



Employee Handbook

TRINIDAD STATE COLLEGE

www.trinidadstate.edu

Trinidad Campus
600 Prospect Street
Trinidad, CO 81082

Valley Campus
1011 Main Street
Alamosa, CO 81101

WELCOME

As an employee, you play a vital role in the success of our college. Your efforts are greatly appreciated, and we realize the importance of your contributions to the overall scope and quality of educational experiences here at Trinidad State College.

We want you to be proud of Trinidad State and to recognize opportunities to make a difference in the lives of our students and our college community and to the community at large. Thank you for being a part of the Trinidad State family.

After reviewing this handbook, its many resources links, and the Trinidad State website portal, please contact your supervisor or the Human Resources Director at 719-846- 5538 for assistance with any additional questions you may have.

If you are reading this handbook, you should have already:

- ✓ Received a signed Salary Notification Letter or Faculty contract from the Human Resources Office that reflects your title, appointment term and salary.
- ✓ Visited with Human Resources to complete payroll / personnel paperwork to establish your employment with TSC including submission of original transcripts and credentials
- ✓ Been set up for computer access and email address
- ✓ Been issued a campus mailbox, office location and office phone, if applicable
- ✓ Met with your supervisor for orientation and assignment and issuance of building and office keys, if applicable

TRINIDAD STATE COLLEGE EMPLOYEE HANDBOOK

This handbook exists to help employees understand college processes and to identify and locate services available through Trinidad State College (TSC). The Employee Handbook is only one of the many resources available and is a guide and reference for employee-related issues at TSC. Although we strive for accuracy, this handbook should not be considered an expressed or implied contract between TSC and any current or prospective employee.

To the extent that any provision of this Handbook is inconsistent with State or Federal law, State Board for Community Colleges and Occupational Education Policies or Colorado Community College System Procedures, the law or the appropriate Board Policy or System Procedure shall supersede and control. Policies and Procedures are subject to change throughout the year and are effective immediately upon adoption by the Board or System Chancellor, respectively. Employees are expected to be familiar with and adhere to college policies, as well as College directives, including, but not limited to the contents of this Handbook.

TSC reserves the right to modify, change, delete or add to the information in this Handbook, as it deems appropriate. Information in this handbook is subject to change without notice.

Trinidad State's website is: <http://trinidadstate.edu/>

To access Colorado Community College Board Policies (BPs) and System Procedures (SPs), visit the Colorado Community College System website at: <https://www.cccs.edu/about-cccs/state-board/policies-and-procedures/>

To access the Trinidad State Guidelines, visit the Trinidad State website at <https://trinidadstate.edu/pdf/guidelines.pdf>

Additional Reference Links

IT Support and Campus Technology
[Information Technology \(trinidadstate.edu\)](http://trinidadstate.edu/information-technology)

State Fiscal Rules
<https://www.colorado.gov/pacific/osc/fiscalrules>

State Travel Rules
<https://www.colorado.gov/pacific/osc/travel-fiscal-rule>

State Purchasing
<https://www.colorado.gov/pacific/osc/spo>

Colorado Department of Personnel Employee Resources (specific to Classified Employees)
<https://www.colorado.gov/dhr/current-employees>

Affirmative Action Statement

Trinidad State College does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment, or employment in its educational programs or activities. Inquiries may be referred to: Affirmative Action Officer and Title IX and Section 504 Coordinator, Berg Building, Room 102, TSC, Trinidad, Colorado 81082 (719) 846-5538 or the Affirmative Action Officer for the Colorado Community College System, 9101 East Lowry Boulevard, Denver, CO 80230 (303) 595-1552, or to the [Office for Civil Rights, U.S. Department of Education](#), Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3585, email: ocr@ed.gov phone: 303-844-5695. Information or guidance regarding student's rights, policies, and/or procedures may be obtained from Affirmative Action Officer, Berg Building, Room 102, and Telephone: (719) 846-5538. Any student is invited to confer with the Affirmative Action Officer. All conferences will be kept in strict confidence.

Notice of Non-Discrimination

Trinidad State College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education (SBCCOE) [Board Policies 3-120](#). Individuals affiliated with the College shall not be subjected to unlawful discriminate and/or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran or military status, pregnancy status, religion, genetic information, gender identity, or sexual orientation or any other protected category under applicable local, state, or federal law (also known as "civil rights laws"), including protections against retaliation and for those opposing discrimination or participating in any grievance process on campus or within the Equal Opportunity Commission or other human rights agencies, in its employment practices or educational programs and activities.

The SBCCOE recognizes that the quality of instruction and educational opportunities for all are enhanced when the diversity of the community services is represented in the workforce. The Board also recognizes that women, minorities, veterans and individuals with disabilities have been historically underutilized in the higher education workforce.

The College has designated the Director of Human Resources as its Affirmative Action and Equal Employment Opportunity (AA/EEO) and Title IX Coordinator with the responsibility of coordinating the college's civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources or Deputy Title IX Coordinator, Trinidad State College, 600 Prospect Street, Room 102, telephone 719-846-5538. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Cesar E. Chavez Memorial Building, 1244 North Speer Blvd., Suite 310, Denver, CO 80204; phone: 303-844-5695; email: ocr@ed.gov.



ACKNOWLEDGEMENT OF THE EMPLOYEE HANDBOOK

I am aware that the Trinidad State College Employee Handbook is available for view or printing from the portal.

It is my responsibility to be aware of the contents of the handbook, Colorado Community College System policies and procedures, and Trinidad State College guidelines. I further acknowledge, as an employee, my responsibility to attend orientation sessions for employees, faculty and/or adjunct instructors.

This receipt will be forwarded to the Human Resources Department to be placed in the employee's personnel file. This signed Acknowledgement form of the Trinidad State College Employee Handbook is a condition of employment.

Name: _____

Signature: _____

Date: _____

Campus: _____

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History and Governance

Trinidad State College (TSC), the first two-year college in Colorado, offers both Academic and Career and Technical Education programs. The legislature of the State of Colorado passed an Act in April 1925 authorizing the establishment of a junior college in Trinidad, Colorado. Since that time, the College has continued to grow and develop in its ability to meet the educational needs of southern Colorado and northern New Mexico. In 1994, expanding the College's service area, TSC merged with the San Luis Valley Educational Center in Alamosa, Colorado, forming the TSC Valley Campus.

On July 1, 1968, TSC became a member of the Colorado Community College System (CCCS). In 2021, the name of the college was updated from Trinidad State Junior College (TSJC) to Trinidad State College (TSC), to reflect the broadening of the services and degrees. The CCCS is governed by an 11-member board called the State Board for Community Colleges and Occupational Education (SBCCOE). Nine board members are appointed by the Governor and confirmed by the State Senate. There is one board member for each U.S. congressional district, plus two at-large members. No more than five members may be from any single political party. They have staggered four-year terms. The remaining two seats on the board are held by a community college faculty member and a student representative who serve in non-voting capacities for one year each.

The System Chancellor is the chief executive of the Colorado Community College System. The President of Trinidad State is the chief executive and administrative officer of the College. TSC has an Advisory Council, whose members are nominated by the College President and appointed by the SBCCOE to provide advice to the college administration, serve as liaisons with the community and promote college programs and services. Members of the Advisory Council represent Trinidad State's eight-county service area.

