

MOUNTAINLAND TECHNICAL COLLEGE
FACULTY HANDBOOK

2024-2025

TABLE OF CONTENTS

A MESSAGE FROM THE PRESIDENT	1
INSTITUTIONAL ACCREDITATION	2
PROGRAMMATIC ACCREDITATION	2
INSTRUCTIONAL DEPARTMENT ROLES AND RESPONSIBILITIES	3
PROFESSIONALISM	7
PROFESSIONAL DEVELOPMENT	8
INDUSTRY CONTACT TRACKING	10
PROGRAM OR COURSE CHANGES	10
ADMINISTRATIVE SERVICES	11
FACILITIES	17
CLASSROOM/LAB PROCEDURE	17
CAMPUS SAFETY & SECURITY	19
TRAVEL	19
HUMAN RESOURCES	20
MTECH POLICY AND PROCEDURE	21
INSTRUCTOR FORMS	21

A MESSAGE FROM THE PRESIDENT

On behalf of the Mountainland Technical College Board of Trustees, I am honored to welcome you to another exciting and monumental school year.

This year is particularly unique as we celebrate Mountainland's 35th anniversary. Over the past three and a half decades, MTECH has experienced remarkable growth and transformation. We have blossomed into the largest and fastest-growing technical college in the state, and I don't anticipate that slowing down!

As a member of the instructional team, you have a distinct and special role. Students place their trust in you to deliver relevant, industry-driven education. You have the unique opportunity to influence the personal lives of these students, while actively building the future workforce of our community. The vibrance and excitement you share with the students is palpable and inspiring.

The college, and many of the programs, are recognized nationally among the very best. That success doesn't happen by accident or overnight; it's the result of the hard work and dedication of everyone who represents MTECH. To that, I want to thank each one of you for your valuable contributions.

I am eager to dive into this academic year. I extend my best wishes of success, happiness, and health; personally and professionally - and look forward to all the great things the college will accomplish.

Best regards,

*Clay Christensen, President
Mountainland Technical College*



MISSION STATEMENT

To enhance the employability of individuals through market-driven career and technical education.

VISION STATEMENT

To prepare the workforce in the three county service region and implement the Mission Statement of the Mountainland Technical College through the five core areas of: Program Development, Student Achievement, Faculty and Staff Support, Physical Resources, and Community Outreach.

INSTITUTIONAL ACCREDITATION

Mountainland Technical College is accredited by the Commission of the Council on Occupational Education (COE), headquartered in Atlanta, Georgia. MTECH's initial accreditation was granted in April 2006 and has continued with a reaffirmation of accreditation every six years.

The mission of the Council is to “assure quality and integrity in career and technical education”.

Being accredited helps MTECH achieve the following goals:

1. Quality Assurance
2. Continuous Improvement
3. Ethical Standards
4. Public Awareness
5. Validation and Achievement

The process of accreditation allows for self assessment and evaluation for continuous improvement.

STANDARDS

There are 10 Standards derived from the mission, goals, and objectives of the Council as an accrediting agency. The standards are as follows:

STANDARD 1: Institutional Mission

STANDARD 2: Educational Programs

STANDARD 3: Program Outcomes

STANDARD 4: Strategic Planning

STANDARD 5: Learning Resources

STANDARD 6: Institutional Infrastructure

STANDARD 7: Financial Resources

STANDARD 8: Human Resources

STANDARD 9: Organizational Structure

STANDARD 10: Student Services and Activities

PROGRAMMATIC ACCREDITATION

In addition to the institutional accreditation with COE, some programs require additional programmatic accreditation. This comes from an accrediting body specific to a particular industry or licensing exam. This may be required if:

- It is a requirement of employment for licensing or certification
- Advisory members request it for the region

INSTRUCTIONAL DEPARTMENT ROLES AND RESPONSIBILITIES

SENIOR PROGRAM DIRECTORS & PROGRAM DIRECTORS

Senior Program Directors and Program Directors are responsible for a group of programs in the same industry. These areas are: School of Apprenticeships; School of Healthcare; School of Services; School of Technology; and Clyde School of Trades. Directors report to Associate Vice Presidents of Instruction. Duties may include:

- Providing support to Program Coordinators, Leads, Instructors, and students.
- Supervising all employees in the programs included in their area(s) of responsibility.
- Ensuring compliance with Institutional and Programmatic accreditation requirements.
- Overseeing data collection and compliance for completion, placement and licensure (CPLs).
- Maintaining the Program Master for all programs they are responsible for.
- Attending all Occupational Advisory Committee meetings in their respective programs and ensuring they meet the accreditation standards.
- Overseeing program budgets and purchasing including compilation and presentation of annual budget requests to the President and Vice Presidents.
- Assisting with student discipline and parental concerns.
- Serving on assigned committees and attending meetings as assigned by the President or Vice Presidents.
- Overseeing hiring, training, developing, and the disciplining of faculty and staff in respective departments.
- Expanding and retracting programs based on industry need.
- Conducting annual evaluations with direct reports.
- Meeting with Program Coordinators and Leads regularly, both individually and as a group.
- Representing assigned program areas with higher education and K12 partners.
- Facilitating articulations and pathways, where appropriate.
- Partnering with industry for sponsorships, equipment donations, and other program involvement.
- Meeting weekly with the Associate Vice President for progress and program updates.
- Other duties as assigned.

