

POLICY ADOPTIONS



May 28, 2014

TO: THE DISTRICT BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: UNPAID INTERNSHIPS (6Hx28: 3A-08)

The proposed Unpaid Internships new policy is required to conform to all applicable laws, and to provide updates to reflect current and desired practices.

RECOMMENDED ACTION:

The President recommends that the Board of Trustees of Valencia College approve the "Unpaid Internships" new policy as presented.



President



POLICY: 6Hx28:3A-08

Responsible Official:
Vice President, Organizational Development and
Human Resources

Specific Authority: 1001.64, F.S.
Law Implemented: 1001.64, F.S.

Effective Date: 5-28-2014

Unpaid Internships

Policy Statement:

Valencia College provides opportunities for students enrolled in an internship program or course (generally at an institution of higher education) an opportunity to complete their formal education with an unpaid, practical career-related experience where learning is the primary objective.

Policy History:

Adopted 5-28-14

Procedures:

- A. The College partners with interns in supporting unpaid internship opportunities for students enrolled in an internship program or course seeking work related experience. Students working as unpaid interns will receive academic credit or required work experience for their internship as prescribed and awarded by the institution at which they are currently enrolled.
- B. The intern is responsible for providing documentation from their educational institution regarding parameters and length of the internship program, field of study, and expected outcomes. There must be clearly defined learning objectives related to the intern's professional goals and/or academic coursework.
- C. The Valencia department responsible for the internship will coordinate the experience and all required documentation. The internship must have a defined beginning and end date, a schedule agreed to by both parties in advance, and an internship description with clearly described duties.
- D. Unpaid internships must meet the following criteria:
 1. The internship, although it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
 2. The internship experience is for the benefit of the intern;

3. The intern does not displace regular employees, but works under close supervision of existing staff. Interns cannot be used to “staff up” or replace paid staff;
4. The college and respective employer derives no immediate advantage from the activities of the intern;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The college/respective employer and intern understand that the intern is not entitled to wages for the time spent in the internship.

E. Currently Enrolled Valencia Students

1. Currently enrolled Valencia students seeking an internship experience should contact the Internship and Workforce Services.

F. Internship Experiences for Students Enrolled in other Academic Institutions

1. Departments who are interested in engaging student interns from academic institutions outside of Valencia College should contact Human Resources for assistance in establishing the internship and ensuring that the internship plan meets the college’s required criteria. Before beginning the internship program at the college, the intern must pass a criminal background check (coordinated by Human Resources).

- G. Exceptions to internship eligibility may be made in the sole discretion of the college. Requests for exceptions should be directed to the Vice President, Organizational Development and Human Resources for consideration on a case by case basis.

Related Documents/Policies:

U.S. Department of Labor Fact Sheet “[Internship Programs under the Fair Labor Standards Act.](#)”

Procedure History:

Adopted: 5-28-14



May 28, 2014

TO: THE DISTRICT BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: VOLUNTEERS (6Hx28: 3A-09)

The proposed Volunteers new policy is required to conform to all applicable laws, and to provide updates to reflect current and desired practices.

RECOMMENDED ACTION:

The President recommends that the Board of Trustees of Valencia College approve the "Volunteers" new policy as presented.



President



POLICY: 6Hx28:3A-09

Responsible Official:
Vice President, Organizational Development and
Human Resources

Specific Authority: 1001.64, F.S.
Law Implemented: 1001.64, F.S.

Effective Date: 5-28-2014

Volunteers

Policy Statement:

- A. Valencia College welcomes members of the community to volunteer their time and services in areas of need at the college. The purpose of this policy is to direct the establishment of uniform procedures for screening and engaging volunteers and to ensure that volunteers' relationships with the college are clearly established and understood by both parties.
- B. Volunteers are individuals who perform services directly related to the activities of the college for their own benefit, to support the humanitarian, educational, charitable or public service activities of the college, or to gain experience in specific endeavors. There is no employment relationship between the college and the volunteer, and volunteers thus perform services without promise, expectation or receipt of any compensation, future employment or any other tangible benefit.
- C. To ensure that an individual performing volunteer services is not an employee for any purpose, all of the following criteria must be satisfied in order for an individual to be approved as a volunteer:
 1. The services are intended to be voluntary and to be rendered without compensation.
 2. The services must constitute a bona fide effort of the individual to volunteer for a humanitarian or public service purpose or for the benefit of his/her professional experience.
 3. The fact that the individual is an employee elsewhere in the college does not mean he/she cannot volunteer in a capacity that differs from his/her employment. However, where an employment relationship does exist, that relationship may not be waived; so, for example, an employee cannot volunteer to do activities that are the same or similar to ones he/she performs in his/her job.
 4. Individuals volunteer their time for their own personal motives, without promise or expectation of compensation, at hours that suit their own convenience.
 5. Volunteers must not be utilized in ways that displace or replace regular employees in the performance of their normal duties.