Trinidad State College is committed to providing its students with rigorous, integrated, comprehensive academic and occupational-technical curricula for quality academic transfer, occupational degree, and certificate programs. Reaching out to remote areas, the College offers several methods of alternative delivery including interactive video delivery, online, hybrid and on-site courses providing the opportunity for area high school students and persons in outlying communities to enroll in college-level courses. Additionally, the College has computer labs and state-of-the-art classroom technology to enhance the learning environment. The goal at TSC is to empower students with the ability to compete in work environments and excel in our highly mobile society. The College continues to explore, examine, develop and implement innovative methods to provide a comprehensive quality education. Our faculty and staff provide our students with personalized attention and a low student to faculty ratio. The College has grown from its enrollment of thirty-seven students in 1926 to its present headcount of approximately 1,700 annually between the Trinidad Campus, the Valley Campus, online, and prison locations.



Measurements of Success:

- Increase enrollment to 1500 FTE by 2030.
- Increase the graduation rate to 60% by 2030.
- Increase the number of successful transfers to 275 by 2030.
- Shrink the equity gap to zero (retention, graduation, and transfer rates for low-income, first-generation, and students of color compared to the overall student population).
- Increase the percentage of programs and students in programs that are high-demand and/or lead to a living wage.
- Offer at least one work-based learning experience within each program-of-study by 2030.
- Increase employee retention rate to 90% (excluding retirement) by 2030.
- Reach 100% employee participation annually in professional development by 2030.
- Bring Trinidad State College average salaries within 10% of Denver-Metro college averages by 2030.
- Fully meet Emergent Campus grant metrics.
- Increase the number of participants engaged in the College's outreach programs (e.g., Artist lectures, MakerSpace, Non-credit offerings) by 10% annually.
- Appoint a community engagement committee on each campus. Committees will implement an outreach strategy to communicate the College's resources, programs, and opportunities by June 2025.
- Identify and implement approaches to gather data on students who remain and work in the region.

Guiding Principles

- In addition to our core value of Students First, Trinidad State College will pursue the priorities set forth in this Strategic Plan with the following guiding principles. By upholding these principles, we ensure that our College not only meets its goals but also fosters a culture of positive impact.
- **Accountability with Integrity:** We accept our responsibilities, meet our commitments, and take responsibility for our actions. We are reliable and we instill trust in our actions by prioritizing transparency.
- **Collegiality and Respect:** We create an educational environment where all are valued for who they are and what they bring to the organization. We encourage mutual respect and kindness; we support acceptance of diverse perspectives.
- **Collaboration:** We listen to each other, recognize each other's strengths, and work toward our collective goals. We value our relationships with one another.
- **Inclusion and Belonging:** We prioritize access and belonging in all we do and for all we serve. We avoid isolating ourselves from one another.

Mission:

Enrich our diverse communities through quality educational experiences and lifelong learning.

Vision:

Driving shared prosperity in our communities.

Core Value:

Students First. We put our students at the forefront of everything we do; our primary role is to provide students with the tools they need to be successful.

Reference Links: <https://trinidadstate.edu/strategic/index.html>

Accreditation, The Aspen Institute, and a Hispanic Serving Institution

Trinidad State College has been accredited by [The Higher Learning Commission of the North Central Association of Colleges and Schools](#) continuously since 1962. TSC grants Associate of Arts degrees, Associate of Science degrees, Associate of General Studies degrees, Associate of Applied Science degrees, and Certificates of Completion.

[The Aspen Institute College Excellence Program](#) named Trinidad State as one of 150 community colleges eligible to compete for the Aspen Prize for Community College Excellence, based on strong and improving student outcomes—including in learning, completion rates, employment rates, earnings, and equity—only 15 percent of community colleges nationwide were invited to apply for the Aspen Prize.

The [U.S. Department of Education defines a Hispanic Serving Institution](#) (HSI) as an institution of higher education that has an enrollment of undergraduate full-time equivalent students that is at least 25 percent Hispanic students. Trinidad State has been a designated HSI for over 20 years.



TSC Guidelines Overview

The TSC Guidelines is an available resource to help employees understand college processes and guidelines. Access to the [TSC Guidelines](#) is found on the website under the A-Z index (P) as well as on both the faculty and employee tabs of the portal within the alphabetical forms directory under P. The TSC Guidelines is organized into ten sections.

Colorado Community College System Board Policies and System Procedures Overview

Access to the [Colorado Community College System Board Policies and System Procedures](#) is found on the CCCS website. The procedures and policies are an available resource to help employees understand board policies and system procedures. The CCCS Board Policies and System Procedures are organized into ten sections. They are:

1. Series 2 – Organization
2. Series 3 – Personnel
3. Series 4 – Students
4. Series 6 – Information technology
5. Series 7 – Internal Audit
6. Series 8 – Fiscal
7. Series 9 – Educational Programs
8. Series 10 – Communication and Marketing
9. Series 16 – Buildings and Grounds
10. Series 19 – Safety, Security, and Civil Rights

Campus Safety / Security / Emergency Procedures Guide Overview

The Trinidad State Annual Security and Fire Safety Report is found on the website at: <https://www.trinidadstate.edu/safe-campus/index.html> and is submitted on a yearly basis in the fall. The extensive report includes an introduction to the security report and the applicable federal compliance laws that it encompasses.

TRINIDAD CAMPUS MAP



BANTA (TBV)

Auto Mechanics, Construction, TSC Facilities Offices, Welding

BERG ADMINISTRATION (TBERG)

Academic Affairs, Admissions, Advising, Business Office, Classrooms, Financial Aid, Human Resources, President's Office, Registrar, Student Services, TRiO Office

BOYD ATHLETIC CENTER (TBOYD))

Athletic Department Offices, Classroom, Weight Training, Athletic Training Room

DAVIS SCIENCE (TDAVIS)

Classrooms, IT Department, Nursing

FREUDENTHAL LIBRARY (TLIB)

Classrooms, Library, Makerspace, Quiet Study Hall Study Rooms

LATUDA HALL

Adult Education Services, GED

MASSARI THEATRE (TMC)

Performance Art Classes, Theatre

MULLEN (TMULL)