SENIOR PROGRAM COORDINATORS, PROGRAM COORDINATORS, & PROGRAM LEADS

Senior Program Coordinators, Program Coordinators, and/or Program Leads are utilized throughout instructional departments to assist the Program Director, to whom they report directly. Single campus programs have Program Leads instead of Coordinators, but the duties are very similar. They may include:

- Overseeing of the assigned program.
- Supervising employees within their department.
- Developing and updating curriculum.
- Complying with accreditation requirements.
- Holding qualified Occupational Advisory Committee meetings.
- Ensuring completion, placement and licensure benchmarks are met annually.
- Overseeing course syllabi and Canvas courses.
- Maintaining the Program Master for all programs they are responsible for.

- Attending all Occupational Advisory Committee meetings in their respective programs and ensuring they meet the accreditation standards.
- Overseeing program budgets and purchasing including compilation and presentation of annual budget requests to the President and Vice Presidents.
- Assisting with student discipline and parental concerns.
- Serving on assigned committees and attending meetings as assigned by the President or Vice Presidents.
- Overseeing hiring, training, developing, and the disciplining of faculty and staff in respective departments.
- Overseeing lab safety, cleanliness, equipment, and supplies.
- Managing a purchasing card.
- Holding regular department meetings.
- Representing their programs amongst other technical colleges and universities, community events, employers, and other assignments.
- Developing working relationships with employers in the industry.
- Making regular visits to other campuses where the program is offered.
- Completing annual professional development.
- Maintaining industry contact tracking sheets.
- Performing annual evaluations with employees in their department.
- Promoting the program through networking, industry connections and supporting community events such as Get the Scoop.
- Modeling professionalism for department members and students.
- Other duties as assigned.

PROGRAM INSTRUCTOR

Program Instructors are industry professionals and report directly to their Program Coordinator or Lead. Duties may include:

- Creating lesson plans based on the current curriculum.
- Teaching required materials and skills for course completion.
- Preparing and teaching relevant labs.
- Taking daily attendance in class.
- Upholding classroom management expectations for a desirable learning environment.
- Lab safety and cleanliness.
- Meeting regularly with Program Coordinator/Program Lead.
- Meeting regularly with students one on one for progress reports.
- Marking course progress in Northstar at the end of each course or by the first of each month, whichever comes first.
- Developing working relationships with employers in the industry.
- Completing annual professional development.
- Maintaining industry contact tracking sheets.
- Tracking completion, placement, and licensure (where applicable) on all students upon program completion or withdrawal.
- Promoting the program through networking, industry connections and supporting community events such as Get the Scoop.
- Modeling professionalism for department members and students.
- Other duties as assigned.

LAB INSTRUCTOR

Lab Instructors are experts in their discipline and are qualified after gaining work experience in the industry and/or through certification(s) if applicable. Duties may include:

- Familiarity with course requirements and skills pass-offs.
- Assisting Instructor(s) to prepare labs with appropriate supplies and equipment.
- Demonstrating and teaching skills to students in the lab.
- Observing students performing skills pass-offs and signing them off when competency is demonstrated.
- Enforcing lab safety and cleanliness.
- Helping to market the program and increase enrollment.
- Modeling professionalism for department members and students.
- Other duties as assigned.

ADMINISTRATIVE ASSISTANT

Administrative Assistants have the necessary office and computer skills to be helpful in the program, but may not be able to assist with program competencies due to lack of specific, technical skills in that area. Their duties include:

- Assisting the Instructor(s) with paperwork and data entry, collecting information for CPLs, and ordering supplies and equipment.
- Answering phone calls and responding to emails for the department.
- Assisting with maintenance of a clean and orderly learning environment.
- Modeling and teaching good work habits to the students.
- Assisting Instructor(s) with the application process for new students where applicable.
- Other duties as assigned.

OFFICE OF TEACHING AND LEARNING (OTL)

The Office of Teaching and Learning includes Instructional Designers, a Learning Management System (LMS) Administrator, a Faculty Development Specialist, a Manager, and a Director who strategize helping Instructors effectively utilize technology for teaching.



CANVAS
BY INSTRUCTURE

CANVAS

OTL manages the Canvas Learning Management System. Faculty can access Canvas for the gradebook, assignment submissions, and other communication tools.

Instructional Designers develop interactive content for Instructors to use in their courses and optimize course design for student use on multiple platforms.



