit for other’s work

**Respect**
Treat Everyone With Dignity. Embrace Diversity of People, Ideas, & Experiences.

Do:
- Be courteous
- Practice active listening
- Share information
- Show appreciation
- Be consistent
- Move decision making to the appropriate level
- Accept differences
- Include appropriate people in decision making

Don’t:
- Gossip
- Belittle others
- Criticize in public
- Show favoritism
- Be defensive

**Excellence**

Do:
- Respond to technological change
- Implement best practices
- Take risks/appraise risk-taking
- Learn from mistakes
- Initiate change
- Measure, analyze, plan, & improve
- Expect individual self-assessment

Don’t:
- Accept substandard performance
- Make excuses

**Learning**
Learn & Grow as Employees & as an Organization.

Do:
- Support employee education and development
- Reward and celebrate learning
- Solicit, provide, & participate in learning opportunities
- Seek & adopt “best practices” from other organizations-educational and non-educational
- Encourage people to achieve their potential
- Share your knowledge
- Listen and learn from others

Don’t:
- Create barriers
- Stagnate
- Discourage others
Campus Addresses

300 West Sinclair
Gillette, WY 82718
(307) 686-0254

3059 Coffeen Ave.
P.O. Box 1500
Sheridan, WY 82801
(307) 674-6446

63 North Burritt Ave.
Buffalo, WY 82834
(307) 684-2001
What name do I use for the College:
Northern Wyoming Community College District (NWCCD) is the official name of the college. It is acceptable to use Sheridan / Gillette College or Sheridan College in Johnson County.

Who are the Board of Trustees:
- Kati Sherwood- Board Chair
- Norleen Healy- Vice Chair
- Jerry Iekel- Secretary
- Robert Leibrich- Treasurer
- Bruce Hoffman- Trustee
- R. Scott Ludwig- Trustee
- Walter Wragge- Trustee

Who is the President of the District:
Dr. Paul Young

Who is the Vice President of Gillette College and CEO:
Dr. Mark Englert
Implications - NWCCD is governed by a Board of Trustees. Funding for NWCCD comes from state legislature, taxpayers, community organizations, student tuition & fees, and grants. We must always be aware that we have been entrusted with the responsibility and privilege of using this money to further the public good.

Public Servant - Employees must remember that their actions, whether professional, financial, or political, shall not conflict with their official NWCCD duties nor appear to do so. (Policies & Procedures Series 1020)

Gifts - Any employee shall not solicit or accept any benefit from a person who does business with or may be likely to do business with the District in the future. Employees who are asked about gifts or donations for the District should refer them to the Gillette or Sheridan College Foundations.

Fiscal Responsibility - All District employees should consider the monetary impact of any action, or activity; and then insure that the District’s finances are being spent wisely. All expenditures should be for the benefit of the District, be necessary, and completed at the most reasonable cost. (Policies & Procedures Series 3000.1)

Ethics, Integrity & Prudent Use of Resources - NWCCD prohibits the personal use of District resources. Employees are expected to abide by a strict code of ethics and integrity, which includes maintaining confidentiality, upholding state, federal and local laws and regulations, and fostering the values of NWCCD. (Policies & Procedures Series 1020)
**NWCCD Expectations**

**Attendance & Punctuality** - NWCCD requires each employee to report to work as scheduled. Regular and punctual attendance is essential to a well functioning organization. *(Policies & Procedures Series 4025)*

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**Appropriate Dress** - Professional attire is expected for NWCCD employees. Individuals who are meeting the business community are expected to dress as the clients they would be meeting. Certain employees must adhere to special dress standards or uniforms depending on the job that they are employed to do.

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**Adherence to Policies & Procedures** - All employees are expected to abide by the District Policies & Procedures, which will be administered fairly and consistently. Noncompliance may result in disciplinary action, up to and including termination. The District Policies and Procedures supersedes all other practices mentioned in other District Publications. *(Policies & Procedures Series 1020)*

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**Customer Service** - Regardless of your position within the organization, you are a representative of the District. The community, students, parents and anyone who uses our facilities should be treated with respect and in a dignified manner. *(Policies & Procedures Series 1020)*

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**Sexual Harassment** - The District is opposed to the existence of a working climate wherein inappropriate and/or disrespectful conduct of a sexual nature exists. Sexual Harassment will not be tolerated at NWCCD. Questions and/or complaints about sexual harassment can be addressed by your supervisor, or the Human Resource Department. *(Policies & Procedures Series 4004)*
Fraud, Abuse, or Criminal Conduct
Involving Grant-funded and Federally-funded Programs

Northern Wyoming Community College District (NWCCD) is committed to conducting its business fairly, honestly and openly, to the highest standards of integrity, and in accordance with relevant federal, state and local laws and legislation. NWCCD has no tolerance for misapplication of funds, fraud, malfeasance, gross mismanagement, or other criminal activities in programs funded fully or in part by federal, state, local, or private grants or contracts.

This Process has been approved by the Executive Staff of NWCCD and applies to all Members of the College associated, either directly or indirectly, with grant-funded projects at NWCCD.

1. No college employee or associated person shall seek a financial or other advantage, either personally or for the College, through bribery, fraud, kickbacks, misapplication of funds, malfeasance, gross mismanagement, or other criminal activities. No member of the College or associated person shall offer, promise, give, request, agree to receive or accept a bribe for any purpose. These actions are unethical and potentially illegal.