- D. Volunteers are expected to abide by college policies and external regulations that govern their actions including, but not limited to, ethical behavior, confidentiality, financial responsibility, drug/alcohol use, health and safety, protected health information, non-discrimination/harassment, and computer use.

Policy History:

Adopted 5-28-14

Procedures:

- A. Departments that have identified an interested volunteer should contact Human Resources for support in completing the Volunteer Agreement and arranging a criminal background check for the volunteer. The volunteer may not begin service until a signed Volunteer Agreement has been received and a successful criminal background check has been reviewed by Human Resources. Human Resources will notify the department when the volunteer is cleared to begin service.
1. Some activities usually do not require a completed volunteer agreement or criminal background check including:
 - i. Advisory council participation
 - ii. Public/guest speakers
 - iii. Participation in volunteer committees
 - iv. Activities coordinated through student development/Valencia Volunteers, subject to more specific established procedures
 - v. Tasks and activities performed immediately before, during and immediately after performances, concerts, gallery shows, etc.
- B. All other volunteer assignments require a completed volunteer agreement and criminal background check. Examples include voluntary tutoring support, volunteering in a library, providing services in the production, direction, development or performance of a project of event such as a film, dance, etc. Activities in any environment that would require orientation or training, any activity that requires interactions with students on more than one occasion, and any activities with minors require a Volunteer Agreement and successful criminal background check.
- A. Volunteers may not provide the following services:
1. Operating heavy equipment or motor vehicles on behalf of the college
 2. Any other activity deemed inappropriate by the college in its sole discretion
- C. The Valencia department in which the volunteer is providing their time and services will be responsible for identifying volunteer services/assignments and all coordination of any required documentation. Human Resources will maintain a completed and signed Volunteer Agreement along with any relevant criminal background check results. The department is responsible for maintaining any other documentation and providing training, supervision, and direction to the volunteer.
- D. Volunteer dismissal: The College may dismiss a volunteer at any time, at its convenience and in its sole discretion, without exception and without notice.

Related Documents/Policies:

U.S. Department of Labor Fact Sheet “[Internship Programs under the Fair Labor Standards Act.](#)”

Procedure History:

Adopted 5-28-14



May 28, 2014

TO: THE DISTRICT BOARD OF TRUSTEES
of Valencia College


FROM: SANFORD C. SHUGART
President

RE: HUMAN RESOURCE ACTIONS (6Hx28: 3B-01)

The proposed amendments to the Human Resource Actions policy is required to conform to all applicable laws, and to provide updates to reflect current and desired practices.

RECOMMENDED ACTION:

The President recommends that the Board of Trustees of Valencia College approve the "Human Resource Actions" policy as presented.



President



POLICY: 6Hx28:3B-01

Responsible Official:
Vice President, Organizational Development and
Human Resources

Specific Authority: 1001.64, F.S.
Law Implemented: 1001.64, F.S.

Effective Date: 5-28-2014

Human Resource Actions

Policy Statement:

- A. The president shall recommend to the District Board of Trustees the appointment, leave, suspension, or termination of employees.
- B. Although the president may initiate the above human resource actions prior to official action of the District Board of Trustees, such actions shall be considered temporary until approved by the District Board of Trustees at its regular meeting. Should the District Board of Trustees fail to approve an action as recommended, an employee will be paid only for days of service performed.

Policy History

Adopted 1-19-83; Amended 11-18-92; Formerly 6Hx28:07-03; Amended 5-28-2014

Procedures:

- A. Human resource actions, including recommendation to hire, extended leave of absence, transfer, suspension, and terminations, will be initiated by the appropriate supervisor, and approved by the president or a designee. Human resource actions will be presented to the District Board of Trustees for approval at the next regularly scheduled meeting.