BRIDGE

OTL collaborates with Human Resources to manage Bridge, a centralized repository of learning resources (online courses, live training and programs). The learning library in Bridge can be accessed at any time to learn more about Canvas, teaching, and other work-related topics. Professional development credit for the learning activities in Bridge is also available and can be accessed at any time. OTL provides monthly instructor webinars and quarterly in-person training to inform on pedagogy including curriculum design, effective teaching practices, and high quality course design from other instructors across campus.

SIMPLE SYLLABUS

Simple Syllabus is another platform managed by OTL. It contains the syllabus library and integrates with Canvas to ensure each student has access to their course syllabus. If a new Canvas course is created, a new syllabus must also be created. Syllabi templates are managed by OTL in coordination with Program Directors, Coordinators, and Leads. Syllabi are approved by Program Directors and Program Coordinators. Learn more about the syllabi creation and approval process [here](#).



Please refer to the OTL page on the MTECH website for more information and links to important sites.

FACULTY CALENDAR

The Faculty Calendar is distributed to faculty and staff in August of each year. It includes important dates like blackout dates, faculty meetings, campus meetings, and graduation. It also includes due dates for grades and completion, placement and licensure reporting (CPLs).

The Faculty Calendar should be referenced often so required meetings or events are not missed. It is also available as a Google calendar via the website, and can be added into an individual calendar. The Google calendar will reflect the most current information and updates made throughout the year.

BLACKOUT DATES

Blackout dates occur throughout the school year; time off requests are generally not permitted on Blackout dates. These typically fall on the first and last day of classes (to ensure instructors are with students on those dates), on the annual Opening Institute Day and on the day of graduation. Additional dates may be determined as Blackout dates.

All requests for time off on a Blackout date must be approved by the College President. Please take note of these dates when planning vacations, medical procedures, family events, etc.

FACULTY MEETINGS

Faculty meetings are held for important announcements, accreditation requirements, and professional development. Five faculty meetings are held each year and are scheduled on the Faculty Calendar well in advance. Meetings are mandatory for full-time faculty members. Part-

time faculty should attend unless it interferes with other full-time employment. A virtual option is available for faculty who work other jobs. All faculty must get approval from their Program Director to miss faculty meetings.

CAMPUS MEETINGS

Four virtual campus meetings are held throughout the year. Campus meetings include announcements, college updates, and safety training. Attendance is recommended, but not mandatory.

COMMENCEMENT

The MTECH Commencement ceremony is held every May. This event is for all students who have completed, or will complete, by July 31 of the current fiscal year.

All faculty are required to attend if they have any students who are eligible to participate.

Students receive commencement regalia prior to Commencement during Regalia Distribution Days. Regalia is included in the cost of course fees. Students are to wear them for the duration of the ceremony.

Instructors are expected to wear the provided MTECH regalia or their own college/university regalia from their personal academic achievements.

PROFESSIONALISM

All instructional faculty and staff are responsible for maintaining a professional environment in the classroom and lab to prepare students for expectations on the job. Requirements may include:

CLASSROOM MANAGEMENT

- Classes should not start late or end early. Students are expected to arrive on time and stay on task for the duration of the class, as they would in the workplace.
- Maintaining and demonstrating what will be expected in the workplace including dress code, language, hygiene, and appearance.
- Instructors should keep a professional relationship with students and should not discuss personal items with students before, during, or after class.
- Instructors should not engage with their students on social media and vice versa, nor should they socialize with students outside of class.
- Safety measures should be practiced by faculty and staff and strictly enforced with students in the classroom and lab.

DRESS CODE

- Our mission is to prepare students for the workforce by “enhancing the employability of individuals through market-driven career and technical education.”
- As MTECH prepares students to enter the workforce, it is our responsibility to provide students with the necessary tools to be successful in the world of work. One of the tools every student will need, regardless of the work they do, is to understand and practice proper work attire.

- MTECH generally follows business casual dress standards. Most Fridays are designated as “casual” days, when jeans are allowed.
- MTECH provides the following guidelines: dress must be modest with no midriffs or stomachs showing - no shorts, tank tops, tops with distracting designs and words, sweats, exercise clothing or ragged clothing with holes.
- Instructors should wear clothing appropriate to the program they teach. For example, a Medical Assistant Instructor may wear scrubs with closed toe shoes and require the same for their students. An Automotive Instructor may wear clothes and boots that would be required in a shop for safety.
- Regardless of the work assignment, all employees are expected to maintain appropriate standards of grooming, personal hygiene, and dress during working hours.

EYE SAFETY AND FACE PROTECTION

Utah law states that every student, teacher, and visitor in any public or private school must wear industrial quality eye and/or face protection devices while participating or observing the following: industrial educational activities involving hot or molten metals; operation of machinery or equipment that may throw particles of foreign matter into the eyes; and heating, treating, tempering, or high firing of industrial materials and chemistry projects, when using caustic, explosive, or hot chemicals, liquids or solids. Students and employees are required to adhere to that law.