2. Excessive or lavish gifts or hospitality in relation to business transactions or arrangements with granting agencies might constitute bribery. Gifts and hospitality must not exceed normal business courtesy; all gifts or hospitality given by NWCCD shall be for the purpose of better presenting NWCCD or establishing cordial relations with business partners and supporters and will be for proper charitable and/or business purposes, reasonable, appropriate and in accordance with any other policy approved by the Board of Trustees or made under its delegated authority.

The following may be considered nominal:

- Promotional items that apply to any supply order (not specific to the college),
- Promotional items and door prizes that anyone would receive at a conference or event (not singled out for this college) or person,
- Meals when meeting with a colleague not to exceed $25.00.
- Holiday gifts not to exceed $25.00.

3. A college employee or associated person who suspects that an illegal or unethical act (as defined by this process) has occurred is required to report such instances internally. NWCCD will not retaliate against any employee who, in good faith, has reported what they believe to be illegal acts by NWCCD staff or of another individual or entity with whom NWCCD has a business relationship, on the basis of a reasonable belief that the practice is in violation of law or clear mandate of public policy.

An Incident Report will be completed by the Complainant and should include the following information:

a. Date of Report
b. Granting Agency (federal, state, local or private)
c. Grant Number (if available)

Revised: September 3, 2013
d. Location of incident
e. Date and time of incident
f. Source of complaint (whether college employee, grantee, contractor, vendor, etc.)
g. Description in detail of infraction

An Incident Report can be submitted to the Grants Office, the Office of the Vice President for External Relations and Economic Development, or the Office of the Vice President of Administration.

4. Executive staff of NWCCD will appropriately investigate, record, and report all suspected instances to the Granting Agency’s Project Officer including the initial incident report, as well as a report indicating actions taken.
   a. Investigative agency called in to investigate (including telephone number and contact information)
   b. Names and contact information of anyone who can provide additional information
   c. Attach investigative report from law enforcement if applicable

5. NWCCD will take appropriate action to prevent incidents of fraud, malfeasance, misapplication of funds, gross mismanagement, or other criminal activities in all forms, which may be prosecutable. NWCCD will do all that is reasonable to provide information on reported incidents, which allow granting agencies to identify trends or patterns occurring throughout their programs.
### NWCCD COMMITTEE MEMBERSHIPS 2015-2016

<table>
<thead>
<tr>
<th>A</th>
<th>Administrative Staff</th>
<th>GC</th>
<th>Gillette College</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Classified Staff</td>
<td>SC</td>
<td>Sheridan College</td>
</tr>
<tr>
<td>F</td>
<td>Faculty</td>
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</tbody>
</table>

Teaching Professionals are those whose primary responsibility is student instruction and may include Faculty.

Policy & Procedure and By-Law 4.1. Some committee appointments are voluntary, while others are identified by job title. Volunteer positions are recommended by employee and student groups and confirmed by the President. Terms are for two years, with approximately 50 percent of the positions available each year. Appointments are made in the spring and terms begin with the start of the fall semester.

| 16 Term ends May, 2015 | 17 Term ends May, 2017 |

### GOVERNANCE COMMITTEES

#### Faculty Senate

| 16 (GC) | Ray DeStefano |
| 16 (GC) | Jolly Simmons |
| 16 (SC) | Josh Michalena |
| 16 (SC) | Diane Redman |
| 16 (GC) | Tom Johannesmeyer, Chair |

Faculty Representatives elected according to Faculty Senate By-Laws

#### Curriculum & Standards COMPLETE

| 16 (SC) | Chris Erickson - Chair |
| 16 (SC) | Erin Nitschke |
| 16 (GC) | Doug McGee |
| 16 (GC) | Travis Berry |

8 Teaching Professionals (4 GC, 4 SC) and those listed below:
- Misty Bateman, Administrative Assistant, VP Academic Affairs, Recorder (ex-officio)
- Richard Hall, Vice-President Academic Affairs (ex-officio)
- Sharon Elwood, Dean of Enrollment Services (Registrar) (ex-officio)
- Mercedes Aguirre Batty, Academic Dean

#### Personnel

| 16 A (SC) | Mark Nitschke |
| 16 A (GC) | Randy Larson |
| 16 F (SC) | Sally Layher |
| 16 F (GC) | NOTE! 1-Year Term to get back on 2-Year Track (Karen Dech only did 1 year and retired) |
| 16 C (SC) | Ann Storey |
| 16 C (SC) | Monica Leonard |

4 Administrative staff (2 GC, 2 SC) including Administrative Staff president or appointee,
4 Classified staff (2 GC, 2 SC) including Classified Staff Association president or appointee,
4 Faculty (2 GC, 2 SC) and those listed below:
- Cheryl Heath, Vice President Administration and Chief Financial Officer
- Jennifer McArthur, Director Human Resources
- Paul Young, President (ex-officio)

#### Student Issues & Concerns COMPLETE

| 16 A (GC) | Kristen LaDuke |
| 16 F (GC) | Tom Shepherd |
| 16 C (GC) | Sandra Beeman |
| Student (GC) | Selected Fall '15 |

2 Administrative staff (1 GC, 1 SC), 2 Classified staff (1 GC, 1 SC), 2 Faculty (2 GC, 1 SC)
2 students (1 GC, 1 SC), and those listed below:
- Carol Garcia, Dean of Students (ex-officio)
### Working Committees