Cosmetology, Gunsmithing

RESIDENCE HALLS

Huggins, Johnson, O'Connor and Romero

SANDERS FIELD

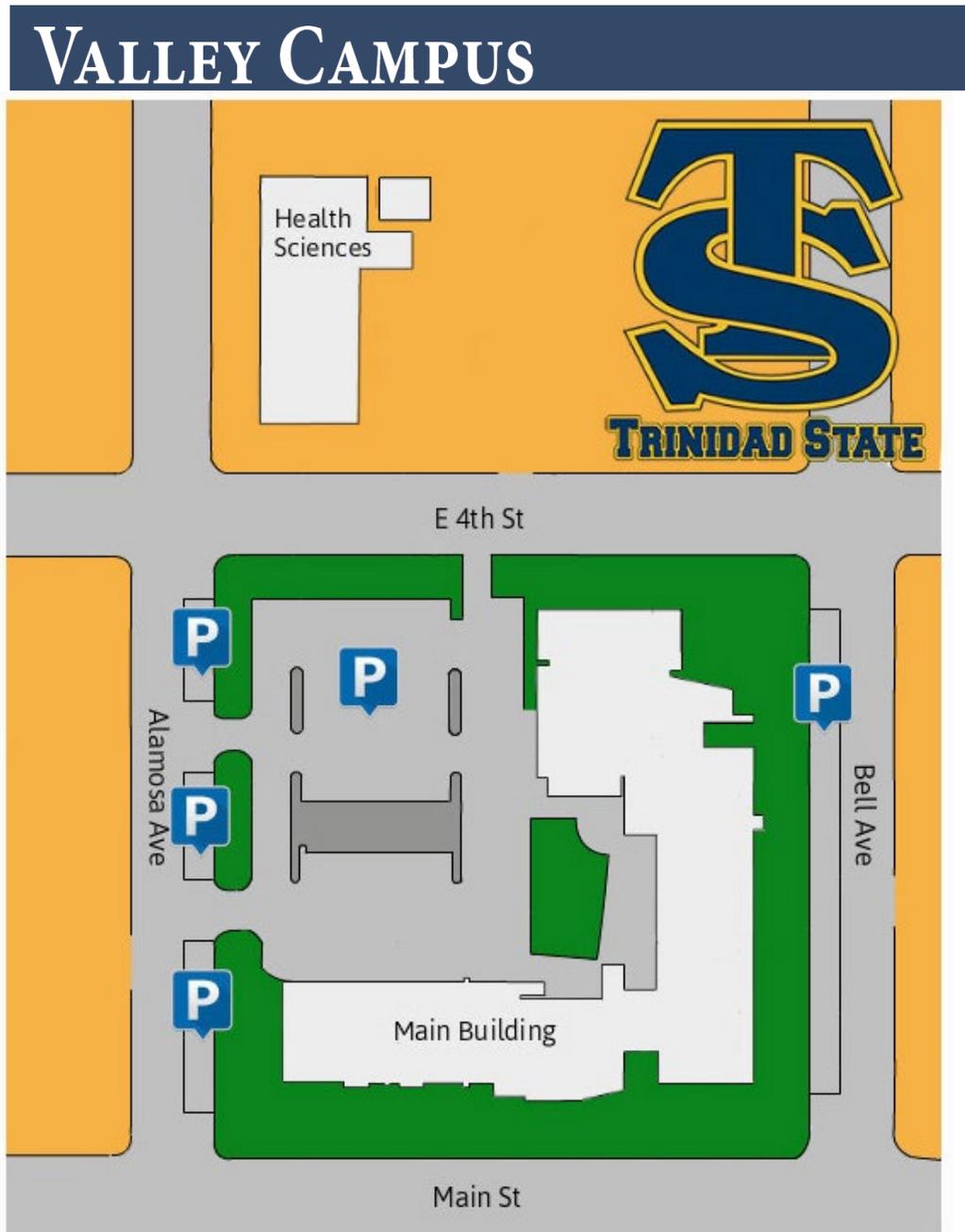
Intramural Field

SCOTT GYM

Coaches Offices, Gymnasium, Physical Education, Classroom

SULLMAN CENTER

Bookstore, Cafeteria, Leone Student Lounge, Pioneer Room, Student Study Lounge



Main Building 1st Floor

Atrium, Lounge, Welding, Machining, Auditorium, Administrative Offices, Classrooms, Student Life Office & Center, Cosmetology

Main Building 2nd Floor

Atrium Sky Bridge, Testing Center, Computer Lab, Adult Education Services Classrooms, Science Lab, Dental Assisting

Health Sciences Building

Emergency Medical Services, Classrooms, Nurse Aid, Computer Lab, Nursing Classrooms

Campus Services

A short summary of campus services is found below. You will also find this information within the Campus Services section of the [Trinidad State Student Handbook](#) and while it is geared toward students, it offers applicable details for employees as well. You will find website links within the descriptions below.

Bookstores: The Trinidad State Bookstore on the Trinidad Campus and the virtual Valley Campus Bookstore are managed by BBA Solutions. The Trinidad State Bookstore is open to the college community and to the general public. Information about the bookstore may be found at <https://TSCbookstore.com/>.

Library Access: The Samuel Freudenthal Memorial Library is located on TSC's Trinidad Campus. Information about the library's hours, researching available databases, and the library's card catalog may be found at: [Samuel Freudenthal Memorial Library \(trinidadstate.edu\)](http://www.trinidadstate.edu). The library has workstations that provide wireless internet, email and Microsoft Office 365 capabilities for registered students, staff and faculty.

Library services are available for Valley Campus students through the Nielsen Library at Adams State University or the Alamosa Public Library. The Nielsen Library is located six blocks from the Valley Campus at 208 Edgemont Blvd. For more information: <https://www.adams.edu/library/>. TSC Valley Campus students also have access to the Alamosa Public Library at 300 Hunt Avenue. For further information and services available contact: <https://www.alamosalibrary.org/>.

Both Campuses maintain textbook collections for student use on-site, Valley Campus in the Learning Center and Trinidad Campus in the Student Success Center.

Cafeteria (Trinidad Campus): Sodexo, a global campus dining and facilities solutions company partners with Trinidad State for Sullivan Center Dining Room services. Sodexo serves breakfast, lunch and dinner five days a week and offers brunch and dinner on the weekends. More information may be found at: [Homepage \(sodexomyway.com\)](http://www.sodexomyway.com). You may also contact the Sodexo Campus General Manager at 719-846-5629. Catering services also available. Prepaid punch cards are also available for purchase.

Gym/Cardio/Weight Rooms: The weight room and cardio room are located Boyd Building and on the main floor of the Valley Campus. Information regarding usage may be found at <http://www.trinidadstate.edu/student-life-tc/index.html>. Contact Athletic Director, 719-846-5653, for further information.

BASIC EMPLOYMENT EXPECTATIONS

Code of Ethics / Standard of Conduct

All employees are expected to follow the System Code of Ethics / standard of conduct. Refer to [State Board Policy 3-70](#) and [TSC Guidelines](#) for further information on this subject. Classified employee responsibilities, rights, and expectations are found in the [State Employee Classified Handbook](#).

Participation

From time to time, TSC sponsors events that request volunteering for certain activities. Employees are encouraged to participate in these events with prior approval from your supervisor.

Attendance / Punctuality

Trinidad State College standard hours of operation are Monday through Friday, 8:00 a.m. to 5:00 p.m. with some exceptions. Your supervisor is responsible for assigning your working hours. Regardless of classification (APT, Classified, Faculty, Instructor), all employees are expected to be at work regularly and on time.

Absenteeism / Lateness

TSC is aware that emergencies occur and from time to time, it may be necessary for an employee to be late or absent from work. It is the responsibility of the employee to contact all affected parties if they will be absent or late without giving advance notice. Habitual lateness and absenteeism without prior approval from your immediate supervisor may be subject to disciplinary action up to and including leave without pay or termination.

Unscheduled Absence

Absence from work for three or more consecutive days without notifying your supervisor or a TSC representative may be considered voluntary resignation or job abandonment.

Meal and Break Periods

Scheduled meal periods may be arranged between employee and supervisor to accommodate departmental needs. Scheduled meal times are not work time and all employees should be completely relieved from duty.

Break periods are not provided for under Fair Labor Standards but are a commonly accepted benefit which is defined by the college as a 15 minute period in the morning and afternoon. This time is not to be used to extend lunch breaks or shorten the work day to less than the normal hours defined.

Dress Code and Grooming

TSC employees are expected to present a clean and professional appearance while conducting business, in or outside the office. Dressing in a fashion that is clearly unprofessional or that negatively affects TSC's reputation or image is not acceptable.