OFFICE HOURS

Instructors are expected to hold and maintain regularly scheduled office hours for 30 minutes either before or after class to be available for students. Office hours should be listed on each course syllabus.

STUDENT ATTENDANCE AND PROGRESS

Attendance and progress are critical for the success of every student. Instructors are responsible to notice if a student is falling short from program expectations. A meeting between the student and instructor should occur to address concerns, and create a Student Success Plan with actionable, attainable goals. This may include a referral of the student to an Academic Counselor to obtain resources to meet their needs.

Students have three attempts to pass each course in their program. They must pay tuition and fees for each attempt. After the first failed try, it is recommended that the student reach out to an Academic Counselor, who can offer help and appropriate services. After a second failed attempt, the student will be placed on academic probation and can meet with an Academic Counselor for additional help and resources. After a third failed try, the student will be dismissed.

MTECH is competency based and provides adult students with their progress towards completion, and not a grade. MTECH has an agreement with secondary schools to provide grades for high school students.

Students must complete all program competency requirements to qualify as a program graduate and receive an MTECH certificate.

PROFESSIONAL DEVELOPMENT

Faculty members are required to complete professional development hours each year. This includes 10 hours for part-time faculty and 20 hours for full-time faculty. Professional development activities usually fall in either of the following categories:

- Pedagogy or instruction-specific training, or
- Subject area specific learning activities or training

It is recommended that faculty spend approximately half of the required hours in each of the two categories; however, this might vary from year to year depending on available conferences or other activities.

ACTIVITY	HOURS	ANNUAL AVAILABILITY
MTECH Faculty Meetings (required)	.5 hours	4 times/year (can earn up to 2 hours total) plus one hour for Opening Institute.
OTL Webinars (1/year is required)	1 hour for attendance 1 hour for completing assignment	4 times/year (can earn up to 8 hours)
OTL Workshops (1/year is required)	1.5 hours for attendance 1.5 hours for completing assignment	6 times/year (can earn up to 18 hours)
Bridge Courses	Variable	Available Anytime
Department Trainings from Industry Professional (not from MTECH employees)	Variable	Variable
Continuing Education Credits	Variable 1 clock hour = 1 professional development hour 1	Variable
MTECH's Opening Institute	Training Hours and Faculty Meeting count 1 clock hour- 1 hour of professional development	Variable
Educational Conferences	Variable Count time in classes only for a maximum of 6 hours/day	Variable

UEN Online Courses	Variable 1 clock hour = 1 professional development hour	Variable
USBE Microcredentials	Variable 1 clock hour = 1 professional development hour	Variable
Credits earned from courses related to teaching or the program they teach in, taken at a Community College or University	1 Credit = 30 hours of professional development	Variable
Ed2Go Online Classes	Variable 1 clock hour = 1 professional development hour	Variable

All professional development opportunities outside of those provided by MTECH should be pre-approved by your supervisor.

Faculty members should track professional development and collect proof of attendance (certificate or transcript).

WHAT DOES NOT COUNT AS PROFESSIONAL DEVELOPMENT?

- Campus Meetings
- Department Meetings (unless the meeting includes training from an industry professional)

INDUSTRY CONTACT TRACKING

Instructors are responsible for making regular contact with industry professionals throughout the year to build relationships. Collaboration with them is necessary for industry updates including curriculum and equipment changes, to assist students in job placement, and to network for guest speakers and other benefits to the program and the students.

Industry Contact Tracking Sheets should be filled out and submitted through Bridge. These sheets are due on the last business day in April and October.

PROGRAM OR COURSE CHANGES

All proposed program change requests must be discussed and submitted to the Program Director by October 1st of each year. This process should follow MTECH's Systematic Process for Each Program.

ADMINISTRATIVE SERVICES

FINANCE

PURCHASING CARDS

Program Coordinators and Leads may be issued a purchasing card for the convenience of purchasing supplies and equipment for their programs. All purchasing card holders must follow MTECH's 500.584 Purchasing Card Policy.

Credit card statements are distributed monthly. Faculty and staff who hold a purchasing card must scan receipts for each purchase into one PDF, in the order they appear on the statement, and upload that document to AvidXchange. Each purchase should be coded according to the accounting system used by the Finance Department. This should be done in a timely manner.

Any abuse or lack of responsibility shown with a purchasing card may result in loss of privilege to have a card and/or disciplinary action.

BUDGETS

Program budgets are set with input from the Instructors, Program Leads, Program Coordinators, Program Directors, and Associate Vice Presidents. The College President and Vice Presidents review all requests and allocate funds to the departments as determined necessary. Program Directors communicate budgets to each department in their area of responsibility.

Budgets are maintained by the Program Director, Program Coordinators, or Program Leads.

EQUIPMENT INVENTORY

Every effort must be made by all faculty members to protect, maintain, and account for media resources, supplies, materials, and equipment in their classrooms and labs.

