



POLICIES  
&  
PROCEDURES

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATION SERVICES  
RAWLINS, WYOMING**

**POLICIES & PROCEDURES**

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**POLICIES AND PROCEDURES:**

Section I – 1-A      BOCHES Legal Status

The Board of Cooperative Higher Educational Services (BOCHES) has been established pursuant to “The Boards of Cooperative Educational Services Act” [W.S. §§ 21-20-101 et seq. (Lexis Nexis 2003)] as amended from time to time. It is a legal entity, separate from those member boards of trustees which have entered into an agreement to form the BOCHES.

LEGAL REFS,: W.S. §§ 21-20-101 et seq. (Lexis Nexis 2003)

SECTION I – 1-B

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
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**POLICIES AND PROCEDURES**

SECTION I – 1-B

Carbon County BOCHES Agreement with Amendments

Approved April 24, 2006

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
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**POLICIES AND PROCEDURES:**

Section I – 1-C                      Nondiscrimination

**Employment and Recruitment Policy:**

The Carbon County Board of Cooperative Higher Educational Services hereby notifies all employees and students that it does not discriminate on the basis of age, race, color, gender, religion, national origin, ancestry, creed or disability in education programs, activities or employment as required by Title VI and Title IX of the 1972 Education Amendments of Section 504, Rehabilitation Act of 1973. Inquiries regarding compliance may be directed to: Title VI, Title IX and Section 504 Coordinator, Carbon County Board of Cooperative Higher Education Services Coordinator, 1650 Harshman Street, Rawlins, Wyoming (telephone: 307-328-9274) or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20202 or Office for Civil Rights, Region VIII, U.S. Department of Education Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310 Denver, Colorado 80240-3582 (telephone: 303-844- 4303).

Approved April 24, 2006  
Revision Approved September 2016  
Revision Approved August 22, 2023



SECTION I – 1-D

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
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**POLICIES AND PROCEDURES**

Section I – 1-D                      Locations

The Carbon County Higher Education (BOCHES) is comprised of a headquarters located in Rawlins Wyoming at 1650 Harshman Street, Rawlins, Wyoming and a branch located at 360 Whippoorwill Street in Baggs, Wyoming.

Approved April 24, 2006  
Addresses updated in 2015  
Revision Approved August 22, 2023

SECTION I – 1-E

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
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**POLICIES AND PROCEDURES**

**Section I – 1-E                      Tobacco-Free Campus**

There will be no smoking, ~~or~~ use of tobacco in any form, including vaping products, in any school building, on any school property or at any school-sponsored event.

Carbon County School District One prohibits the use of tobacco or vaping products on school district property including buildings, grounds and district-owned vehicles, but excluding teacherages.

For the purpose of this policy, all property leased by CCHEC is considered “district property”.

Approved April 24, 2006  
Revision Approved August 22, 2023

SECTION I – 1-F

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
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**POLICIES AND PROCEDURES**

Section I – 1-F

Website Privacy Policy

Carbon County Higher Education Center is committed to protecting your privacy online. We do not give, share, sell, or transfer any personal information to a third party unless required by law. We may use the information collected to contact you regarding course information, promotional updates, new course information, or upgrades to the website. We do not store your credit card number on our website. (cchecc.augusoft.net)

Policy Approved August 27, 2013

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATION SERVICES  
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**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
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**POLICIES AND PROCEDURES:**

Section II – 2-A

Board Operations

The Board is responsible to the people, for whose benefit the Board of Cooperative Higher Educational Services (BOCHES) has been established. Further, the Board's current decisions will influence the course of education. By virtue of this responsibility, the Board and each of its members must look to the future and to the needs of the persons it serves. This requires a comprehensive perspective and long-range planning, in addition to the attention to immediate concerns.

The Board's primary responsibility is to establish those purposes, programs, and procedures which will best produce the educational achievement needed. It is charged with striving to accomplish this while also being responsible for wise management of resources. The Board will strive to fulfill these responsibilities by functioning primarily as a policy making legislative body, by selecting a Director of BOCHES to implement policy, and by evaluating the results. Further, it must carry out its functions openly, while seeking the involvement and contributions of public and staff in its decision-making process.