Sexual Misconduct Procedure

The College community has the right to be free from sexual violence. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Documented cases will result in disciplinary action, up to and including termination. Please make sure you are completely familiar with [State Board System Procedure 19-60a](#).

Drug Free Workplace

State Board policy requires the College to comply with the Drug Free Schools and Communities Amendments of 1989 (PL101-226 Federal law). Failure to follow appropriate guidelines could result in disciplinary action. Please see [System Procedure 3-24](#) and [State Board Policy 3-24](#).

Smoking/Vaping Policy

Smoking and the use of tobacco and related products, including electronic smoking, where contrary to applicable laws or policies established by the College. This includes smoking inside buildings or in areas where smoking is posted as prohibited. Public buildings must have a 25-foot minimum smoke-free perimeter surrounding entryways.

Outside Employment

[State Board Policy BP 3-70](#), Code of Ethics point #7 notes that All employees of the State Board for Community Colleges and Occupational Education: (7) “Shall not engage in outside employment unless: (i) the outside employment is disclosed, and (ii) the outside employment does not interfere with the performance of state duties. For employees, such disclosure must be disclosed to the immediate supervisor and documented with appropriate approvals.”

Conflict of Interest

Employees are expected to maintain the public’s confidence in the integrity of State government by refusing outside compensation for performing your duties. [State Board Policy BP 3-70](#), Code of Ethics point #5 states: “Shall not accept outside compensation for performance of state duties, including the acceptance of any fee, payment, gift, reward, gratuity, expense, or other thing of monetary value that could result in real or perceived preferential treatment, impediment of governmental efficiency or economy, loss of complete independence and impartiality, decision making outside official channels, or disclosure or use of confidential information acquired through Board membership or state employment, except that Board members and employees may accept awards from non-profit organizations for meritorious public contributions.”

Solicitations / Distributions

Solicitations for any cause during work time and in work areas are not permitted. Employees should not distribute non-company literature in work areas at any time.

EMPLOYEE CATEGORIES

Regular Faculty

Those who are contracted on a provisional or continuing basis for at least one-half of a full-time equivalent workload in the positions funded entirely by funds appropriated to the Board by the General Assembly and allocated by the Board to a college, and/or funds received from a school district for purposes of providing secondary vocational education (state funds). Faculty members who are hired to fill provisional or continuing positions funded by state funds and who are assigned involuntarily or temporarily to a position funded in whole or in part by non-state funds shall retain their status as regular faculty members. Regular faculty members have due process rights under [State Board Policy 3-20](#) and are granted benefits in accordance with [State Board Policy 3-60](#).

Limited Contract (Provisional) Faculty

Those faculty members whose contracts are expressly limited so as to carry no expectancy of continued employment beyond the terms of the contract, as determined by the President. Limited employment in state-funded positions shall not extend beyond three years. The employment of Limited Contract Faculty members is subject to the terms of their contract and they are granted benefits in accordance with [State Board Policy 3-60](#).

Administrative and Professional / Technical Staff

Staff members hired under a letter of appointment are subject to the terms and conditions of their Salary Notification letter and they are entitled to benefits in accordance with [State Board Policy 3-60](#).

Classified

Classified employees are those who fill positions within the Colorado State Personnel System. The hiring authority for classified employees is the President. Classified employees are subject to the Rules of the State Personnel System. You must meet the minimum requirements and compete for any position for which you apply, including your own position if it is reallocated to a different class. You must maintain Colorado residency to retain employment in the State Personnel System.

Probationary Positions

Classified employees serve a one-year probationary period. Should a classified employee promote to a new position, the employee will serve a six-month trial service period. See [State Classified Employee's Handbook](#) for more information regarding this subject for State Classified employees.

Regular faculty members serve a provisional appointment for a term of three years, with the option of a fourth at the discretion of the President. At the end of the three- or four-year period, the faculty member is either non-renewed or granted a non-provisional appointment.

Hiring / Termination

Any and all hiring and termination actions must have prior approval of the College President. See [State Board Policy 3-05](#).

EMPLOYEE GENERAL INFORMATION

Fair Labor Standards Act

Unless you are a contracted exempt employee as defined under FLSA designation guidelines or have signed a Compensatory Time Agreement, employees and work study personnel must have prior supervisory approval for any overtime to be worked and must be paid time and a half or given time off at the time and a half rate. It is the general policy of TSC to grant compensatory time in lieu of monetary compensation. If you have any questions regarding overtime standards or your FLSA designation, please contact Human Resources at 719-846-5538.

Payroll / Pay Dates

Permanent employees of the College are paid once per month. Pay day is always the last business day of the month with the exception of June 30, for which the pay date is July 1. Contact the Payroll Office at 719-846-5570 for any questions regarding payroll or payroll dates.

(Note: Work study students and hourly employees are on a bi-weekly pay schedule.)

- Regular full-time and part-time faculty will be paid in 12 monthly payments.
- Limited or temporary full-time and part-time faculty will be paid over the life of the contract.
- Regularly contracted administrative, professional and classified employees will be paid in 12 monthly payments.

You can obtain your payroll and benefits information by visiting [the Portal](#) an online system providing access to personal and payroll information. Use the link above or visit www.trinidadstate.edu and click the portal link at the top or the bottom of the page.

Mandatory Direct Deposit

All State employees on the State payroll system MUST be paid via direct deposit, without exception. For more information see [State Fiscal Rule 9-2](#).

Benefits

State benefits are available to some employees. Please check your portal for available benefits. If you need further information or have questions, please contact Human Resources at 719-846-5538.

Change in Employment Data

Any change to an employee's name, address, telephone number, marital status, dependents, insurance beneficiaries, direct deposit, or a change in the number of tax withholding exemptions needs to be reported in writing without delay to Human Resources at 719-846-5534, Berg 109.

Performance Evaluations

In an effort to help employees succeed, TSC has a formal evaluation process in place for every employee class. Please discuss the evaluation process with your supervisor.

Tuition Paid Courses

All employees are encouraged to develop job skills and abilities which will benefit the employees as well as the college and system. Employees and their dependents who are eligible for coverage through the CCCS health insurance program or the state classified health insurance benefit program may enroll in state-funded credit courses at any state community college and be reimbursed by the college. Courses taken by employees must be job related (i.e. sewing, aerobics, woodworking, etc. are not considered job-related) per [State Board Policy 3-60](#), applicable to a degree, or career enhancing and must be approved by the immediate supervisor. Employees are responsible for payment of books or fees associated with classes. Classes taken during the workday are not considered work time. Annual leave or make-up of time if appropriate should be arranged with the supervisor. Please refer to [Board Policy 3-60](#) for applicable conditions. A Tuition Assistance Program Application may be found on the Portal / Employee Tab / Forms under T.

C-SEAP

Colorado State Employees Assistance Program is a program designed to provide services to you and your family with free, confidential, short-term counseling and assistance in times of need. C-SEAP can help with problems relating to your job, stress, drug or alcohol abuse, finances, relationship or family issues, grief and legal questions. For more information regarding the C-SEAP Program refer to <https://cseap.colorado.gov/>.

Email / Office Location / Phone number

Upon hire the IT Support Desk, with information from Human Resources, will activate a college email address (firstname.lastname@trinidadstate.edu) for your use as an employee of Trinidad State. Office location and telephone number will be assigned if applicable.