At the end of each fiscal year, inventory is taken of anything in the classrooms and labs that cost over \$1,000. The Finance Department will work with individuals on this process.

AVIDXCHANGE

MTECH uses AvidXchange to process invoices, reimburse employee expenditures, and approve transactions processed on purchasing cards. Please contact the Financial Operations Manager for access to this system.

BOOKSTORE

Students purchase required textbooks and materials as a part of their course fees. Books are distributed to classrooms before the first day of class. Verify the program required books and materials, as well as optional items by visiting your specific program page at mtec.edu/programs.

Optional books and program materials are sold online at <https://matc.revelup.online/store/5>. Other school supplies are available in the MTECH Stores at the Lehi Main Campus, the Orem Branch Campus, and the Spanish Fork Extension Campus.

BOOKSTORE RETURN POLICY

- Refunds and returns may be made via credit or debit only.
- Clothing may only be returned if the tags remain intact and the item is not stained, washed, or worn.
- Merchandise may be returned or exchanged if unused and in original packaging, or if the item was broken/defective when purchased by the customer.
- All textbook returns require manager approval.
- Textbooks that are shrink-wrapped with codes or other sensitive materials may not be returned once opened with no exceptions.
- All clearance sales are final.

COPY CENTER

MTECH has an in-house copy center. Please use this amenity for large copy orders instead of using the copy machines found throughout the buildings. It is more cost effective and will leave the other machines available to other employees.

Please pay attention to published deadlines for copy center requests for each new start date.

STUDENT AFFAIRS

ACADEMIC COUNSELORS

Academic Counselors are professionally trained and licensed student advocates and are available to all students. They can provide the following services:

- Provide information to assist in the program/course selection and registration process.
- Counsel and help students with academic concerns.
- Address crisis situations/personal concerns and make referrals to community support services.
- Track student progress and attendance to help students meet MTECH's academic standards.
- Work collaboratively with other departments and services across the college to resolve student issues.
- Provide guidance in campus and program policies or procedures, student rights, and the student complaint process.
- Arrange accommodations, as requested, under the Americans with Disabilities Act.

REQUESTS FOR ACCOMMODATIONS

The Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) provide comprehensive civil rights and protections for persons with disabilities. MTECH does not discriminate in the recruitment, admission, educational process, or treatment of students with disabilities.

Students must voluntarily disclose that they have a disability, request an accommodation, and provide documentation of their disability. The Academic Counselors make arrangements for approved accommodations. If a student is suspected of having a disability requiring accommodations, it is recommended that concerns are discussed with an Academic Counselor. It is inappropriate to ask a student if they have a disability, or suggest they seek accommodations unless they have already voluntarily disclosed the presence of a disability. No accommodation may be provided by the instructor until they have received notice of approved disability accommodations from the Academic Counselor.

Additional questions can be directed to Nicole Heslington, the Student ADA Coordinator at nicole.heslington@mtec.edu or 801-753-4215.

FINANCIAL AID

There are a variety of financial aid options to help students cover the expenses associated with enrollment in many of MTECH's programs. Grants, scholarships, benefits for veterans, and other funding sources are available to those who qualify. Please refer to <https://mtec.edu/financial-aid> for more information.

TESTING

ENTRANCE ASSESSMENT

Most programs require meeting skill level requirements on the Entrance Assessment prior to registration. The Entrance Assessment measures reading comprehension and basic math skill levels. A passing assessment score ensures a student is adequately prepared for principles taught throughout the program.

HOW TO WAIVE THE ENTRANCE ASSESSMENT

The Entrance Assessment may be waived by either bringing a copy of external testing or alternative documentation to the testing center for approval, or by submitting the documentation to transcripts@mtec.edu. Academic Counselors, Student Services, and Testing staff can help determine if the external testing or alternative documentation meets the specific program admission requirements.

ENTRANCE ASSESSMENT INFO

- Photo ID required to test.
- The Entrance Assessment is free and takes about 2 hours.
- All Entrance Assessments must begin a minimum 2 hours prior to closing.
- Additional prerequisites may be required for specific programs.
- If your assessment score is lower than the minimum allowed for your program, you will be provided a customized study guide, based on the elements you missed and need to improve.
- Study the identified areas and then you can retake the assessment.
- There is a waiting period of 1 day after the first attempt, 2 days after the second attempt, and 3 days after the third attempt.

CLASS TESTING

Instructors may schedule the Testing Center by contacting the Testing Center Manager with the requested dates, times, and locations.

A student orientation to the Testing Center is available for first time users. Instructors should notify the Testing Center if any materials are allowed for their students when testing (calculators, notes, blank paper, etc).

TESTING CENTER RULES

1. All students must have a physical photo ID to test; it cannot be a picture on their phone.
2. Cellphones, smart watches, and other electronic devices are prohibited in the testing center.
3. Tests will not be started in the last one hour before the Testing Centers close.