#### Distance Education

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
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<tbody>
<tr>
<td>15</td>
<td>Jay Araas</td>
</tr>
<tr>
<td>15</td>
<td>Miranda Miller</td>
</tr>
<tr>
<td>15</td>
<td>Kevin Fox</td>
</tr>
<tr>
<td>17</td>
<td>Ken DeDeo</td>
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<tr>
<td>17</td>
<td>Wendy Ostlind</td>
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</tbody>
</table>

6 teaching professionals and those listed below:
- Stoney Gaddy, Director Distance & Distributive Learning (ex-officio)
- Distance Learning & Data Support Specialist
- Diane Adler, Library Representative
- Mike Brown, Information Systems Administrator
- Matt Adams, Student Services Representative

#### Student Progress and Learning Committee

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>15</td>
<td>Lacey Anesi</td>
</tr>
<tr>
<td>16</td>
<td>Vickie Black</td>
</tr>
<tr>
<td>16</td>
<td>Valerie Collins</td>
</tr>
<tr>
<td>17</td>
<td>Troy Miller</td>
</tr>
<tr>
<td>17</td>
<td>Sheri Adams, Co-Chair</td>
</tr>
<tr>
<td>17</td>
<td>Chuck Denny, Co-Chair</td>
</tr>
</tbody>
</table>

7 teaching professionals and those listed below:
- Richard Hall, Vice-President Academic Affairs
- Ami Erickson, Academic Dean and/or At-Large Member
- Stoney Gaddy, At-Large Member
- Misty Bateman, Administrative Assistant-VP Academic Affairs, Recorder

#### Faculty Development COMPLETE

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
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<tbody>
<tr>
<td>15</td>
<td>Effie Lewis</td>
</tr>
<tr>
<td>16</td>
<td>Beau Corkins, Chair</td>
</tr>
<tr>
<td>17</td>
<td>Tracie Pollard, Vice-Chair</td>
</tr>
<tr>
<td>17</td>
<td>Miranda Miller</td>
</tr>
</tbody>
</table>

4 faculty (2 GC, 2 SC) and those listed below:
- Richard Hall, Vice-President Academic Affairs
- Misty Bateman, Administrative Assistant, VP Academic Affairs, Financial Officer

#### Staff Development

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
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<tbody>
<tr>
<td>15 A</td>
<td>Diane Adler</td>
</tr>
<tr>
<td>15 C</td>
<td>Julie Caywood</td>
</tr>
<tr>
<td>17 A</td>
<td>Katrina Brown</td>
</tr>
<tr>
<td>17 C</td>
<td></td>
</tr>
</tbody>
</table>

2 Administrative staff (1 GC, 1 SC), 2 Classified staff (1 GC, 1 SC), and those listed below:
(Human Resources Dept handles expenditures)
- Jennifer McArthur, Director Human Resources
- Cara Mittleider, Bookkeeper

#### Student Appeals

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Jeff Jones</td>
</tr>
<tr>
<td>16 F</td>
<td>Duane Fisher</td>
</tr>
<tr>
<td>16 C</td>
<td>Tiffany Strain</td>
</tr>
<tr>
<td>17 A</td>
<td></td>
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<td>17 F</td>
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</table>

Student (SC) Selected Fall '15

2 Administrative staff (1 GC, 1 SC), 2 Classified staff (1 GC, 1 SC), 2 Faculty (1 GC, 1 SC), 2 students (1 GC, 1 SC)

Karen Burtis, Controller (ex-officio)
- Sharon Elwood, Dean of Enrollment Services (ex-officio)
- Student Services, Recorder (ex-officio)
### Planning

<table>
<thead>
<tr>
<th>16C (SC)</th>
<th>Everett Schulze</th>
</tr>
</thead>
<tbody>
<tr>
<td>16F</td>
<td>Tom Johannesmeyer, Faculty Senate Chair</td>
</tr>
</tbody>
</table>

17C (GC) Pac. Sen. Vice-Chair, Selected Fall '16

2 Classified staff (1 GC, 1 SC); 2 Faculty (1 GC, 1 SC) and those listed below:

- Cheryl Heath, Vice-President Administration and Chief Financial Officer
- Brady Fackrell, Director-Information Technology Services
- Kent Andersen, Director-Facilities, Sheridan
- Mark Andersen, Director-Facilities, Gillette
- Mark Engler, Vice-President Gillette College
- Richard Hall, Vice-President Academic Affairs
- Mercedes Aguirre-Batty, Trudy Munick, Ami Erickson: Academic Deans
- Carol Garcia, Dean of Students
- Sharon Elwood, Dean of Enrollment Services
- Jed Jensen, Dean of Technical Education and Career Training
Northern Wyoming Community College District

Section II: Payroll & Benefits
# Table of Contents

- Time Entry (Comp and Overtime) .......................................................... 1
- Pay Information ..................................................................................... 4
- Pay Advices ......................................................................................... 5
- Leave ..................................................................................................... 6
- Benefits Matrix ................................................................................... 7
- Insurance .............................................................................................. 8
- Evaluations / Development ................................................................. 9
- Tuition Waiver .................................................................................... 10
- Discounts ............................................................................................. 11
- Microsoft Office E-Learning ............................................................... 14
- Pay Scale ............................................................................................. 15
**Time Entry**

- **Work Week** – NWCCD’s work week begins on Saturday and ends on Friday. You are expected to work your normal hours per week, unless leave is requested and approved, or a holiday is granted. You are expected to report to work and leave work as agreed upon between you and your supervisor. Supervisors can utilize a flexible schedule to ensure adherence to a forty hour work week between Saturday and Friday for non-exempt employees. (Institutional Practice)

- **Overtime / Comp.** – Overtime & Comp. Time provisions apply only to non-exempt employees. A non-exempt employee must have prior approval from his or her supervisor to work in excess of forty hours per week. There is no compensatory time for exempt employees. (Policies & Procedures Series 4000.1 VII) See exhibit for more information about Comp Time and Overtime.