In accordance with these principles, the Board through its mode of operating shall seek to achieve the following goals:

1. To work in a spirit of harmony and cooperating for the betterment of the BOCHES.
2. To concentrate the Board's collective effort on its policy making and planning responsibilities.
3. To provide the Director with sufficient and adequate guidelines for implementing Board policies.
4. To formulate a sound fiscal policy in the interests of fiscal economy.
5. To evaluate the Board of Cooperative Higher Educational Services' goals and their implementation.
6. To maintain open and effective communication with the public and with staff in order to maintain awareness of attitudes, opinions, desires, and ideas.

SECTION II – 2-B

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
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POLICIES AND PROCEDURES:

Section II – 2-B                      Board Legal Status

Refer to Section I – 1-B Carbon County Board of Cooperative Higher Educational Services  
Agreement with Amendments.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
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**POLICIES AND PROCEDURES:**

**Section II – 2-C                      Board Powers and Duties**

The board is charged with the general operation of the BOCHES. It has certain powers and duties which are defined in the Wyoming statutes, and may be amended from time to time.

The three main functions of the BOCHES are policy making, executive, and appraisal. The Board, in carrying out these functions, sees its chief responsibilities as follows:

1. To uphold the Constitution of the United States, the Constitution of the State of Wyoming and the Wyoming laws relating to BOCHES.
2. To develop and improve the program through on-going evaluation and to provide the best possible educational opportunities within its fiscal constraints.
3. To provide well-qualified personnel for staffing.
4. To secure adequate financial resources.
5. To develop and maintain effective communications with the community and the boards of trustees which created BOCHES.
6. To choose a director who shall implement the policies of the Board

LEGAL REFERENCE: W.S. §§ 21-20-104-108, 110, 111 (Lexis Nexis 2003)

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
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**POLICIES AND PROCEDURES:**

**Section II – 2-D                      Board Member Authority**

Because all powers of the Board of Trustees lie in its action as a group, individual Board members exercise their authority over the affairs of BOCHES only as they vote to take action at a legally constituted meeting of the Board.

No individual members of the Board may presume to speak for the Board unless authorized by proper and legal action of the Board in a legally constituted meeting.

When questions are brought to Board members concerning the administrative rules and procedures of BOCHES, the Board member should refer questions to the director and refrain from attempting to solve administrative problems or assume administrative duties.



SECTION II – 2-E

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
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POLICIES AND PROCEDURES:

Section II – 2-E                      Board Membership

Refer to Section I – 1-B Carbon County Board of Cooperative Higher Educational Services  
Agreements with Amendments.

LEGAL REFERENCE: W.S. § 21-20-104 (b) (Lexis Nexis 2003)

SECTION II – 2-F

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
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POLICIES AND PROCEDURES:

Section II – 2-F                      Unexpired Term Fulfillment

See Policy – Section II – 2-B   Board Legal Status

LEGAL REFERENCE: W.S.§. 21-20-104 (b) (Lexis Nexis 2003.)

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
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**POLICIES AND PROCEDURES:**

Section II – 2-F-a      Code of Ethics for BOCHES Board Members

As a member of the BOCHES Board, each member will strive to improve public education, and to that end will:

Attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;

Recognize that the member should endeavor to make policy decisions only after full discussion at publicly held board meetings.

Render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Encourage the free expression of opinion by all board members, and seek systematic communications between the board and students, staff, and all elements of the community;

Communicate to other board members and the Director expressions of public reaction to board policies and programs;

Inform him/herself about current educational issues by individual study and through participation in programs providing needed information;

Support the employment of those persons best qualified to serve as staff, and require a regular and impartial evaluation of all staff;

Avoid being placed in a position of conflict of interest, and refrain from using the board position for personal or partisan gain;

Take no private action that will compromise the board or administration, and respect the confidentiality of information that is privileged under applicable law; and

Remember always that the first and greatest concern must be the public served.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
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**POLICIES AND PROCEDURES:**

**Section II – 2-G                      Board Member Conflicts of Interest**

**A. Unlawful interest of officeholders in public contracts or works; exception.**

No person, in holding any office, whether by election or appointment, under the constitution or laws of this state, shall become in any manner interested, either directly or indirectly, in his/her own name or in the name of any other person or corporation, in any contract, or performance of any work, the making or letting of which the officer may be called upon to vote or act. No officer shall represent, either as an agent or otherwise, any person, company or corporation, in respect of any application or bid for any contract or work in regard to which the officer may be called upon to vote or to take or receive, or offer to take or receive either directly or indirectly, any money or anything of value, as a gift or bribe, or means of influencing his/her vote or action in his official character. Any contract made and procured in violation of this section or state law is null and void and the person violating this subsection or state law may be removed from office.