Electronic Communication and Software Policy

TSC licenses the use of computer software from a variety of third parties. Federal law automatically copyrights and unless expressly authorized to do so, the college has no right to make copies of the software except in accordance with the terms and conditions of the licensing agreement. Employees are strictly forbidden to copy any and all software used by the college in the course of its business.

A policy has been established by the System Chancellor to ensure proper use of the Colorado Community College system's computer and telecommunications resources and services by its employees, contractors and other associates. All system users have the overall responsibility to see that the computer and telecommunications systems are used in an ethical, efficient and lawful manner.

Personal equipment is not allowed to be used with or connected to the State's computer or telecommunication resources.

Violation of applicable policies may result in disciplinary action up to and including termination and necessary legal action.

Note: TSC has the right to monitor any user's electronic accounts, files or communications. It is important to remember that there is no right to personal privacy when using state equipment. See [System Procedure 3-125](#) for further information.

Software Access

If you need access to any of the College systems, please discuss with your supervisor.

Parking

Permits are not required for parking on the TSC Trinidad or Valley Campus. There are designated parking lots for each campus building(s). See *campus map* for further details.

Advertising / Marketing

The Marketing Department manages advertising and marketing on behalf of the college. Please review the [Marketing and Communications Manual](#) for information in its regard. The college has established standards and guidelines that should be followed prior to any publication, and any advertising/marketing should be cleared through the Marketing Department prior to proceeding.

Staff ID

Staff IDs are available for all TSC employees. IDs may be obtained from the Student Services Office, Berg 201, on the Trinidad campus or in Office Suite 104 on the Valley campus. Your employee S# (located on your pay stub) will be needed in order to obtain your ID. You will need to have a Staff ID if you'd like to access the weight room/cardio room on either campus, as proof of employment for potential bookstore sales, or as an ID from a security officer if you are in a position that works nights or weekends.

College Name Tag

Your College name tag may be obtained through the Human Resources at 719-846-5498 and should be ordered with your supervisor's written (or email) approval. Employees should wear their name tag at all times when working on behalf of the college. Employee's first name tag will be furnished by the college, any replacement name tags will be the responsibility of the employee. The format for the name tags have been set by College Leadership and the Marketing Department.

Business Cards

Business cards are ordered by the Human Resources at 719-846-5498. Your supervisor will need to provide written or email approval for business cards order.

Use of State Property and Inventory

TSC maintains an inventory control system that tracks all State property. All equipment used in the course of your assignment is State property and should be treated with the utmost care and respect. Property and equipment are to be used solely for State business and shall not be removed from the College campus, unless authorized. Personal use of State property and equipment is prohibited.

Signature Authority

Only designated individuals have signature authority on behalf of the college. Signing on behalf of the college without proper authorization may hold you personally liable for payment or contractual obligation on behalf of the College.

Purchasing

Only those persons authorized on behalf of the college are allowed to make purchases. Any purchases for your office, department or course materials will need prior written approval from your supervisor.

Complaints / Grievances

Employees who have a job-related issue, question or complaint should first discuss it with their immediate supervisor as every attempt is made to manage issues at the lowest level possible. If the issue cannot be resolved at this level, TSC encourages employees to contact the Human Resources Office, 719-846-5538. Employees who observe, learn or in good faith suspect a violation of any policy or procedure should report this immediately.

College policy allows for both informal and formal grievances. The Human Resources staff are available should the employee need assistance with these procedures.

Classified employees please refer to the [Classified Employee Handbook](#) Section III or the State Classified Personnel Rules. Contract employees are subject to [System Procedure 3-50a](#). Faculty are subject to [State Board Policy 3-20](#).

Work Related Injuries

Employees and work study personnel injured in the course of their work assignment are to report all injuries to the Human Resources Office at 719-846-5538 and complete a First Report of Injury. All injuries or accidents that occur on campus and happen during the course of employment, shall be reported to the Human Resources Office at 719-846-5538. TSC does not admit liability for any reason until a thorough investigation has been performed and it is determined compensable by the appropriate authority (Worker's Compensation/Risk Management).

Students are not covered for liability or injury during class activities. Claim liability is always determined on the merits presented in the individual claim except that all claims must fall into one of the waived areas of sovereign immunity and the State must be proven negligent.

For injuries other than work-related, an incident report must be filled out. Claim liability is always determined on the merits presented in the individual claim. All claims must fall into one of the waived areas of sovereign immunity and the state must be proven negligent.

Travel / Expense Reimbursement

In the course of your employment, it may be necessary to travel to meetings, conferences or trainings. Prior written authorization is needed for all travel (in-state and out-of-state). Employees traveling on TSC business are entitled to mileage, hotel accommodations, meals and limited incidentals that meet reasonable and adequate standards for convenience, safety and comfort. Please contact your supervisor to discuss potential usage of a state fleet vehicle and to obtain specifics on travel regulations and instructions on how to properly process your reimbursement. Administrative Services may also be contacted for information and instruction.

EMPLOYEE LEAVE

Permanent full-time and part-time employees accrue leave each month, but it is not available for use until the first of the following month. Borrowing against future leave is not allowed. Part-time employees earn a pro-rated amount of leave time. Annual (vacation) leave is used for personal needs such as vacations or personal business. Sick leave may be used for doctors, dental, eye appointments, etc. Leave requests are processed through [the Portal](#). Please review information found within the [Colorado Community College System Board Policies, System Procedures](#) as well as information found within [the Portal](#) before contacting Human Resources with any additional questions. (719-846-5538)

Classified Staff (Annual Leave, Sick Leave)

Annual Leave

See the [State Employee's Classified Handbook](#) for annual leave accruals schedule. Any annual leave accrued beyond the maximum carryover is forfeited at the start of each new fiscal year (July 1). Upon separation an employee is paid for all unused accrued annual leave, up to the maximum.

Sick Leave

See the [State Employee's Classified Handbook](#) for sick leave accruals schedule as well as sick leave conversion to annual leave policy.

Administrative / Professional Technical Staff (Annual Leave, Sick Leave)

Annual Leave

Benefit-Eligible APTs shall accrue annual leave at the rate of fifteen (15) hours per month, pro-rated to the percentage of employment. There shall be a maximum carryover of 360 hours into a new fiscal year. At each fiscal year end (June 30), accrued hours over 360 will be forfeited.

Annual leave is accrued at the end of each month, for use beginning the first of the following month. Current System processes result in leave accruals being generated when central payroll processes, prior to the end of each month. Employees are not eligible to use annual leave in the month in which it is earned.

Annual leave will be earned during periods of leave with pay, pro-rated according to the rate of employment during the leave. Such accrual will be credited only upon return to work or upon retirement at the end of the paid leave.

Sick Leave

Sick leave is accrued at the rate of 10 hours per month. At this time, there is no maximum amount of sick leave you can accrue. Employees who are approved for retirement will be paid one fourth of the sick leave accrued as of the date of retirement or 240 hours, whichever is less, at the rate of pay in effect on the date of retirement.

Faculty (Sick Leave, Personal Leave, Family Sick Leave)

Sick Leave

Sick leave is accrued at the rate of 90 hours per academic year (given at the beginning of the academic year). The accrual rate for permanent part-time faculty is prorated. Employees who are approved for regular or early retirement under PERA rules will be paid for one fourth of the sick leave accrued as of the date of retirement or 240 hours, whichever is less, at the rate of pay in effect on the date of retirement.