- **Meal Periods** – Meal Periods should be taken at the time agreed upon between you and your supervisor. Lunch may not be worked through to allow an earlier quitting time without prior consent from your supervisor. The lunch period is usually 30-60 minutes.

- **Absences** – Employees need to call their supervisor within the first 30 minutes of the work day if you are going to be absent because of illness. Your supervisor may require that you call him/her sooner depending on your position. (Policies & Procedures Series 4065)

- **Emergency Closures** – In case of inclement weather or other emergency closings of the College, employees should listen to the radio for notification. If at all possible, the College’s decision should be made by 7:00 AM. Notifications may also appear on Facebook, MyNWCCD, the website and a RAVE text. If the College is closed due to an emergency situation, the President or designee has in effect granted emergency leave to all employees. Please refer to the Policies and Procedures Series 2000.5 for more information.

- **Missed Timesheets** - Classified staff who miss the deadline to enter their time in WebAdvisor may turn in a paper timesheet to be paid for their hours. The timesheet must be filled out and signed by the employee. It is then sent to the supervisor for review and their approving signature. The supervisor must either drop off or inner-office mail the timesheet to Payroll to be paid.

- **Missed Leave Entries** - Administrative staff and faculty, who miss entering any leave in their timesheet, can submit their leave by sending an email to Human Resources. The email needs to state the date the leave was taken, the kind of leave, and the amount of leave that was used.
Explanation of Work Schedule, Overtime, and Compensatory Time, Emergency Call Out’s and Travel Time for Classified Staff

A. Work Schedule
   A. Work Week is scheduled **Saturday through Friday**
      1. 40 hours within that work week is the standard work schedule. Any hours worked beyond 40 hours within a week is considered compensatory (“comp”) time or overtime.
      2. Worked hours means hours at work, not paid time off or comp time off.
         a. Example: you work 36 hours in a week, and take 8 hours sick time. You are paid for 44 hours at your regular rate.
   B. Supervisor can change and adjust schedule to meet needs of the College, to staff events and minimize overtime costs.
      1. Example: We need Bob to work extra time on Saturday night. He works two hours. Those two hours would need to be used within the work week. So Bob would need to take off early two hours before Wednesday night which is the end of the work week.
   C. There is no such thing as Flex Time. All Time worked must be recorded on your time card.

B. Overtime
   A. Overtime is the amount of time someone works beyond 40 hours in a work week.
      1. Overtime is paid at a rate of time and a half or “banked” as comp time at the rate of 1 ½ hours off per overtime hour worked
      2. If an employee works overtime, they have the option to take the time as comp time, or be paid for the overtime.
   B. Overtime is not allowed unless approved in advance by the CFO and supervisor, or in cases of emergency.

C. Compensatory Time (Comp time)
   A. Compensatory time is earned by working overtime, or more than 40 hours worked in a week. Comp time is paid time off at a rate of time and a half.
      1. This time could be used in emergencies, or scheduled for personal use. Comp time strictly refers to compensation for overtime work taken as time off rather than being paid.
   B. If an employee works overtime, they have the option to take the time as comp time, or be paid for the overtime. Please email the payroll department if you would like to bank it as comp time, otherwise you will be paid.
   C. Comp time is not to be confused with an adjusted work schedule.

D. Emergency Callout and Unlock/Lock Trips - **applies to Facilities staff only**
   A. Emergency callout specific to life safety and security issues will be paid at the overtime rate, with a 2 hour per trip minimum and paid time.
   B. Scheduled unlock and locks on weekends will be paid at the overtime rate with a 1 hour per trip minimum and paid time.
   C. Scheduled building checks on weekends and holidays will be paid at the overtime rate with a 1 hour per trip minimum and paid time.
A. Travel Time During Regular Scheduled Work Hours

As required by FLSA, all travel time during normal work hours will be paid time. (The mode of transportation does not matter)

B. Travel Time Outside Regular Scheduled Work Hours (NWCCD has elected to compensate for some travel outside regular work hours)

A. Travel by automobile will be paid time (drivers and passengers). The paid time must be reasonable for the distance traveled.
B. Travel by air will be paid at 4 hours or actual flight time whichever is longer. (does not include lay overs)
C. Time spent in conference sessions will be paid time(exclude all breaks)
D. Optional conference dinners, ice breakers and social activities will not be paid time
Pay Information

- **Compensation** - The pay for faculty and staff is determined by compensation schedules. Each job is assigned to a pay scale or step. Faculty contracts are issued each Spring. Annual compensation letters are issued in January based on the previous calendar year. *(Policies & Procedures Series 4000.1 II)*

- **Pay Periods** - The first pay period begins on the first day of the month and ends on the fifteenth of the month. The second pay period begins on the sixteenth of the month and runs until the last day of the month. Please see the Payroll Calendar to determine when timesheets are due and when paychecks are issued. *(Institutional Practice)*

- **Pay Days** - Employees are paid on the fifteenth and the last day of each month. If paydays fall on a holiday or weekend, the payday is the preceding business day. Adjunct Faculty are paid on regular college paydays during the semester they are teaching. The adjunct’s first payment is September 15th for the fall and February 15th for the spring. The last payment will be December 15th for fall semester and May 15th for spring semester.