Notwithstanding the above paragraph, if any person interested in any public contract or shall represent any person, company or corporation, but shall disclose the nature and extent therewith shall absent him/herself during the considerations and vote thereon and not attempt indirectly for the board in any inspection, operation, administration or performance of any contract, then the acts are not unlawful.

This provision does not apply to the operation, administration, inspection or performance of banking and deposit contracts and relationships after the selection of a depository.

It is not the intent of this policy to prevent the BOCHES from contracting with corporations or businesses because a Board member is an employee or affiliated with a interested firm in contracting with BOCHES. The policy is designed to prevent placing a Board member in a position where his/her interest in the BOCHES and his/her interest in his/her place of employment (or other indirect interest) might conflict with the interests of BOCHES and to avoid appearances of conflict of interest even though such conflict may not exist.

**B.Ethics and Disclosure**

The Ethics and Disclosure Act [W.S. §§ {9-13-101 et seq.}] is applicable to the Board and its operations and will be adhered to by the Board members.

**LEGAL REFERENCE:**    W.S.S. § 16-6-118; W.S. §§ 9-13-101 et seq. (Lexis Nexis 2003)

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
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**POLICIES AND PROCEDURES:**

Section II – 2-H                      Board-Director Relationship

Two of the most important functions of the Board are policymaking for the governances of the BOCHES and evaluation of all operations. In carrying out these responsibilities the Board delegates its third function, the executive, to the Director. The actual responsibility for planning for educational development is shared by the Board and the Director. This cooperative planning may result in official policy statements by the Board.

After developing policies to conform with legal mandates and local needs and resources, the Board delegates to the Director the executive authority and responsibility for carrying out these policies. The Director in turn may delegate some of these responsibilities to his/her administrative staff. Each person in this chain must clearly understand his/her duties.

It is the Director's responsibility to keep the Board informed about operations, problems and achievements.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES:**

Section II – 2-I                      Board Attorney

The Board may appoint an attorney, at its discretion, to advise and represent the BOCHES.

It shall be the duty of the attorney to advise the Board and the Director on the specific legal problems submitted to him/her. He/she shall attend meetings upon request and shall be sufficiently familiar with Board policies, practices, and actions under these policies and requirements of the statutes relating to boards of cooperative educational services to enable him/her to offer necessary legal advice.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
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**POLICIES AND PROCEDURES:**

Section II – 2-J                      Board Meetings

The Board's regular meeting will be held each month at a time and date determined by the Board at the previous meeting. The Board shall give notice of the monthly Board meetings and availability of minutes. The notice shall be published in a newspaper of general circulation in the area at least 48 hours in advance of the time and place of the regular meeting.

Special meetings may be called by the Board clerk upon the request of the Director, the Chairman, or any two (2) members of the Board. The public and each member of the Board shall be informed through each newspaper of general circulation, radio or television station requesting the notice in advance of the time and place of the special meeting and of the business to be transacted. The Clerk of the Board shall cause notice of the special meeting to be given. The business to be transacted shall be *limited to the items contained* in the notice of the special meeting.

The Board chairman may call an emergency meeting to take temporary action on a matter of serious immediate concern without notice. Reasonable effort shall be made to notify the public. All action taken at an emergency meeting is of a temporary nature and in order to become permanent shall be reconsidered and acted upon at an open public meeting within 48 hours of the emergency meeting.

All meetings of the Board are open to the public and press except for executive sessions. (See Section II – 2-j-b). Regular, special or emergency meetings can be held by use of telephone conference call whereby board members who are physically absent from the board meeting room are present and participate in the meeting so long as the following are complied with:

1. The notice and other requirements as set forth in the Public Meetings Act of Wyoming Statutes are complied with.
2. Direct telephone hook-up communication with absent member of the Board is obtained.
3. All statements of all parties before the Board and between Board members can be heard and absent Board members can make inquiries.
4. Except for executive sessions, the telecommunication should be such that all members of the public can be heard by the telephone participating members and members of the public can hear the input of the telephone communicating members.
5. Accurate minutes, with the exception of the Board deliberations and/or executive sessions, are kept, including which Board members were present and which participated by telephone.