NORTHSTAR

For help with Northstar, please contact northstarhelp@mtec.edu. Evening support is available Monday - Thursday from 5:00pm to 8:00pm. Students and instructors can email student services at studentservices@mtec.edu.

BRIDGE COURSES

There are several courses in Bridge that instructors can use for troubleshooting in Northstar or to learn how to do a simple task.

1. Northstar Basics: Logging in and basic troubleshooting
2. Northstar for Instructors Course:
 - Attendance
 - Progress
 - Certificate Completion
 - High School Grades

STUDENT PASSWORD RESETS

As soon as students have their account created, they are sent an email with their student ID, Northstar login, Canvas links, and gmail (a lot go to SPAM folders). Students are instructed to try to log in before class. Some students may have already logged in or reset passwords in order to register. They will NOT all have the same default. They should use the same password as they used to log into the portal. Students should email Student Services (studentservices@mtec.edu) if they are having trouble logging in.

Students should not be sent in person to a Student Services office to reset a password. Because of the volume of individuals requesting services in person at Student Services, it is faster to request a password reset via the email listed above.

NON DISCRIMINATION

MTECH does not discriminate based on race, ethnicity, religion, national origin, color, sex, age, disability, protected veteran status, pregnancy, sexual orientation, gender identity/expression, genetic information, political affiliation, or protected activity in accordance with federal and state law.

Discrimination is any policy, practice, or action that limits or denies access to MTECH programs or activities on the basis of the protected characteristics listed above. MTECH seeks to proactively prevent discrimination and quickly respond to reports of discrimination. Additionally, MTECH does

not tolerate retaliation against individuals for their engagement in activities related to reporting or investigating discrimination.

Questions regarding MTECH's non-discrimination policies, or reports of discrimination can be directed to Lynn Adams at ladams@mtec.edu.

TITLE IX

MTECH does not tolerate sexual harassment or discrimination in any form. This policy applies to all persons who are (1) employed by, attending, or affiliated with MTECH; (2) participating in any MTECH program or activity, including but not limited to trustees, administrators, faculty, staff, students, independent contractors, volunteers, and guests; and/or (3) visiting a MTECH campus or any property owned or leased by MTECH.

Sexual harassment is defined as unwelcome conduct on the basis of sex that satisfies one or more of the following:

- An employee of MTECH conditioning the provision of an aid, benefit, or service of MTECH on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an MTECH education program or activity; or
- "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

MTECH considers the sexual harassment of any employee, student, or recipient of MTECH services with zero tolerance. Anyone who feels that he or she is the victim of sexual harassment, or any supervisor or manager who is made aware of an alleged incident of sexual harassment must take immediate action to resolve the matter.

Individuals should contact MTECH's Title IX Coordinator for advice, counseling, or clarification leading to an informal resolution of the matter. If an informal resolution is not accomplished or is not possible, further action including, the filing of a complaint and undertaking a formal inquiry/investigation may be taken to facilitate a resolution.

Remember, you have signed a statement saying that you understand:

1. the definition of sexual harassment,
2. that offenses may be subject to disciplinary action and/or discharge, and
3. your responsibility to report sexual abuse or discrimination.

The Title IX Coordinator can be reached at titleixcoordinator@mtec.edu or 801-753-4245.

Refer to the MTECH-USHE Title IX 2022-2 Policy for the complete policy.

RETALIATION

MTECH does not engage in retaliation, nor does it tolerate retaliation toward any employee for activities protected under its non-discrimination policy. Retaliation is an action, performed directly or through others, aimed to dissuade or punish participation in protected activities. Protected activities include: requesting accommodations, reporting harassment or discrimination, and participating in the discrimination investigation procedures.

PARKING PASSES

To park on campus, students and employees must obtain a valid parking pass. This is done by submitting an MTECH parking form. This form can be accessed through a QR code at the MTECH Store or at a Student Services location. The physical parking pass can be picked up at any Student Services location.

Anyone planning to park at the Provo Campus will need to fill out the parking form. Student Services will use the information provided in the form submission to create an account. This account will enable the individual to park in the parking garage located at 165 W 200 N Provo, UT. Once a student completes or withdraws from a program at the Provo Campus, the account is deleted. If an employee terminates, the account is deleted.

Parking passes are available at no additional charge to employees and students.

Anyone operating a personal or fleet vehicle on college property must adhere to all state, local, and college traffic/parking regulations. The Security Department routinely monitors campus parking and will issue a citation if vehicles do not have the appropriate parking pass.

Visitor and handicapped parking spaces are designated at each campus.

STUDENT ID CARDS

Before a student ID card can be issued from Student Services, a picture must be taken of the student. Students can have their photo taken in any Testing Center or can send a picture to Student Services (studentservices@mtec.edu).

