

EMPLOYEE RIGHTS

KCTCS believes in creating a professional, respectful, and harmonious working relationship among all employees. KCTCS believes in providing direct access to leadership. KCTCS is dedicated to creating and maintaining an atmosphere of open communication in which employees are encouraged to approach their immediate supervisor to discuss any problem or question. In pursuit of this goal, KCTCS has created the following employee relations objectives:

1. Provide an exciting, challenging, and rewarding workplace and experience.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religion, political affiliation, veteran status or a disability that does not prohibit performance of essential job functions.
3. Compensate all employees according to their effort and contribution to the success of our organization.
4. Review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound business practices.
5. Provide reasonable vacation, sick leave, paid time off and holidays to all eligible employees.
6. Provide eligible employees with health and welfare benefits.
7. Assure employees have, after talking with their immediate supervisor, an opportunity to discuss any issue or problem with officers of KCTCS or its designee.
8. Take prompt and fair action of any complaint that may arise in the everyday conduct of our affairs, to the extent that is practicable.
9. Respect individual rights, and treat all employees, students, and others with courtesy and consideration.
10. Maintain mutual respect in our working relationships.
11. Provide buildings and offices that are comfortable, orderly and safe.
12. Promote employees on the basis of their ability and merit.
13. Make promotions or fill vacancies from within KCTCS, to the degree possible and consistent with an efficient and effective workforce.
14. Keep all employees informed of the progress of KCTCS, as well as the organization's overall goals and objectives.
15. **Promote an atmosphere in keeping with KCTCS' vision, values, mission, and goals.**

In addition, KCTCS encourages all employees to bring forward their suggestions and ideas about how the organization can be made a better place to work, internal processes improved, and services to clientele enhanced. When employees see an opportunity for improvement, they shall discuss it with their immediate supervisor. If appropriate, supervisors shall assist employees to bring their ideas to the attention of other responsible employees in the organization to consider and possibly implement. All suggestions are valued.

EMPLOYEE RESPONSIBILITIES

As a member of the KCTCS team, employees are expected to contribute their talents and energies to further improve the environment and quality of the services delivered to the citizens and employers of the Commonwealth.

1. KCTCS expects employees to make each working day productive, enjoyable, and rewarding. Employees have the responsibility to know their own duties and how to do them promptly, professionally, competently, respectfully, and pleasantly. Employees also have the responsibility to

abide by KCTCS policies and procedures, applicable laws, as well as college and departmental rules and guidelines. Employees are expected to cooperate with leadership and their coworkers and to demonstrate a respectful and positive team attitude.

2. Employees are responsible for performing position responsibilities as outlined by the job description, job specification, and supervisor instructions. How employees interact with fellow employees and those whom KCTCS serves, and how employees accept direction can affect the success of their department and the organization. In turn, the performance of one department can impact the entire service offered by KCTCS.
3. Consequently, whatever their position, employees have an important responsibility: perform every task as required. Employees are encouraged to seek opportunities for professional development. This Policy Manual informs employees of KCTCS policies and procedures.
4. KCTCS expects employees to communicate their opinions and contribute their suggestions to improve the quality of the System. Please take the initiative to communicate with co-workers and with leadership to improve KCTCS services.
5. Employees must help create the pleasant and safe working conditions that KCTCS intends, resulting in better performance for the organization overall and personal satisfaction for employees. Responsibilities of faculty members with administrative or staff appointments are addressed in the individual contract, job specification, job description, and/or departmental/supervisor directives.

Positions in the KCTCS System Office shall be positions under the KCTCS personnel system; therefore, employees who choose to accept KCTCS System Office positions shall be governed by KCTCS personnel system. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day of employment.

No statement or promise by a supervisor, immediate supervisor, or department head, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.