Personal Leave

A maximum of sixteen (16) hours per year of the employee's sick leave may be granted to Benefit-Eligible Faculty for personal reasons (faculty personal leave). Faculty may carry over up to sixteen (16) hours of faculty personal leave from year-to-year. No more than thirty-two (32) hours of faculty personal leave may be used in any year and no more than sixteen (16) hours of faculty personal leave may be used in any week.

Family Sick Leave

Applies to FACULTY AND EXEMPT STAFF ONLY -Employees may use accrued sick leave for absence due to the health needs of the employee's child who is under the age of 18 or an adult child incapable of self-care and to care for a parent, spouse, domestic partner, legal dependent, or a person in the household for whom the employee is the primary caregiver. This benefit is not available to limited employees.

All Staff

Family Medical Leave

FMLA provides employees with job protection for a guaranteed period if absence due to the birth or first-year care of a child; the adoption or foster placement of a child in the employee's home or the serious health condition of the employee, his/her spouse, child or parent. Faculty and Exempt employees are entitled to 12 weeks (480 hours) of leave during a 12-month period. Classified employees are entitled to 13 weeks (520 hours) of leave during a 12-month period. Employee must have been employed by the college for at least one year and must have worked at least 1,250 hours during the previous 12 months. If an employee is absent for three or more consecutive days due to serious illness, FMLA must be designated as such by the Human Resources Office. Employees are required to turn in the State of Colorado Leave Request and Authorization form upon their return to work or in advance when possible. For more information on FMLA see [System Procedure 3-60a](#). Please contact Human Resources at 719-846-5538 for additional information and to acquire the appropriate paperwork.

Bereavement Leave/Death of Family Member

The appointing authority shall grant employees up to five working days of bereavement leave, with pay, to attend the funeral of an immediate family member or his/her spouse's family see [System Procedure SP 3-60b](#).

Military Leave

Upon presentation of appropriate military orders, employees shall be granted leave for the annual encampment or equivalent reserve training period. A maximum of 120 hours in any calendar year may be granted with pay and shall not be charged as annual leave see [System Procedure SP 3-60b](#).

Court and Jury Leave

An employee shall be granted jury leave with pay for the period he/she is required to serve on jury duty. A jury notice or a written statement from the Jury Commissioner is required and should accompany your leave request form. [Reference: State Board Policy 3-60](#).

Sabbatical Leave

(Faculty only) – Sabbatical leave may be granted to eligible employees at any time after completion of at least six consecutive full-time years of employment, including approved leave (e.g., in the seventh year). For faculty, this requires completion of six consecutive academic year contracts of employment in regular positions. Sabbatical leave is for the purpose of encouraging eligible employees to develop skills and abilities, which will be of significant benefit to the employee, and which results in adding value to CCCS and its mission. See [System Procedure 3-65](#).

Leave Without Pay

LWOP must be approved by the appointment authority after all accrued annual and sick (if applicable) leave is exhausted. No type of leave shall be earned during periods of leave without pay. All requests for LWOP must be in writing to the employee's immediate supervisor.

Administrative Leave

An appointing authority may grant administrative leave with pay to employees to attend meetings or conferences or to otherwise engage in activities deemed for the good of the college.

Holiday Leave

Benefit-Eligible APTs will be granted the same number of paid holidays granted to employees of the State Personnel System, pro-rated to their percentage of employment. The Chancellor may establish alternate holiday schedules in accordance with Colorado Revised Statute § 24-11-101(3).

Emergency Closure

Weather and/or emergencies may force the college to close for part or all of a scheduled workday. Employees will be notified by announcements through the TSC Notify Me system. Please keep your contact information up to date in [TSC Notify Me](#) in the Portal. If you are on a scheduled annual leave day or sick leave day, and the College is closed, you will be charged with annual or sick leave as scheduled.

Community and Parental Academic Leave

Permanent Classified employees and Benefit-Eligible Employees shall be granted up to eighteen (18) hours of paid administrative leave per fiscal year, pro-rated for part time employment in accordance with the percent of employment, for the purposes of community or parental academic activities. Such activities include volunteering in the community, participating in academic-related activities for a dependent child, religious observances, and participating in external activities associated with the CCCS goals of academic excellence and diversity, as long as it does not create a conflict of interest. Approval must be obtained in advance. The College or System Office retains the right to deny a request based on business needs, although supervisors are encouraged to be flexible where possible. This leave may not be used to volunteer in connection with advocating for or against a candidate for an elected office, or a ballot issue or referred measure. See [System Procedure 3-60b](#).

Annual Leave Direct Transfer Program

TSC has implemented a program to voluntarily transfer *annual* leave to a qualifying employee experiencing a catastrophic medical hardship, either personally or by an immediate family member. This program provides some income protection when the employee would be absent from work for a prolonged period of time and has exhausted all annual and sick leave. Faculty may transfer accrued sick leave designated as Faculty Personal Leave. Discuss eligibility for this program with the Human Resources Director at 719-846-5538.

STATE VEHICLE RELATED ACCIDENTS

Employees from time to time may use a State Vehicle for College business with prior planning and approval from their supervisor. When checking out a vehicle from the Facilities Department, the employee will be briefed on usage, logging of miles, usage of gas card, etc.

If an accident occurs, the employee is to follow the procedures below.

Accident Procedures

At the scene of an accident involving a State Fleet Management (SFM) vehicle, the driver must:

- Stop immediately and aid any injured persons.
- Notify the local police by calling 911. If the local police will not send an officer to the scene, file a counter report at the local police station or State Patrol station.
- DO NOT leave the scene or move the vehicle until the law enforcement agency has completed its investigation or until they have asked you to move it.
- If vehicles create a definite hazard, please mark the location of each vehicle involved, then move the vehicle.
- CALL YOUR SUPERVISOR
- DO NOT ADMIT FAULT OR MAKE COMMITMENTS. DO NOT GIVE STATEMENTS TO ANYONE EXCEPT THE POLICE OR YOUR SUPERVISOR.
- Present the State of Colorado Insurance Card. This card is on the last page of the State Fleet Management Program.
- Write down or take a clear cell phone picture of ALL information required on the other driver.
 - ✓ name
 - ✓ address

- ✓ driver's license number and state, expiration date, Date of Birth
- ✓ home and work phone numbers
- ✓ vehicle owners name and address
- ✓ Year, make, model and license of vehicle
- ✓ Insurance company and policy number
- ✓ injured parties name(s)
- ✓ witnesses name(s), addresses and phone numbers
- ✓ Write notes concerning the accident. These notes *will* help when you complete the accident report.
- ✓ **Call your supervisor and TSC State Vehicle Fleet Coordinator at 719-846-5618 office or TSC Facilities Manager 719-845-6047**

LEAVING THE COLLEGE

Continuation of Benefits

Employees who have been enrolled in a group health insurance plan shall have the option of retaining insurance for a specified time following termination, under the current provisions of COBRA, a continuation of health coverage law. The employee shall be fully responsible for the costs associated with continuing insurance benefits. Life insurance and/or long-term disability insurance shall not be included in this provision; however, conversion plans are available based upon plan guidelines. Contact Human Resources at 719-846-5538 for more information.