- **Method of Payments** - Employees have the option of having their pay direct deposited into their bank account or they can receive a paper paycheck. For checks to be direct deposited, a direct deposit form must be completed and turned into Human Resources.

- **Deductions** - Taxes, insurance, retirement and other deductions are taken out of an employee’s paycheck. Employees can determine what has been deducted by reviewing their pay advice or check stub. Employees can change some of these deductions at certain times. Insurance can only be changed during open enrollment. Deferred compensation retirement and tax deductions can be changed anytime by filling out the appropriate documents.
Pay Advices can be printed from the Web Advisor website and are available the day pay is issued.

- You are able to view and print the current paystub and all past paystubs, individually.
- Your Employee ID, Social Security Number and bank account numbers appear on your Paystub so please safeguard them.
- The first column shows your breakdown of hours for the pay period which includes: Holiday, Sick, Vacation, Personal, and Regular Hours. If you have a question about what a code represents, contact Human Resources or Payroll for additional help.
- The second column shows all taxes that were paid for the pay period and for the year.
- The third column shows all deductions taken out of your paycheck including all your insurance deductions, additional retirement payments, any garnishments or other miscellaneous deductions. It does not include any retirement or insurance payments made on your behalf by the college.
- In section four, if your check is direct deposited, your bank information is listed in this section showing where the money was deposited. Contact Payroll if you need to change your bank account.
- The fifth section lists your gross income, taxes, deductions, and the net income. It does not include vacation balances at this time or any of the other leave categories.
- The last area on the pay advice shows a sample check. It lists the amount the check was for both spelled out and in numbers. It also includes the name and address of the employee who was paid.
Leave

- **Leave** - Employees should refer to the Policies and Procedures Section 4065 I. J. and 4065 II. K. or the benefits matrix to determine how much vacation, sick leave, and personal days they will accrue each year. The policy also gives definitions on what is covered and for whom. Employees should also consult with their supervisor to determine the process for requesting days off in their department. Leave is to be taken with your supervisor’s approval and should be made in advance and in writing, if possible. When it is not possible, keep your supervisor informed of your condition and the duration of the absence.

- **Vacation** - Full-time classified and administrative employees are eligible for vacation. Designated Part-Time employees and Faculty are not eligible for vacation. Vacation is accrued at 6.67 hours each pay period beginning with the first paycheck, for an annual total of twenty days. The maximum limit for leave an employee may accrue is 320 hours. Full-Time ten or eleven month employees have a reduced accrual rate and maximum limit. If an employee has worked at least 3 months, there is a maximum payout of 160 hours at termination.

- **Medical Leave** - All full-time employees earn 6 hours of medical leave each pay period, and begin accruing on the first paycheck. The maximum limit for medical leave is 960 hours. Medical leave may be used for self, spouse, parent, or child, if the child is under 18 years old. Designated Part-Time and Full-time ten-month employees accrue at a reduced rate. There is not payout of medical leave upon termination of employment. *(Policies & Procedures 4065.J.1.a)*

- **Holidays** - Holidays are determined by the Board of Trustees and ranges from 9-16 holidays each year. The current holiday calendar is found on MyNWCCD. Designated Part-Time employees receive 5 holidays (40 hours) each year. *(Policies & Procedures Series 4065 II K)*

- **Personal Leave** - Full-time employees are given 16 hours of personal leave every semester to be used in that “semester”. The first 16 will be given January 15\(^{th}\) to be used by June 30\(^{th}\). The next 16 hours will be given July 15\(^{th}\) to be used by December 31\(^{st}\). Personal leave is a use or lose leave and does not carry forward. Designated Part-time employees receive 8 hours of personal leave.

- **Designated Part-Time** - Please refer to the Benefits Matrix to see the benefits Designated Part-Time employees are eligible for. These include:
  - Reduced amount of medical leave accrued each pay period.
  - Eight hours of personal leave on January 1\(^{st}\) and July 1\(^{st}\)
  - Five Holidays (Forty hours) to be used when they choose but must be during a time when the college is closed for a holiday.
  - Does not accrue any vacation leave.
# FRINGE BENEFIT ELIGIBILITY MATRIX

Northern Wyoming Community College District

<table>
<thead>
<tr>
<th></th>
<th>Health Insurance</th>
<th>Dental Insurance</th>
<th>Life Insurance</th>
<th>Long-Term Disability**</th>
<th>Tuition Grants</th>
<th>Medical Leave***</th>
<th>Personal Leave</th>
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* Vacation is reduced for 10-11 month, full-time employees.
** Per Long-Term Disability Contract, employees with an FTE status of .75 or above are eligible for LTD.
*** Medical Leave is reduced for 10-11 month and Designated Part Time employees.
**** As of 7/1/15 Maximum Retirement is 16.62%
*****For more information regarding benefits and leaves see Policies and Procedures Section 4000
Insurance

- **Rate Changes** – Employees are notified of upcoming insurance rate changes by October which are effective beginning January first. Insurance premiums are paid a month in advance so employees will notice the first change in December.

- **Open Enrollment** – Open enrollment is the only time that you can add a dependent or elect insurance coverage other than if you qualify under special circumstances. Open enrollment occurs every year in November. You must fill out a new application for these changes to take effect.