TECHNOLOGY

LEARNING RESOURCE MEDIA

Faculty and students have access to a variety of libraries and learning centers. Each program is responsible for providing learning and media resources for students such as educational materials, instructional supplies, and instructional equipment. Instructors should assist students through a first-day orientation and instruct them on the use and availability of all media, equipment, learning resources, and safety resources.

Students have access to public and private libraries throughout the state for periodicals, manuals, professional trade publications, audio materials, and other resources. This access is available at no cost to students.

More information can be found in the Educational Resources and Media Services Plan.

HELPDESK

Helpdesk is available to faculty when technical assistance is needed. The Helpdesk is part of the Technology Department and can provide support with MTECH owned computers including updates, parts, software installation, or troubleshooting.

The helpdesk can be reached by phone or email at:

801-753-4190

helpdesk@mtec.edu

PURCHASE OF TECHNOLOGY

Technology equipment and/or software requests must be approved through the Program Director prior to purchasing. Computers and peripheral equipment are to be purchased by the Technology Department.

Computers, software, and other technology devices are updated on a regular basis according to the Technical Infrastructure Plan.

FACILITIES

FACILITIES WORK ORDER REQUESTS

For facility service needs, faculty and staff should submit a work order request through Flowpath, the Computerized Maintenance Management System (CMMS). Requests are forwarded to and managed by the Facilities Department, where they are assigned to the appropriate maintenance team to resolve and complete.

BUILDING USE

The Space Committee serves as the clearinghouse for all requests from any of the campuses. Unassigned areas cannot be used without approval. Items for Space Committee consideration should be sent to the Facilities Specialist or submitted through the MTECH Facilities Order Request Form (FORF) in the public drive under Forms.

Individual offices may be personalized, as approved by the head of the department. Extra care should be taken to keep surroundings looking clean, uncluttered, and presentable.

Hanging pictures is prohibited unless prior approval is obtained from the Space Committee. Employees wishing to hang pictures must first submit a FORF through their supervisor, then through the Space Committee. If approval is granted through the Space Committee, they must be hung by a member of the Facilities Department. No pictures or posters should be hung on the walls, windows, or glass areas with tape or thumbtacks, they should be displayed using tack boards or sign stands. It is imperative that no holes are made in any of the walls.

Only appropriately approved service animals are allowed on any of the campus grounds or in buildings. No personal pets or emotional support animals are allowed. A service animal is a dog that is individually trained to do work or perform tasks for a person with a disability.

Please refer to the complete 500.553A Building Procedure.

EQUIPMENT

Equipment should be regularly cleaned and maintained in order to achieve maximum life following the 500.586 Equipment Maintenance, Replacement and Disposal Procedure.

DISPOSAL OF ASSETS

When classroom equipment has reached the end of its service life, follow the 500.585 Asset Disposition Policy & Procedure.

CLASSROOM/LAB PROCEDURE

FOOD & DRINK

Food is not permitted in any classroom or lab. Drinks are allowed in spill proof containers as long as they are not a hazard to computers or other equipment and are approved by the instructor. All other food and drink should be consumed in designated areas throughout the campuses, before or after class, or during scheduled breaks.

Class activities involving food or drink may be held in designated areas as approved by the Program Director.

SUBSTITUTES

Faculty should notify their immediate supervisor as soon as they know they are going to be late or absent from work responsibilities. Instructors should make every effort to find their own substitute and notify their supervisor of the arrangement.

For the safety of students and liability reasons, all substitutes must be active employees.

In the event a faculty member is unable to find a substitute, they should communicate with their supervisor to make other arrangements, such as having a hybrid class day.

Faculty should have an emergency lesson plan on hand in the event of a last minute substitute.

CLASSROOM ACCESS

Only enrolled students are allowed in the classrooms and labs. Employees and students may not bring any visitors not currently enrolled to class.

MTECH does not allow potential students to audit a class. Students must register for the class and withdraw within the refund period if they decide it is not a good fit for them.

CLASSROOM PRESENCE

All prep work, including making copies, gathering supplies, etc should be done before class starts. Personal phone calls, emails, and visits should take place before or after class.

Faculty must remain in the classroom or lab at all times when students are present. Students should never be unattended, unless there is an emergency.

CAREER AND TECHNICAL STUDENT ORGANIZATION (CTSO)

CTSOs are nationwide clubs for students to showcase skills in their field of study. Students compete at the state level and may be invited to represent MTECH and the State of Utah to compete nationally.

While it is not required, Instructors and students are strongly encouraged to participate in state and national events. Participation greatly benefits the students by building confidence in their skills. CTSOs also provide additional leadership opportunities.

Instructors who work directly with their students to prepare and support them in their chosen CTSO will be compensated for their time and effort if all criteria listed in the 600.610B CTSO Procedure is met.

Reference 600.610B CTSO Procedure for more information about CTSO's, student involvement, Instructor duties, and compensation.