Employment References

If an employee leaves the college in good standing letters of reference may be requested from the employee's supervisor and/or the President.

Return of company property – all company property must be relinquished on the last day of employment.

An employee exit processing form must be completed by both employee and supervisor prior to departure.

EMERGENCY PROCEDURES GUIDE

Found online within the Student Handbook (page 83):

https://www.trinidadstate.edu/pdf/students/student_handbook.pdf

Introduction

These guidelines are for dealing with emergencies on the TSC Trinidad campus. Review of this guide is important for emergency preparation. Questions and requests for staff training may be directed to the Safety Committee via the Emergency Management Coordinator 719-846-5116.

Criminal Activity

If you observe a crime in progress or suspicious behavior, immediately:

- **Dial 9-1-1**

Keep yourself safe

Do not approach or attempt to apprehend the person(s) involved.

Report as much information as possible to dispatcher, including:

1. What the person(s) is/are doing.
2. Location of criminal activity.
3. Physical description and clothing of suspect(s).
4. License plate number of suspect(s)'s vehicle.
5. Direction suspect(s) is/are traveling.

Stay on the telephone with the police dispatcher and provide additional information as the situation changes, until the first police officer arrives at your location.

Medical Emergency / Ambulance

1. Dial 9-1-1.
2. Give the dispatcher the following information:
 - Nature of the emergency
 - Your name
 - Phone number you are calling from
 - Your location
3. Do not move a seriously injured person unless they are in immediate life-threatening situation.

Basic First Aid

1. A first aid kit is located in each building.
2. Contact the building supervisor if you are unsure where it is located.
3. Ask if anyone is certified to administer First Aid.
4. If there is not an immediate threat to an individual's health and safety, notify a TSC Faculty/Staff or an Administrator as soon as possible.
5. Give as much information as possible regarding the nature of the illness or injury.

Fire / Explosions

1. If you discover smoke, fire, or hear an explosion, immediately activate the nearest fire alarm system in the building.
2. After sounding the alarm, call the Dispatch center:
 - Dial 9-1-1
 - Provide:
 - Building name, floor, and room number.
 - Type of incident.
 - Your name and location
3. Attempt to contain a small fire by utilizing available fire extinguishers, **only if you are trained to do so.**
4. If the fire is beyond control or involves potentially explosive materials, **evacuate the building immediately.**
5. When a fire alarm sounds, evacuate the building.
6. **Instructors, make sure all students in your class are accounted for. Take your attendance record with you to notify emergency personnel of missing students.**

7. Walk, do not run, to the nearest stairway exit and proceed to ground level.
8. Close doors and windows as you leave.
9. The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.
- 10. DO NOT USE ELEVATORS DURING A FIRE EMERGENCY.**
11. Leave the building, and move at least 500 feet away to your gathering place, leaving walks and drives open for arriving firefighters.
12. Do not return to the building until directed to do so by police or fire officers.
13. Someone familiar with the situation and who knows the area involved should meet the arriving emergency service personnel (ambulance, fire department, police department, etc...)
14. Everyone **MUST** follow the orders of the fire and police department when they arrive.
15. Notify firefighters on the scene, if you suspect someone may be trapped inside the building.
16. Report potential hazards or address fire prevention questions to TSC Emergency Management Coordinator at 719-846-5116.

Emergency Evacuation of Disabled Persons

Faculty and supervisory staff who have disabled people under their direction shall meet with them as soon as possible to discuss evacuation procedures in case of fire or other evacuation emergency.

Ambulatory Persons

1. Evacuate ambulatory disabled people (blind, hearing impaired, etc.) with other building occupants.
2. Provide an escort to accompany him/her

Wheelchair Dependent Persons

1. Do not use elevators, unless directed to do so by the fire or police department.
2. Protect individual in place, until rescue personnel arrive.
3. A prearranged escort should proceed with the individual to the nearest safe stairway.
4. Once the stairs are clear of other evacuating people, enter the stairway and remain on the landing near the door.
5. If the stairway becomes smoke filled or unsafe, move back into the building and proceed to another usable stairway. If none is available, locate the nearest designated safe area, close the door, and call Dispatch Center:
 - Dial 9-1-1.
 - If no phone is available, try to wave a coat or similar large object out a window to gain attention.
6. Faculty and staff who have mobility restricted individuals under their direction must notify police and fire authorities of the location of these people. This should be done in person, outside of the building.

Utility Failure

In case of utility failure, call:

- TSC Emergency Management Coordinator719-846-5116
- After hours, dial.....719-845-6047

Be prepared to provide:

- Building name, floor, and room number

- Type of incident
 - Person to contact and phone number
1. During power failures, areas that do not have enough natural light to clearly see exit corridors, exit stairs, or exit doors should be evacuated while emergency lights are on.
 2. The building should not be re-entered until power is restored.
 3. Emergency lighting is temporary and is not provided to continue building operations.

Chemical and Biological Spills

Chemical spills not posing a serious health hazard should be handled as follows:

1. If you are not trained to clean such spills or are not thoroughly familiar with the spilled material, you and all other persons in the room should immediately exit the room, closing the door behind you. If feasible, place a sign on the door warning of a spill inside, or station someone at the door to prevent others from entering
2. If you have been trained to do so, attempt to confine the spill, and if you are thoroughly familiar with the hazards of the spilled chemical or biological material. Use all safety procedures you have been trained in.

If the spill is potentially hazardous, or if you are unsure, take the following steps:

1. Avoid contact with any solid, liquid or gaseous chemical or biological materials, including vapor clouds.
2. Sound the building fire alarm.
3. Evacuate the building to 500 feet upwind from the building and leave a clear access for emergency personnel.
4. In large spills, or if a vapor cloud can be seen, the minimum safe evacuation distance is ½ mile (10 city blocks) upwind.
5. Do not return to the building unless instructed to do so by the police or fire department.
6. If emergency personnel instruct you to stay inside the building, close all doors and windows, and seal cracks around doors with towels, rags or other material. Contact TSC Physical Plant to turn off the building ventilation.
 - Dial 846-5618 (w) or 845-6047 (cell)
7. As soon as you have evacuated, call the Trinidad dispatch office: • Dial 9-1-1 and identify the: building name, floor, room number, type of incident, chemicals involved.
8. Do not touch any object or person who may have been exposed to a chemical or biological spill, as you may then become contaminated.

Gas Leaks

If a gas cylinder or piping begins leaking:

1. Confine the fumes or fire as much as possible to limit impact to the leak area by closing doors in the immediate area of the leak.
2. Sound the building fire alarm so evacuation can begin.
3. Call Dispatch center:
 - **Dial 9-1-1**
 - Provide Building, floor, and room number, type of incident, Chemical names of gases involved.
4. Evacuate building to a safe area at least 500 feet away, leaving access for emergency personnel.
5. Do not return to the building until instructed to do so by the police or fire department.

6. Suspected gas leaks or suspicious odors should also be reported a TSC Faculty/Staff or Administrator so they may notify the City Utility Department.
7. Also contact the TSC Physical Plant at 719-846-5618.