Related Documents/Policies:

None

Procedure History:

Adopted 1-19-83; Amended 11-18-92; Formerly 6Hx28:07-03; Amended 5-28-2014



May 28, 2014

TO: THE DISTRICT BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: RECRUITMENT AND SELECTION OF EMPLOYEES (6Hx28: 3B-03)

The proposed amendments to the Recruitment and Selection of Employees policy is required to conform to all applicable laws, and to provide updates to reflect current and desired practices.

RECOMMENDED ACTION:

The President recommends that the Board of Trustees of Valencia College approve the "Recruitment and Selection of Employees" policy as presented.



President



POLICY: 6Hx28:3B-03

Responsible Official:
Vice President, Organizational Development and
Human Resources

Specific Authority: 1001.64, F.S.
Law Implemented: 1001.64, F.S.

Effective Date: 5-28-2014

Recruitment and Selection of Employees

Policy Statement:

Valencia College seeks to attract the best-qualified candidates who support the mission of the college, who bring the necessary skills, abilities, and qualifications to bear on the position, and who respect and promote excellence through diversity. The College is committed to equal opportunity and nondiscrimination towards applicants and follows recruitment and selection practices that comply with all applicable employment laws. To this end, the College recruits, hires, trains, and promotes individuals without regard to race, ethnicity, color, national origin, age, religion, disability, genetic information, marital status, gender, sexual orientation, and any other factor protected under applicable federal, state, and local civil rights laws, rules, and regulations. The College shall welcome and encourage applications from a diverse population and hire the most suitable individual for a position based on position requirements, preferred qualifications, and needs of the College.

- A. The College may use various strategies as it deems appropriate in order to actively and successfully recruit and select candidates for employment at the college.

Policy History

Adopted 1-19-83; Amended 11-18-92; Formerly 6Hx28:07-03; Formerly 6Hx28:3B-04.1 and 6Hx28:3B-04.2; Amended and Renumbered 5-28-2014

Procedures:

- A. Recruitment:
 - a. Personnel requisitions must be completed in order to fill Valencia College positions. Requisitions must be initiated by the hiring manager and requires approval from the appropriate vice president (or his/her designee) before it is processed by Human Resources.
 - b. Positions may be designated for internal-only recruitment and be open only to active Valencia College employees. The decision to recruit internally is made by the hiring manager, department vice president, and human resources. For more information, see "Promotions and Lateral Transfers" below.

- c. Positions are advertised internally via employee communications tools and/or externally based upon need and budget requirements. Human Resources is responsible for placing all recruitment advertising.

B. Interview and selection process:

- a. A hiring committee (selected by the hiring manager with support from Human Resources) will be engaged to select, interview, and recommend candidates for all regular, full-time positions. The hiring manager is responsible for assembling a diverse committee and for the conduct of timely and effective interviews of qualified candidates.
- b. Every member of the hiring committee must successfully complete the required training provided by Human Resources before screening applications. The hiring manager, or designee, may serve as the hiring committee chair.
- c. The hiring committee chair is responsible for working with the hiring committee to review the job description, determine the screening criteria for use in reviewing applications, and in determining appropriate interview questions and plans. The hiring committee chair, with support from Human Resources, may employ the use of a writing sample, teaching demonstration, or other work-related activity as appropriate for the recruited position as part of the interview process. All screening criteria, interview questions, and other related activities must be approved by Human Resources.
- d. In some cases, a second or third interview may be appropriate. In such cases, the hiring committee chair will forward the names of selected candidate(s) to the hiring manager for further consideration.
- e. Hiring managers must notify Human Resources of all actions taken during the interview and selection process via the applicant tracking system. Human Resources will notify applicants who are not selected about the closing of positions. Hiring managers may work with Human Resources to notify internal applicants not selected via more personal means (face-to-face or phone conversation).

C. Hiring process:

- a. Once a decision has been made regarding interest in hiring an applicant, Human Resources will contact the final candidate to arrange pre-employment screenings. An official offer of employment will be made by Human Resources upon satisfactory completion of reference checks (to be completed by the hiring manager and results reported to Human Resources) and required pre-employment screening (see policy 6Hx28:3B-03).
- b. Human Resources is responsible for making all official employment offers.