- **Changes during Open Enrollment** – You can make the following changes during Open Enrollment:
  - Change Insurance Deductible (Lower or Raise)
  - Add / Cancel Health Insurance
  - Add / Remove Dependents from Insurance Coverage
  - Add / Cancel Vision Insurance if you have met your two year waiting period.
  - Add / Cancel Optional Dental Insurance if you have met your three year waiting period.
  - Add / Continue a Medical Reimbursement Account or Dependent Daycare Account
  - Change How Insurance Premiums are Deducted (Pre or Post Tax)

- **Vision** – If you decline vision insurance coverage, you are not allowed to sign up until your two year waiting period has passed. You can then sign up the next November. If you elect vision insurance, you must maintain it for two years. The employee will **not** receive an insurance card for vision but instead their name will appear in the VSP database which is accessible by the optometrist.

- **Dental** – Preventative & diagnostic dental coverage is required if you elect to have health insurance. If you decline optional dental insurance, there is a three year waiting period before you can elect coverage. Coverage can then be obtained during Open Enrollment.

- **Flexible Benefits** – If you elect to have a Dependent Daycare, Medical Reimbursement, or Wrap Around Medical Reimbursement Account, you must submit a new form each November to have it continue. Otherwise the account stops automatically each year.

- **Cancel Insurance** – There are two things that affect when you can cancel insurance coverage for you and your dependents:
  - Pre-Tax Deductions: If you have this election, you must have a qualifying event to cancel insurance or remove dependents. Please see the back of the insurance application for events.
  - Post-Tax Deductions: You are allowed to cancel insurance or remove dependents at any time.
Evaluations

- **Who Completes** – Evaluations for Vice Presidents, Deans, Directors, Administrative and Classified Staff are done by their immediate administrative supervisors. Faculty Evaluations are completed by the Deans, Directors, and the Vice President of Academic Affairs. (*Policies & Procedures Series 4000.3 & 2000.1*)

- **Timeline** – All faculty, classified and administrative staff are evaluated annually. Evaluations are based on job descriptions and goal performance. (*Policies & Procedures Series 4000.3*)

- **Evaluation Forms** – Blank evaluation forms are found on MyNWCCD under Forms and on the Human Resources information page under Documents and Forms. You may also request the form from the Human Resources office.

- **Where Kept** - Once evaluations are completed the forms are sent to the Human Resource Department to be kept in the employee personnel file. Employees may also keep a copy for their records.

Professional Development

- **Who** - Professional Development is encouraged for both Faculty and Staff. It assists in the District’s growth. There are two separate development committees and funds for the District. The Staff Development Fund is for professional development of both Classified and Administrative Staff. The Faculty Development Fund is for the professional development of faculty at NWCCD.

- **Forms** - Applications, Guidelines, and information regarding the Staff Development and Faculty Development are available in the Public Folders in Outlook or on MyNWCCD under forms and on the Professional Development (Staff) information page under Documents and Forms or the Faculty information page under Documents and Forms. For more information and questions, please contact a member of the development committees. Members of both of these committees can be found on the respective information pages or by contacting the Administrative Coordinator for the President’s Office (*Policies & Procedures Series 4005*)
NWCCD Tuition Waiver

- Full-time employees and their families can be eligible for tuition waivers to cover 100% of their tuition costs. Designated Part-Time and Part-Time employees can receive tuition waivers for the employee only and at a reduced discount.

- Books, lab fees, and other fees are the responsibility of the student and are not covered by the tuition waiver.

- Tuition Waiver forms are found in the Financial Aid Office on both campuses or on MyNWCCD Forms or the Financial Aid information page under Documents and Forms. Waiver forms will be approved by both the Human Resource and Financial Aid Offices.

- Employees must apply and be accepted as a student to take classes from NWCCD.

University of Wyoming Tuition Waiver

- Full-time employees can receive tuition waivers for 3 credit hours each semester from the University of Wyoming.

- There are 3 semesters per year: Spring, Summer, and Fall (a total of 9 credit hours can be earned a year).

- The tuition waivers can be for undergraduate and graduate classes.

- Employee is responsible for any books or fees including lab and on-line that are accumulated from these classes.

- For help in receiving these tuition waivers, employees should contact the UW representatives found on campus.

- These credit hours are in addition to any classes the employee takes at NWCCD.

- Employees must apply and be accepted as a student to take classes from the University of Wyoming. Human Resources will verify employment status.
Dell NWCCD Employee Discount

Many of you have expressed an interest in discounts that employees of NWCCD may be able to get when purchasing Dell computers & equipment. We have an employee purchase program setup with Dell to provide discounts on Dell purchases to all employees & their family members.

You do not need to go through our IT department, simply follow the instructions below:

- To speak with a sales professional and customize a personal solution: 1-800-695-8133 (opt 2)
- To customize your own personal solution online: www.dell.com/epp
- Visit www.dell.com/eppvideo for step by step instructions for navigating the website

Reference your member ID # US2654859

Pricing is based on our consumer pricing on the Dell Home Sales website so employees will get the EPP discount on top of any weekly specials, free upgrades, etc that may be available.

OR:

Go to www.delluniversity.com, enter the information to find your school and then you can shop.
You are now eligible to participate in Microsoft’s Software Assurance Home Use Program (HUP). This program enables you to get a licensed copy of most Microsoft® Office desktop PC applications to install and use on your home computer.