Psychological Crisis

A psychological crisis exists when an individual is threatening to harm him\herself or others, or is out of touch with reality due to severe drug/alcohol reaction or a psychotic breakdown. A psychotic breakdown may be manifested by delusions, hallucinations, disorganized speech, uncontrollable behavior, or catatonic behavior. If psychological crises occur:

1. Never try to handle a situation on your own you feel is dangerous.
2. In extreme emergencies, immediately call the Dispatcher.
 - **Dial 9-1-1**
 - Clearly state that you need immediate assistance • Provide your name, location, and phone number
3. Notify a TSC Faculty/Staff or TSC Administrator

Additional Resources:

National Suicide Prevention Lifeline800-273-8255 <https://suicidepreventionlifeline.org/>
Colorado Suicide and Crisis Hotlines: <http://www.suicide.org/hotlines/colorado-suicide-hotlines.html>

Campus Closure

TSC classes, offices, and services will be open and function every day as listed in the official calendar. In general, students, faculty, and staff members are expected to be present according to their normal schedules, unless specifically released.

There may be times when certain staff members cannot travel to work because of adverse weather conditions. If such conditions create extreme travel hazards for an individual staff member, the employee should notify his/her supervisor or department.

If adverse weather conditions are widespread and extremely severe, the President of TSC or designee may determine that classes should be canceled and announce the cancellation by means of the Emergency Notification System (ENS) – Notify Me, local radio stations, and the TSC website: www.trinidadstate.edu .

Please keep your contact information up to date in **TSC Notify Me** in the Portal.

TSC Notify Me

This is a notification service provided to you by Trinidad State College used to contact you about special campus activities, campus closures and most importantly campus emergencies in a rapid format. All employees and students sign up and update their information for Notify Me in the portal.

Official Communications

Email is an official means of communication within Trinidad State College. Therefore, TSC has the right to send communications to students/staff/faculty via email and the right to expect that those communications will be received and read in a timely fashion.

Coping with a Traumatic Event

Any traumatic experience may cause a variety of reactions. Stress, fear, anxiety, nervousness, and sadness are just a few. Here are some things that you can do to cope with the situation:

- Talk about your reactions.
- Mobilize your support system; connect with others.
- Maintain your regular routine.
- Take care of yourself by eating well; exercising, getting plenty of sleep, and continuing to do things that you enjoy doing.
- Limit exposure to media.
- Do something to help others, such as donating time or resources.

There is no standard pattern of coping. There is no right way. Some people need quiet and calm others need more human connection. If depressed feelings don't go away or are so intense that they interfere with your daily life, it may be helpful to connect with one of the resources below.

Contact Information

Colorado State Employees Assistance Program: <https://www.colorado.gov/c-seap>

National Center for Victims of Crime.....800-394-2255 | nvc.org/victims

National Suicide Hotline.....800-273-8255 | suicidehotlines.com

National Sex Assault Hotline.....800-656-4673

Youth Support Line.....800-784-2433

STUDENT PRIVACY RIGHTS UNDER FERPA

Student privacy requirements are delineated in the Federal Rights and Privacy Act (FERPA) of 1974. Further review is available on our website at <http://www.trinidadstate.edu/ferpa/index.html>. FERPA sets guidelines for higher education institutions that protect students' rights with respect to their educational records and other personally identifiable information. Violations of student rights can lead to serious consequences such as lawsuits and/or withholding of federal funds to the College.

Please recall that:

1. You cannot circulate or post class/grade rosters, which display students' names and ID numbers. Faculty may display a roster of students' names in a section of a course on a protected website or an overhead that is available to students of that section only but may not create a public posting identifying students enrolled in a section of a course.
2. FERPA does not allow any public posting of student information with any personally identifiable information that is not directory information, whether done via paper source or via electronic means (including the Web). Students' grades may be posted without written permission, if they are not posted in a personally identifiable manner. If a grade posting is created with random identifiers, they must not appear in alphabetical order according to students' names. Student IDs

are not random identifiers and may not be used to post grades. Additionally, graded papers may not be placed in hallways or other public areas for students to pick up.

3. Please do not maintain students' grades with Student ID's on any publicly accessible websites or personal laptops. Files containing such information should never be posted where they may be accessible to others or can be lost or stolen and become accessible by another party.
4. As an instructor or staff member, if you keep written notes on a student in your desk or office to which other people have access, these notes constitute part of the student educational record and are subject to all the provisions of FERPA. Sole possession notes, however, are not subject to FERPA. Sole possession notes are records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
5. FERPA's prohibition on disclosure of personally identifiable information from an educational record of a student applies to any kind of non-directory information (e.g., performance in class, grades, abilities, background) conveyed in writing, in person, or over the telephone to third parties. Although such information is usually conveyed by faculty members at the informal request of the student and is usually positive, the better practice would be to request a written consent form (meeting the FERPA requirements) before providing the information. ***This is especially true when writing letters of recommendation for a student.***

Student Directory Information

Under the terms of FERPA, Trinidad State has established the following "directory information". This information **may** be released to those requesting it, unless the student has requested their records be kept CONFIDENTIAL.

Although these items are designated by TSC as directory information, only a limited amount of this information is routinely disclosed by Trinidad State officials, and the College retains the discretion to refuse to disclose directory information if it believes such disclosure would be an infringement of student privacy rights.

- Student Name
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance
- Degrees and awards received
- Most recent educational institution attended
- Enrollment status (e.g., full-time, three-quarter-time, half-time, or part-time student status, withdrawn, graduated, or deceased)
- Additional items for athletes (in officially recognized sports/activities) – Height, Weight, and High School attended

Privacy / Non-release of Directory Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) guarantee students the right of non-disclosure of directory information.

For faculty and staff, you may check the privacy status of any student by contacting the Student Services office. In the event that anyone asks anything about a student with a privacy indicator on their records, you should reply, "I have no information about this person." In addition, if someone comes into your office claiming to be a student who has a privacy status, asking for information about their records, you must require a photo ID to verify their identity before releasing or discussing any information.

It is important for faculty and staff to understand that FERPA does not prohibit the disclosure of personal or classroom behavioral observations of students. FERPA allows us all the discretion to release this information under specified circumstances, and through proper channels, to appropriate personnel on campus. FERPA allows the disclosure of information from the educational record, without the written consent of the student, under the following: "Persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of the student or other persons." The Department of Education interprets FERPA to permit institutions to disclose information from education records to parents if a health or safety emergency involves their son or daughter. *The bottom line to recall:* FERPA does not prohibit disclosure of personal observations to appropriate campus personnel about students of concern. Appropriate personnel can include the Office of Student Life, Vice President of Student Affairs, Student Success Center Counseling personnel, TSC Security, etc.

Always, if someone is asking for information and you would like to verify the appropriateness of releasing information, contact the Registrar's Office for support.

FACULTY SPECIFIC SECTION

Colorado Community College Board Policies and System Procedures Link

[Colorado Community College Board Policies and System Procedures](#), Series 3 address College Personnel; Series 4 – Students; and Series 9 – Educational Programs.

Trinidad State Faculty Handbook-- Faculty Council Specific Guideline Notations

The TSC Faculty Handbook is an available resource to help faculty understand college processes and guidelines. Access to the Faculty Handbook is on the portal. The Faculty Handbook contains guidelines and procedure references for multiple areas of the college.

Conflicts of Interest -- Relationships

Academic evaluation of an immediate family member, disclosure and request for approval for alternative arrangements is addressed in [CCC System Procedure 3-70a](#).

Faculty Evaluations

Faculty are evaluated by their supervisor, by students, and through a self-evaluation. Faculty and Instructors should discuss their evaluation process with their supervisor.