LEGAL REFERENCE: W.S.§§ 16-4-401 et seq.; W.S.§ 21-20-1-5; W.S § 21-3-119 (Lexis Nexis 2003)

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES:**

Section II – 2-J-a                      Board Organizational Meeting

The Board shall organize annually by the election of officers from its membership at the first regular meeting in January. The meeting shall be chaired by the present chairman until a new chairman is elected.

The officers of the Board shall be a chairman, vice-chairman, treasurer, clerk whose terms of office shall be for one (1) year unless their terms of office as school board members expire earlier.

Election shall be by voice vote unless a roll call is requested by any Board member. Nominations shall be made from the floor. A nominee must receive a majority vote of Board members for election to office. Should no nominee receive a majority additional nominations may then be made and the vote shall be retaken.

Following the election of officers, the Board shall consider such other items of business as are scheduled on the agenda.

Should an office become vacant between organizational meetings, the office shall be filled in the same manner described above.

LEGAL REFERENCE: W.S.§. 21-20-105 (Lexis Nexis 2003)



**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
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**POLICIES AND PROCEDURES**

**Section II – 2-J-b                      Executive Sessions**

As permitted by law, the Board may hold executive sessions not open to the public when such sessions are approved by a majority of the Board for discussion pertaining to the following matters. Members of the Board and such other persons as are specifically invited to attend may be in attendance at executive sessions. The matters which may be discussed in executive session are:

1. With the attorney general, county attorney, district attorney, city attorney, sheriff, chief of police or their respective deputies, or other offices of the law, on matters posing a threat to the security of public or private property, or a threat to the public's right of access;
2. To consider the appointment, employment, right to practice or dismissal of a public officer, professional person or officer, unless the employee, professional person or officer requests a public hearing. The governing body may exclude from any public or private hearing during the examination of a witness, or all other witnesses in the matter being investigated. Following the hearing or executive session, the governing body may deliberate on its decision in executive sessions;
3. On matters concerning litigation to which the Board is a party or proposed litigation to which the Board may be a party;
4. On matters of national security;
5. When considering the selection of a site or purchase of real property when the publicity regarding the consideration would cause a likelihood of an increase in price;
6. To consider acceptance of gifts, donations and bequests which the donor has requested in writing to be kept confidential;
7. To consider or receive any information classified as confidential by law;
8. To consider accepting or tendering offers concerning wages, salaries, benefits and terms of employment during all negotiations;
9. To consider suspensions, expulsions or other disciplinary action in connection with any student as provided by law; and
10. For any other reason provided by Wyoming statutes as may be amended from time to time.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
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**POLICIES AND PROCEDURES:**

**SECTION II – 2-J-b      Executive Sessions  
(Continued)**

While deliberations may occur in executive session, no vote, decision, or action can be taken. All decision, votes and actions shall be taken by the Board during a public meeting, open to the public.

The minutes of an executive session shall be reflected in the Board's minutes and shall reflect that an executive session was held; the time the executive session began and ended; who was present at the executive session; if persons entered/exited the session; the reason(s) for holding the executive session, based on the reasons enumerated in the statute which allows executive sessions.

Board members and any person attending the executive sessions are duty bound not to disclose matters discussed during the executive sessions.

**LEGAL REFERENCE:**      W.S. §16-4-405 (Lexis Nexis 2003)

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
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**POLICIES AND PROCEDURES:**

Section II – 2-K                      Agenda preparation and Dissemination

The Director shall prepare all agendas for meetings of the Board. In doing so, he shall consult with the Board chairman and other officers, and appropriate members of the staff.

Items of business may be suggested by any Board member, staff member, or citizen; the inclusion of such items shall be at the discretion of the Director. The agenda, however, shall always allow suitable time for the remarks of the public who wish to speak briefly before the Board.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled.

The agenda, together with supporting materials, shall be distributed to Board members in a timely fashion prior to the Board meeting. The agenda shall also be made available to the press, representatives of community and staff groups, and to others upon request.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
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**POLICIES AND PROCEDURES:**

**Section II – 2-L                      Quorum**

A majority of the full membership of the Board shall constitute a quorum for the transaction of business at any meeting. No action of the Board shall be valid unless it receives the approval of the majority of the members elected to the Board, which is three members.