Under the Home Use Program, you and our other employees who are users of qualifying applications at work (e.g. Office Enterprise) may acquire a licensed copy of the corresponding Home Use Program software (e.g. Office Enterprise) to install and use on a home computer. You may continue using HUP software while you are under our employment and as long as the corresponding software you use at work has active Software Assurance coverage.

Please note that some product and language versions may not be available at the time you place an order. For up-to-date information on the availability of Home Use Program software, please visit [http://microsoft.com/licensing](http://microsoft.com/licensing).

To access the Microsoft Home Use Program Web site:

2. Select the country to which you want your order to be shipped to and choose the language for viewing the order Web site.
3. Enter your corporate e-mail address and for the program code, please contact IT.
4. Place your order online, and it will be shipped to the location you have chosen. Please note that a fulfillment fee will be charged to cover packaging, shipping, and handling costs.

We trust you will enjoy this benefit and look forward to your participation.

**HP Discount**

Please use the following login instructions to access HP Academy:

1. Go to [www.hpdirect.com/academy](http://www.hpdirect.com/academy)
2. Hit the “I’m an Educator” button, then “Sign UP & Shop” button.
3. Enter your First & Last name, email address, password of choice, and select your school.
4. Once you have set up your account, you can sign in with your email address and password.
5. You can also call the HP Home & Home Office sales center at 866-433-2018 for assistance, and to place your order on the phone.
Verizon Wireless Employee Discount

Verizon NWCCD Employee Discount: 18%

Employee User Enrollment Form

Online Procedure to Add Employee Discounts to Your Verizon Account.

Go to www.verizonwireless.com/discount and enter your work email address. If you don’t have an email address, instructions on the site will guide you through using another form of employment verification.

1. Open the email sent to your work address to complete your registration.

2. Enter the Account Holder information on the registration in Step 4.

3. If on a Family Share plan please enter the Primary Line cell phone number. Do not put in additional lines—just the primary. (The system is looking for lines over $34.99 per month and will error out if a secondary line is input)

4. Continue to the link "Go Shopping" if you need to place an order—this will bring up your discounted rates.

5. Keep the www.verizonwireless.com/discount as a favorite. You can use this same process for ordering at your discount. Just choose the Go Shopping link when you receive your email.
As part of a new offering from Microsoft, you are eligible to access E-Learning courses online at Microsoft.com. These courses are meant to help you keep up-to-date with the latest major software releases.

Please note that some product and language versions may not be available at the time you activate your courses. For up-to-date information on the availability of E-Learning courses, please visit http://microsoft.com/licensing.

**Steps to gain initial access**

1. Go to https://onlinelearning.microsoft.com/subscriptionactivation/.
2. Input the multiuse access code: Please contact IT for the code.
3. You are prompted to sign in using a valid Windows Live ID. (This is the username and password you use to access the site each time you log on.) If you already have a profile on microsoft.com, use that as your Windows Live ID.
4. You will receive an e-mail confirming your registration.
5. From the confirmation e-mail, click the link to complete the e-mail confirmation and activate your courses.
6. You are prompted to sign in using a valid Windows Live ID, once again.
7. A confirmation page appears indicating that the access code has been accepted (or you may receive an error message if the code was not accepted).
8. Click the My Learning link to see the list of available courses.
9. Click a course title to launch the offering. You have 12 months from the time of launch to finish that course.

Support phone numbers: https://www.microsoft.com/licensing/servicecenter/

Click Support/Feedback

**Steps to access your course at any time**

1. Go to https://onlinelearning.microsoft.com
2. Click the Sign In button in the upper right corner of the page.
4. Click the My Learning Catalog link on the left side of the page under Customer Login.
5. Begin your E-Learning Course.

Support center http://www.microsoft.com/learning/support/worldsites.mspx
### Pay Scale for Non-Exempt and Exempt Staff

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<th>Pay Range Midpoint</th>
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<td>$149,647</td>
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</table>

Pay scales represent 12 month full-time positions. All other employment agreements will be pro-rated based on the 12 month pay scale.
Northern Wyoming Community College District

Section III: Campus Facilities & Emergency Information
# Table of Contents

- Facilities & Resources
- Campus Services
- College Closures
**Smoking Policy** - All NWCCD facilities are non-smoking. Smoking is prohibited anywhere within the buildings, including rest rooms, break rooms, and stairways. It is also prohibited anywhere on District Property. Smoking is only allowed in a private vehicle parked on campus. *(Policies & Procedures Series 3018)*

**Drug & Alcohol Policy** - NWCCD is a Drug Free Campus and prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on any District Property. It also prohibits employees to be working while under the influence. *(Policies & Procedures Series 3019)*

**Telephone Policy** - Except for emergencies, employees should make and receive personal calls only during lunch time or break time. Personal calls must not interfere with the employee’s work. To make long distance phone calls, an authorization code is required. The code should only be used to conduct District business.

**Web / Internet Policy** - The District supports a connection to the Internet and the World Wide Web for faculty, students, and staff in support of the mission of the District.

**Use of District Resources** - The use of District Resources for personal benefit are prohibited unless authorized in writing by the President or Board of Trustees. All resources should be used toward the mission and goal of the District. *(Policies & Procedures Series 3015)*
Mailroom - Each employee or department has a mail slot at the college where mail the college receives is placed. You are also able to mail college business items in between the campuses or to the public from this area as well. Please see the Sheridan Mailroom or the Gillette Business Office with any further questions.