D. Promotions and lateral transfers:

- a. Valencia College offers employees promotions to higher-level positions or offers a lateral transfer to a position in the same classification when appropriate. The College prefers to promote from within for many positions and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in the College's best interest.
- b. All employees are encouraged to seek advancement opportunities and to obtain career guidance from their supervisors and the Human Resources department.
- c. Employee eligibility for a lateral transfer or promotion will be determined by the requirements of the new job. In addition, to be considered, employees must have held

their current position for at least 12 months, have a satisfactory performance record, and have no disciplinary actions during the same period. Human Resources, in consultation with the appropriate vice president, retains the discretion to make exceptions to this procedure.

- d. Job openings for which candidates are being solicited from within the college will be posted on the employment website and announced in the weekly employee e-newsletter. When job openings are posted, interested employees must complete an online employment application and supply a cover letter and resume as requested by the date specified in the posting.
- e. Employee candidates for lateral transfer or promotion will be screened and selected via regular hiring processes. In addition, the hiring manager may review attendance and work records, performance appraisals, and job-related qualifications. An internal transfer or promotion employment offer is contingent upon a successful background check and drug screen.

E. Appointments

- a. Occasionally, it may be in the best interest of the College to directly appointment an individual to a position. The College prefers to promote from within for many positions and may consider current employees who have the desired knowledge, skills, abilities, and experience for appointment without an internal-only or full recruitment and selection process. The decision to make an appointment may be made by the College president (in consultation with Human Resources and the appropriate vice president).
- b. Employee eligibility for appointment will be determined by the requirements of the new job. In addition, to be considered, employees must have held their current position for at least 12 months, have a satisfactory performance record, and have no disciplinary actions during the same period. Human Resources, in consultation with the appropriate vice president, retains the discretion to make exceptions to this procedure.
- c. An employment offer made by appointment is contingent upon a successful background check and drug screen.

Related Documents/Policies:

None

Procedure History:

Adopted 1-19-83; Amended 11-18-92; Formerly 6Hx28:07-03; Formerly 6Hx28:3B-04.1 and 6Hx28:3B-04.2; Amended and Renumbered 5-28-2014



May 28, 2014

TO: THE DISTRICT BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: DISCIPLINARY ACTION (6Hx28: 3E-08)

The proposed amendments to the Disciplinary Action policy is required to conform to all applicable laws, and to provide updates to reflect current and desired practices.

RECOMMENDED ACTION:

The President recommends that the Board of Trustees of Valencia College approve the "Disciplinary Action" policy as presented.

President

Sanford C. Shugart



POLICY: 6Hx28:3E-08

Responsible Official:
Vice President, Organizational Development and
Human Resources

Specific Authority: 1001.64, F.S.
Law Implemented: 1001.64, F.S.

Effective Date: 5-28-2014

Disciplinary Action

Policy Statement:

- A. Valencia College is committed to providing all employees a fair, clear, and useful tool for addressing performance problems to include a process for rectifying instances of unacceptable performance and/or personal conduct. Supervisors are expected to address concerns consistently and at the onset of any employee performance or conduct deficiencies through coaching, counseling, additional training or supervision; unless the severity of circumstances dictates a level of disciplinary action. Employees are expected to be aware of, and abide by, existing College policies and procedures. If there are performance and/or conduct deficiencies, it is the employee's responsibility to address and improve these concerns on which a corrective or disciplinary action is based.
- B. Disciplinary actions are usually corrective and progressive in nature; however, serious misconduct, work performance problems, or violation of laws and/or college policies, procedures, and practices may warrant disciplinary action, including dismissal, outside of the corrective and progressive approach. To ensure equitable processing of corrective actions and in accordance with specific position regulations, supervisors must consult with the Office of Employee Relations/Human Resources prior to the implementation of disciplinary action.