The Board believes it can meet as a body and proceed best with its deliberations, decisions and actions in an orderly manner which encourages the free exchange of information and opinion unhampered by formal rules of order. The Board chairman is charged with maintaining order and conducting the meetings of the Board in an orderly fashion.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES:**

Section II - 2-M                      Minutes

The Board clerk shall keep or cause to be kept accurate records of the actions taken at each Board meeting and a record of all warrants issued against monies belonging to the BOCHES.

The minutes shall include:

1. The nature of the meeting, regular, special, or emergency the time, the place, Board members present and absent, staff members present, and the approval of minutes of the preceding meeting or meetings.
2. A record of all actions taken by the Board, with the totals of each vote recorded except in cases of roll call vote, where vote of each member is recorded.
3. Resolutions and motions in full; reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date, and are subsequently physically affixed to the minutes.
4. A record of the disposition of all matters on which the Board considered but did not take action.
5. A record of any executive sessions which shall include the minutes of an executive session shall be reflected in the Board's minutes and shall reflect that an executive session was held; the time the executive session began and ended; who was present at the executive session; if persons entered/exited the session the reason(s) for holding the executive session, based on the reason enumerated in the statute which allows executive sessions.
6. A record of adjournment.

The minutes shall be signed by the chairman and attested by the Board clerk following their approval by the Board at the subsequent meeting. A signed copy shall be sent to Carbon County School District #1.

The minutes shall become permanent records of the Board and shall be in the custody of the Director, who shall make them available to interested citizens upon request.

LEGAL REFERENCE: W.S.S. §§ 21-3-113, 117

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
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**POLICIES AND PROCEDURES:**

**Section II -2-N**

**Public Participation at Board Meetings**

All meetings of the Board shall be open to the public except for executive sessions which may be convened as provided for by law. Because the Board desires to hear the viewpoints of citizens, it shall offer suitable time at all regular meetings for citizens to be heard.

Recognizing its responsibilities for proper governance of the BOCHES and therefore the need to conduct its business in an orderly and efficient manner, the Board shall schedule a period during each regular meeting for public participation. At times, it shall set a time limit on the length of this period and/or a time limit for individual speakers.

To achieve orderly meetings, the Board may regulate the conduct of the public, and if any meeting is willfully disrupted by a person or group of persons, the Board may order the removal of such person or group from the meeting room and continue in session, or it may recess the meeting and reconvene at another location, at which time only matters appearing on the agenda may be acted upon.

The Board chairman shall be responsible for recognizing all speakers, who shall properly identify themselves and affiliation, if any; for maintaining proper order; and for adherence to any time limits set. Questions asked by the public shall, when possible be answered immediately by the chairman or referred to staff members present for reply. Questions requiring investigation shall be referred to the Board or administrative staff for consideration and later response.

Members of the public will not be recognized by the chairman as the Board conducts its official business except when the Board schedules in advance an interim public discussion period on a particular agenda item.

LEGAL REFERENCE: W.S. § 16-4-406 through 406 . (Lexis Nexis 2003)

CROSS REFERENCE: 2-L Agenda Preparation Dissemination

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES:**

**Section II – 2-O                      Policy Development and Adoption**

The Board is authorized to formulate and enforce policies, rules, and regulations for the efficient and orderly operation of the BOCHES. Adopted policies serve as a guide for the administration and help to promote common understanding and uniformity in the basic procedures and operations of the BOCHES.

Policies are not infallible and must be reevaluated and appraised periodically in order that they may serve all in the best possible manner. Thus policy development is an ongoing process.

Adoption of new policies or changing existing policies is solely the responsibility of the Board.

Policies and policy revision introduced shall not be adopted until a subsequent meeting. Thus, time shall be given to permit further study and also to give opportunity to interested parties to react. However, temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken.

The execution of any section or sections of Board policies not established by law or contract may be temporarily suspended by approval of four-fifths of all Board members elected to the Board.

LEGAL REFERENCE: W.S.§ 21-20-107 (Lexis Nexis 2003)

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES:**

**Section II – 2-P                      Board Member Compensation**

Board members shall receive no compensation for their services. However, upon submitting vouchers and supporting bills for mileage to and from Board meetings and expenses incurred in carrying out specific services previously authorized by the Board, Board members may be reimbursed from BOCHES funds.

Such expenses may include the cost of attendance at conferences of board associations and other professional meetings/visitations when such attendance and expense payment has had prior Board approval.