Campus Vehicles - Only District employees approved by administration in advance may operate a District owned vehicle. The driver must comply with all federal and state laws and regulations developed by the Administration. Vehicle reservations should be made through MyNWCCD on the Facilities information page under related links. A Motor Pool Driving Report Form needs to be filled out prior to operating a vehicle. Please fill out and return this form at least 2 weeks in advance. Contact Sheridan Facilities Office or the Gillette Business Office with questions or to get a form. (Policies & Procedures Series 3010)

Gym / Fitness Center / Exercise Area - Employees have access to the District Facilities which may include exercise area, fitness center, or walking track. Times and availability of the area are subject to change depending on the time of year, academic calendar, and event scheduling.

Cafeteria & Snack Bars - The cafeteria and snack bars on both the Gillette and Sheridan Campus are owned and operated by outside organizations. Times and operations of these areas are subject to change depending on the time of year, academic calendar, and other events. Employees can receive discounts and bonus buy purchase options at various times. Please see a food service representative for further information.
Radio Information for College Closures

Please refer to your specific area for contact information.

- **Gillette:** Mark Englert
  - Basin Radio Network: (307) 686-2242
    - (The Fox: 100.7 FM or The Edge 96.9 FM)
  - KOAL 103.9 FM: (307) 687-1003

- **Johnson County:** Derek Andrews
  - KLGT 92.9FM: (307) 684-5126
  - KBBS 1450AM: (307) 684-7070
  - KZZS 98.3FM

- **Sheridan:** Cheryl Heath / Kent Andersen
  - Sheridan Media (307) 672-7421
    - (KROE 930AM; KZWy 94.9FM; KYTI 93.7FM; or KWYO 1410AM)
  - KLGT 92.9FM: (307) 684-5126
  - KBBS 1450AM: (307) 684-7070
  - KZZS 98.3FM
Northern Wyoming Community College District

Section IV – Instructions
Table of Contents

- WebAdvisor ................................................................. 1
- Web Time Entry – Hourly .............................................. 3
- Web Time Entry – Salary .............................................. 5
- Web Time Entry – History ............................................ 7
WebAdvisor is where you can enter time, get pay advices, access leave, get W-2 statements and other employment items.

On MyNWCCD Choose WebAdvisor for Employees

For Direct Deposit Stubs
Employee Profile
Pay Advices
Choose the pay date
The Direct Deposit stub will process to the screen.
To print click the printer icon in the upper right corner of the webpage.

For Available Leave Balances
Employee Profile
Leave Plan Summary
The Leave Plan Summary will process to the screen. You will see your approved leaves (VSF, VAF, SSP, SF, SUP, PER, PF, JUR, HOL, CPL etc.) and a description of each (vacation, sick, personal, supplemental, holiday etc.). The accrual rate is the amount of hours you will receive each pay period and for personal leave each January and July.
The accrual limit is the maximum hours you can earn.
The current balance is the amount of leave you have available since the last pay date. Any leave entered into the current timesheet is not reflected here as used.
To Consent to Receive Your W−2 Electronically
Employee Profile
W−2 Electronic Consent
The default is the second option “I choose to withhold my consent and understand by doing so…”
To consent to receive your W−2 Electronically, click the button next to the first option “By selecting this option, I agree to receive…”
Click Submit
Your consent or non-consent remains in effect until you change it.

For W−2 Statements
Employee Profile
W−2 Statements
Choose The Tax Year
The W−2 will process to the screen.
To print click the printer icon in the upper right corner of the webpage.
For Hourly Employee  Time Entry
Time Entry and Approval
Time Entry

Click the box under Choose Only One for the pay period to enter hours
Click Submit

For time worked enter in and out times, remember to use AM and PM.
For vacation enter hours used in the Annual Leave Hours Column.
For sick leave or medical leave enter hours used in the Sick Hours Column.
For other hours, personal, holiday etc. enter hours in the Other Time Hours Column and choose type of leave from the drop down under Other Time Types.
You can input your time entry on a daily basis, weekly or pay period. The submit button acts as a save button.

When your time has been entered for the pay period and you are ready to submit for approval and payment, click the box to the far right next to the statement “Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval.”

Click submit.

Once this is done you can no longer make additions or corrections to your timesheet, please be sure all information is accurate.
Time Entry – Salary

For Salaried Employees Leave Entry
Time Entry and Approval
Time Entry

Click the box under Choose Only One for the pay period to enter hours
Click Submit

The timesheet is automatically populated with 8 hours worked each day.
To enter vacation time, enter hours used in the Annual Leave Hours column.
To enter sick or medical leave, enter hours used in the Sick Hours column.
For other leaves such as personal, supplemental, enter the hours used in the Other Time Hours column. From the Other Time Types drop down choose the type of leave used.
You can input your leaves on a daily basis, weekly or pay period. The submit button acts as a save button.

When your leaves have been entered for the pay period and you are ready to submit for approval and payment, click the box to the far right next to the statement “Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval.”

Click submit.

Once this is done you can no longer make additions or corrections to your timesheet, please be sure all information is accurate.
Historical Timesheets
Historical Timesheets can be accessed and reviewed if the employee has clicked the box for the electronic signature and/or the supervisor has approved.

To Review Historical Timesheets
Time Entry and Approval
Time History

From the Drop Down choose the year the pay period ended in.
Click Submit

Choose the pay period to be reviewed by clicking the box on the left. Only one can be viewed at a time.
Click Submit
The timesheet will process to the screen.
To print click the printer icon in the top right corner of the webpage.
Click submit to exit timesheet.