Policy History:

Adopted 1-19-83; Amended 11-18-92; Formerly 6Hx28:07-30; Amended 5-28-2014

Procedures:

- A. All disciplinary actions by appropriate College personnel are determined on a case-by-case basis. In determining the proper level of disciplinary action, the supervisor may repeat, modify, or omit a level of disciplinary action based upon the facts and severity of the specific case to include prior disciplinary action for similar circumstances. Behaviors may be considered so serious that dismissal may be the first course of action, regardless of an employee's length of service, prior conduct, or performance record. The proper steps for disciplinary action should be handled consistently within and across each individual unit/department and for each problem.
- B. In serious situations, an investigation may be necessary in order to obtain sufficient facts related to a potential employee disciplinary matter. The supervisor of the respective area

may request an inquiry or investigation through the Office of Employee Relations/Human Resources to assist in understanding the totality of circumstances in order to make an informed decision. (Valencia Policy 6Hx28:2-03 addresses investigations specific to discrimination, harassment, and sexual harassment complaints; Valencia Policy 6Hx28:1-10 addresses investigations specific to improper activities and whistleblower protection). As a condition of employment, employees may be required to participate in job-related hearings, inquiries, or investigations. To ensure that open and forthright dialog occurs, attorneys are not permitted to accompany individuals during interviews, nor are interview sessions audio or video recorded. Those interviewed are always entitled to submit a written statement if they so choose. Complainants, respondents and witnesses who participate in this process are bound by confidentiality, and any breach of this confidentiality may be sanctioned by disciplinary action.

- C. All counseling discussions and related facts should be documented. These are not considered disciplinary in nature and demonstrate an attempt by the supervisor to correct the deficient performance and/or behavior. Should the performance and/or behavior continue to be inconsistent with Valencia's philosophies and expectations, supervisors are expected to address and document these issues through a progressive disciplinary action process and should use the counseling discussion documentation as supporting documentation for any disciplinary actions taken. Notice of disciplinary action or pending action should normally be made within ten (10) working days of the supervisor's knowledge of the reported incident unless an authorized inquiry or investigation is ongoing. In the case of incidents subject to authorized investigations, notice of disciplinary action or pending action should normally be made within ten (10) working days of the completion of the investigation.
- D. At a minimum, the disciplinary action documentation should describe the occurrence giving rise to the disciplinary action to include the specific policy and how it was violated, refer to the type of conduct and/or behavior that is unacceptable, refer to the type of conduct or behavior expected in future similar situations, and the consequences if improvement is not achieved or if repetition of unacceptable performance, behavior or work habit occurs. Disciplinary action may include but is not limited to the following:
 - a. Written Warning – This protocol occurs when prior coaching or counseling attempts by the supervisor have been unsuccessful and the employee's performance and/or behavior continues to be below expectations. The written warning formally documents the discussion between the supervisor and employee and may include a performance improvement plan (PIP). Under most circumstances, written warnings occur before more progressive disciplinary actions are undertaken by supervisors. Supervisors are encouraged to contact the Office of Employee Relations/Human Resources for consultation prior to issuing the document.
 - b. Suspension – This protocol documents discussion(s) between a supervisor and employee who continues to not meet behavioral or performance expectations after receiving a written warning. Suspensions shall be without pay and leave balances may not be used. Suspensions shall be for a period of no less than the balance of the employee's shift on the day the action is taken and shall normally not exceed up to ten (10) consecutive working days/shifts. Multiple day suspensions must be taken consecutively. Before an employee is suspended, the supervisor must consult with a representative of the Office of Employee Relations/Human Resources to discuss the circumstances and evaluate any relevant documentation.