The mileage, travel expenses and per diem shall not exceed the rate paid to state employees.

LEGAL REFERENCE: W.S. §§ 21-3-107, 21-3-111 (a) (x) (Lexis Nexis 2003)



**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES:**

Section II – 2-Q                      Board Staff Communications

The Board wishes to facilitate communications between the Board and staff.

Staff Communications to the Board – All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the director. The Director will use all appropriate means to keep staff fully informed of the Board's concerns and actions.

SECTION II - 2-R

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

POLICIES AND PROCEDURES:

Section II – 2-R                      Committees

The Board may appoint advisory committees for any purpose or duration as deemed necessary.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES:**

**Section II – 2-S                      Administration in the Absence of Policy**

In situations when action must be taken and the Board has provided no policy guideline for action, the Director shall have the power to act with consultation of the Board chairman or two trustees.

The Director's decisions, however, shall be subject to review by the Board at its next regular meeting. It shall be the duty of the Director to inform the Board promptly of his action and the need for policy or guidelines.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATION SERVICES  
RAWLINS, WYOMING**

**POLICIES & PROCEDURES**

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**Section III - Organizational Chart**

- 3-A Director's Contract
- 3-B Job Description – Director
- 3-C Evaluation of the Director
- 3-D Administrative Organization Plan
- 3-E Policy Implementation and Development of Administrative Rules
- 3-F Board review of Administrative Regulations

SECTION III – 3-A

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES:**

Section III – 3-A                      Director's Contract

The Board will hire the Director using a contract, the form of which will be approved by the Board from time to time at a salary established by the Board and upon such other terms and conditions as the Board deems appropriate.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES:**

Section III – 3-B

Job Description – Director

**TITLE:** Director of BOCHES

**MINIMUM**

**QUALIFICATION**

1. Master's Degree in an approved program of Adult Education and/or general education administration.
2. Appropriate teaching and administrative experience.
3. Such other requirement as the Board may find appropriate and desirable.

**GENERAL FUNCTIONS:**

As the Board's chief executive officer, the Director is responsible for the operation of the BOCHES.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

The Director's responsibilities include the following:

1. To secure, organize, and present to the Board such information as it may desire or need in order to perform its duties efficiently and effectively.
2. To implement the policies of the Board, and recommend new or revised policies for the Board to consider to improve the system and its service.
3. To recommend the employment of qualified candidates; the discharge of any employee rendering unsatisfactory service; and propose adequate salary schedules for employees.
4. To be responsible for the purchasing of approved materials and equipment.
5. To present the proposed annual budget and interpret it to the Board; to be responsible for administering the budget after it is adopted and to keep expenditures within its limits; and to direct the accounting of all funds and make proper financial reports to the Board.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES:**

**Section III – 3B**

**Job Description – Director (conintued)**

6. To plan, develop, promote, implement and evaluate the Community/Adult Education program in the District One Community; organize new activities and coordinate activities with existing agencies.
7. To provide adequate public information programs and services of the Board, the reasons for the activities, and the results obtained; to interpret Board policies; and take an active part in the life of the community.
8. To administer all programs established by Board action.
9. To develop long-range planning for the BOCHES.
10. To work closely with the WWCC Director of Outreach Programs to provide leadership in instructional improvement, including supervision and evaluation of faculty to facilitate such improvement; visit courses and activities twice during the semester, conduct individual conferences as necessary; conduct group in-service training sessions if desirable.
11. To establish a cooperative working relationship with appropriate personnel in local school district and with other community groups and organizations; develop cooperative projects with other agencies; provide consultation services in connection with adult and youth education projects of other community organizations; serve on special organizational committees as a result of position; promote and arrange special aspects of the outreach program which require the input and assistance of other organizations.
12. To recruit and recommend to the WWCC Director of Outreach Programs part-time faculty to instruct specific courses and/or conduct specific activities; thoroughly interview candidates prior to making recommendations, and once selected, thoroughly orient them relative to WWCC policies and procedures.
13. To evaluate Adjunct Faculty.
14. To keep abreast of professional developments by attending conferences, seminars, and workshops and by reading appropriate professional literature.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES:**

Section III – 3-B

Job Description – Director (conintued)

15. The Director shall encourage input from the Advisory Board on matters of program planning and community educational needs. The Director shall act as a liaison between the Advisory Board and the BOCHES Board.
16. The Director shall encourage the BOCHES Board to keep informed about current issues in Adult Education.
17. Evaluation of Staff per Section IV – FF
18. To perform other related duties as assigned by the Board.