HAZARD COMMUNICATION PLAN

The health and safety of students and employees is of utmost importance to MTECH.

Each Instructor, regardless of the program, must teach a safety unit that includes occupational and lab hazards. Safety training should include the location and use of Safety Data Sheets (SDS) according to state and federal regulations.

SDS includes information such as the properties of each chemical, the physical, health, and environmental health hazards, protective measures, and safety precautions for handling, storing, and transporting chemicals.

OSHA requires that SDS for each substance used in the lab is available to students and employees. This can be done by keeping the SDS's in a binder or on computers as long as students and employees have immediate access to the information without leaving their work area when needed.

The entire standard is available on the OSHA website.

The complete Hazard Communication Plan can be found through MTECH's website under 'Policies'.

CAMPUS SAFETY & SECURITY

The Security Department helps foster an environment that will support academic success. The Campus Safety and Security webpage has more information regarding security resources, Campus Crime Report, Title IX, and non-discrimination information.

The Campus Safety, Response, and Reporting Plan outlines the steps that should be taken to protect college property, report crimes, and help provide a safe, secure environment for employees, students, and visitors.

INCIDENT MANAGEMENT

Accidents, injury(ies), a safety concern, or other incident must be reported to the Program Director and the Security Department in a timely manner using the Incident Management Report.

SUSPECT OF BEING UNDER THE INFLUENCE

If an Instructor suspects that a student or another employee is under the influence of alcohol or drugs, they should notify the Security Department at 801-753-4199. Instructors should keep the suspected student or employee safe by not letting them drive or operate equipment in labs that could be a danger to themselves or another person.

TRAVEL

EMPLOYEE TRAVEL

Instructors may have the opportunity to travel and attend conferences for professional development or accreditation purposes.

Instructors should become familiar with the 300.377 Employee Travel Policy and Procedure, which includes information on compensation, reimbursements, and how often instructors can travel for work purposes.

STUDENT TRAVEL

Students may have the opportunity to travel for MTECH sponsored activities.

All student travel must be pre-approved by the MTECH Board of Trustees.

Instructors should understand the 600.610 Student Travel Policy and Procedure.

OFF-CAMPUS ACTIVITIES

Instructors may want to take students off campus for a learning activity, such as touring a facility in their area of study, or utilizing equipment not available on campus.

Off-campus activities must be pre-approved by the Program Director by submitting an Off-Campus Activity Form and receiving all proper signatures. Students are responsible for providing their own transportation to and from the event. An alternate assignment must be provided for any students who are unable to attend if the activity is held in place of their regular class period. Student Services should be notified of the activity so they are aware in case of an emergency and can help students find their classes, as needed.

ON-CAMPUS ACTIVITIES

Instructors may want to hold a public activity or event on campus. Permission and arrangements must be made if space will be used other than the instructor's assigned classroom.

On-campus activities must be pre-approved by the Program Director and the Space Committee. All parties involved should be contacted to verify arrangements including facilities, security, and other employees who may be affected by the activity.

MILEAGE REIMBURSEMENT

Employees may be reimbursed for personal vehicle (mileage) expenses incurred when traveling for purposes related to their position. Travel must be documented on an official Mileage Reimbursement Form and submitted through AVID (mtechinvoices@avidbill.com). The Mileage Reimbursement form is available on the MTECH website under Employee forms. All mileage reimbursement submissions must then be coded to the correct program and department prior to being sent to a supervisor for approval.

HUMAN RESOURCES

The Human Resources webpage includes information regarding benefits, the college's Human Resources Information System (HRIS), Bridge, payroll forms, and contact information for the Human Resources Department.

EXTRA SERVICE REQUEST/AGREEMENT

An Extra Service Request/Agreement is an assignment in addition to the regular job duties of an employee that extends work time significantly beyond normal hours. This must be pre-approved by the appropriate Program Director before an extra service agreement takes place. The Program Director should submit the agreement form to Human Resources after obtaining the required signatures.

EXTRA SERVICE TRACKING RECORD

An Extra Service Tracking Record form is to be filled out by the employee to record hours worked in the Extra Service Request/Agreement and submitted to their Director for approval. The Director will submit the completed form to Human Resources.

ADP

ADP is the Human Resource Information System (HRIS). Employees track time worked, request time off, and view accruals for sick and vacation time. ADP also holds previous pay stubs, benefit information (where applicable), annual employee review, and other items related to their employee information. Information in ADP should be updated if there are any changes to an address, phone number, dependent information, marital status, etc.

MTECH POLICY AND PROCEDURE

Policies, procedures, plans and processes are available to employees through their ADP account. Policy, plans, and processes are also available to employees and the public on BoardDocs, which can be accessed through MTECH's website under 'Policies'.

INSTRUCTOR FORMS

The MTECH website contains links to several important forms instructors might need including Industry Contact Tracking, Off Campus Activities, and Travel Requests. Please refer to the Instructor Forms page for more information.