- c. Demotion – This protocol occurs if there is a serious violation of policies or there are repeated offenses and other disciplinary actions have been unsuccessful and there is an available vacant position for demotion. Before an employee is demoted, the supervisor must consult with a representative of the Office of Employee Relations/Human Resources to discuss the circumstances and evaluate any relevant documentation.
 - d. Return to Annual Contract - This protocol may occur, in the case of instructional staff on continuing contracts, if there is a serious violation of policies or there are repeated offenses and other disciplinary actions have been unsuccessful.
 - e. Termination – This protocol occurs when there is a serious violation of policies and/or there are repeated offenses that other disciplinary actions have failed to rectify. Before an employee is terminated, the supervisor must consult with a representative of the Office of Employee Relations/Human Resources to discuss the circumstances and evaluate any relevant documentation.
- E. The supervisor is responsible for maintaining a signed copy of all disciplinary documents and related written notifications in the appropriate department file, providing a copy to the affected employee, and forwarding originals to the Office of Employee Relations/Human Resources, who will ensure placement in the employee’s personnel file.
- F. Types of offenses may include, but are not limited to, the following:
- a. Violation of any college policy(ies), procedure(s), standard(s), etc.
 - b. Conflict of interest; improper activities (see policy 6Hx28:1-10)
 - c. Conduct on or off campus which adversely affects the operation of the College or the image of the College in the community
 - d. Insufficiency of productivity, quality work, or neglect of duty – Isolated incidents or continued pattern of inefficiency, missed deadlines, disorganization, lack of initiative, reduced productivity, inability or unwillingness to follow procedures/processes or any other performance deficiency that is not meeting acceptable standards.
 - e. Excessive or habitual tardiness, absenteeism, and unauthorized or unexcused absences – An unreasonable or unacceptable number or frequency of absences (which may include a pattern which coincides on the day preceding or following the employee’s regular days off, absence on the same day of each week or each month, or failure of an employee to obtain prior approval for an absence from work) or habitual failure to report to work at the established beginning time of the scheduled hours or late returning to work at the established time after a lunch or break period of an employee that results in a negative impact on the workplace. (Absences or tardiness authorized by law, regulation, policy, or procedure cannot be taken into consideration.)
 - f. Failure to obtain or loss of minimum job qualifications/certifications; or failure to report loss
 - g. Leaving assigned work area or workplace without authorization – Unauthorized absence from the workplace or assignment during the established work schedule or leaving the workplace for a lunch or break period without proper relief where coverage is required during specific periods of time
 - h. Safety violations – Failure to wear safety equipment, performing unsafe acts, or failure to abide by or follow established safety procedures or practices
 - i. Horseplaying – Actions or non-work related activities that result in property damage or injury to self or others

- j. Insubordination (blatant disregard of supervisory directions) or failure to follow supervisory directions or other employee in a position of authority at the College – Unwillingness to carry out a directive from a manager or supervisor as a verbal refusal, a nonverbal refusal or an unreasonable delay in completing the work; and/or disrespectful behavior towards a manager or supervisor including cursing at a supervisor, verbally or physically intimidating a manager or supervisor, or speaking loudly or argumentatively to or about a supervisor
- k. Disruptive or Aggressive Behavior – Behavior towards others that is considered disruptive or aggressive towards others or in the workplace. This may include gossip or language that may be considered or perceived as threatening, profane, vulgar, or abusive towards others.
- l. Inability or failure to work cooperatively with others
- m. Revealing Privileged Information – Revealing information considered privileged or confidential based on law, policy, or procedure to unauthorized individuals
- n. Sleeping on Valencia compensated time – Observed inability of an employee to remain awake during the scheduled work period and/or in the performance of duties; typically with intent to sleep or dozing off.
- o. Fraud, misrepresentation, or dishonesty – Willful and deliberate misrepresentation or omission of any verbal and/or written documented facts with the intent to mislead or defraud, including fabricating information or knowingly furnishing false information to the College or to College officials acting in the performance of their duties
- p. Unauthorized entry to, possession of, receipt of, abuse, defacement, or unauthorized removal of college property or property of others while on College premises
- q. Failure to report lost or stolen college property (i.e. supplies, technology devices, keys, equipment, etc.)
- r. Misuse or inappropriate use of Valencia work time – Isolated incident or continued pattern of non-productiveness or inactivity which diverts the employee from performing his/her assigned duties or interferes with the business needs and operations of the College, unless it is work-related as authorized by a manager or supervisor.
- s. Violation of the law, pleading guilty or no contest or being found guilty of a felony or job-related misdemeanor, or failure to notify supervisor of an arrest or that an information has been filed against the employee by a prosecuting official.
- t. Employees who are officially designated as Sexual Offenders/Sexual Predators shall be given the opportunity to resign, or in the alternative, shall be separated from the College in accordance with applicable policies and procedures.

Related Documents/Policies:

6Hx28:1-10: Policy Against Improper Activities; Whistleblower Protection
Sex Offender Procedures

Procedure History:

Adopted 1-19-83; Formerly 6Hx28:07-30; Amended 5-28-2014