

LAKE SUPERIOR COLLEGE

EMPLOYEE HANDBOOK

Employee Signature Page

Employee Signature

**I have received the Lake Superior College
Employee Handbook.**

(Version 6.0 8/20/2006)

Employee Name Printed



Employee Handbook

August 2006

Table of Contents

Introduction		
History and Overview of the College		
Section 1	College Mission and General Policies /Procedures	
	Vision Statement	1
	Mission Statement	1
	Valuing Diversity (Equal Opportunity Statement).....	1
	Non-Discrimination/Harassment Statement.....	2
	Complaint Procedure	2
	Drug-Free Workplace/ Substance Abuse	5
	Violence Prevention	5
	Smoking Policy	5
	Fraud Prevention, Statement of Ethics, Data Privacy	6
	College Foundation	7
	Campus Communications.....	7
	Emergency Procedures and Safety	8
Section 2	Facilities and Business Services	
	Parking Information and Regulations.....	1
	Purchasing Information (Procedures and Purchase Orders.....	2
	Inventory and Fixed Assets	3
	Accounts Payable Information and Procedures.....	6
	Professional Leave, Travel Requests and Reimbursements	7
	Payroll Information	9
	Mail - Incoming and Outgoing.....	10
	Telephones.....	11
	Food Service/Vending Machines	11
	Catering Services.....	12
	Copy Center Procedures.....	12
	Building Maintenance and Keys	12
	Campus Bookstore	12
	Security and Escort Services	13
Section 3	Human Resources	
	Absence From Work and Leave Reporting	1
	State Employee Information.....	1
	Job Opportunity Information.....	1
	Benefit Summaries and Collective Bargaining Contracts.....	1
	Tuition Waiver	2
	Employee Assistance Program.....	2
	Workplace Safety & Employee Right to Know	2

Claims of Injury - Workers Compensation and Liability Policies.....	3
Child Care Center	3
Personnel Files and Providing Employee Information	4
Requests for Accommodations by Employees With Disabilities	4
Professional Development	5
Performance Reviews	7
Job Descriptions.....	7
Job Classification, Compensation and Wage Progression.....	7

Section 4

Academic Affairs

Academic Communicator	1
Appointment Letters	1
Clerical Support	1
Class Lists	2
Computer Support.....	2
Curriculum	3
Equipment and Supplies	3
Faculty Orientation	3
Final Exams	4
Grading Policy	4
Graduation.....	5
IRSR and DARS Systems.....	5
Learning Center (Touring).....	5
Library and Computer Labs	5
Office Hours.....	5
Office Space, Keys and Telephones	5
Occupational Faculty Licensing	5
Payroll Information.....	5
Photocopying	7
Room Use Requests	7
Scheduling Classes.....	8
Student Attendance	8
Student Confidentiality	8
Supplies.....	9
Syllabus, Course Outlines and Classroom Preparation.....	9
Textbooks.....	9

Section 5

Student Services

Mission Statement.....	1
Values	1
Admissions Office	1
Personal Development Center.....	1
Counseling Center.....	2
Financial Aid Office	2
Placement Office.....	2
Records and Registration	2

Services for Students With Disabilities	2
Student Health Service.....	2
Student Life.....	2

APPENDIX

Organizational Chart	
Benefit Summaries	
Discrimination Complaint Summary and Form	
Academic Year Calendar	
Payroll Calendar	
Campus Maps	