**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES:**

Section III – 3-C                      Evaluation of the Director

Once each fiscal year the Board, with the Director, shall develop a set of goals and objectives based on the needs of the BOCHES. The Director shall be evaluated by the Board at the January meeting in accordance with these specified goals and upon the Director's performance of the job description requirements and performance responsibilities.

Through evaluation of the Director, the Board shall strive to accomplish the following.

1. Clarify the Director's role as seen by the Board
2. Clarify for all Board members, the role of the Director in light of his job description and the immediate priorities among his responsibilities and the long range planning of the BOCHES.
3. Improve the services provided by the BOCHES.

SECTION III – 3-D

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES:**

Section III – 3-D                      Administrative Organization Plan

The legal authority of the Board is transmitted through the Director along specific paths from person to person as shown on the organizational chart representing direction of authority and responsibility.

All organizational charts shall be submitted to the Board for approval and shall be regarded as visual representations of policy.

SECTION III – 3-E

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES:**

Section III 3-E          Policy Implementation and Development of Administrative Rules

The Director shall be responsible for implementing Board policies and for interpreting them to staff, students, and the public.

Often the Board's policies will require implementing regulations. The Director shall develop these, in consultation with other staff, and submit them to the Board for approval.

The regulations, after approved by the Board, shall be included in the Board's policies and regulations manual.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES:**

Section III – 3-F                      Board Review of Administrative Regulations

The Board reserves the right to approve administrative directives at its discretion, but it will revise or veto directives only when, in the Board's judgment, they are inconsistent with policies adopted by the Board.

Administrative directives need not be reviewed by the Board in advance of issuance except as required by state law.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATION SERVICES  
RAWLINS, WYOMING**

**POLICIES & PROCEDURES**

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**Section IV - Personnel Policies Goals**

- 4-A Definitions of Work Time
- 4-B Employment and Recruitment Policy
- 4-C Wages and Salaries
- 4-D Voluntary Separation from Service
- 4-E Layoffs
- 4-F Employment at Will
- 4-G All Benefits
- 4-H Holidays
- 4-I Staff Vacations, Personal Leave & Sick Leave
- 4-I-a Family and Medical Leave
- 4-J Funeral Leave
- 4-K Public Service Leave
- 4-L Professional Leave
- 4-M Absence Without Leave
- 4-N Unpaid Leaves of Absence
- 4-O Military Leave
- 4-P Use of Equipment
- 4-P-a Use of Company Vehicles
- 4-Q Gratuities
- 4-R Safety and use of Equipment
- 4-S Worker's Compensation
- 4-T Problem Solving
- 4-U Personnel Policy Review
- 4-V Staff Development
- 4-V-a Staff Tuition Reimbursement
- 4-W Professional Staff Positions
- 4-X Staff Involvement in Decision Making
- 4-Y Staff Confidentiality
- 4-Z Staff Conflicts of Interest
- 4-AA Personnel Records
- 4-AA-a Criminal History Record Information
- 4-BB Overtime and/or Compensation Time
- 4-CC Evaluation of Staff
- 4-DD Unavoidable Absence
- 4-EE Nonprofit Tuition Reimbursement
- 4-FF Classroom Usage Fee
- 4-GG Electronic Communication
- 4-HH Bad Weather / Emergency Cancellations and Closures
- 4-II Sexual Harassment
- 4-JJ Senior Citizen Tuition Waiver

## SECTION IV

### **CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES RAWLINS, WYOMING**

#### **PERSONNEL POLICIES GOALS**

The Board recognizes that a well-qualified staff, dedicated to education, is necessary to maintain a quality educational program. The Board is interested in its employees as individuals, and it recognizes its responsibility for promoting the general welfare of the staff within the financial limitations of the BOCHES.

The Board's specific personnel goals are:

1. To recruit, select, and employ the best-qualified personnel to staff the system consistent with the financial means of the BOCHES.
2. To provide compensation and benefits sufficient to attract and retain qualified employees.
3. To provide an in-service training program through which employees may improve their performance.
4. To conduct an employee evaluation program that will contribute to the continuous improvement of the employee's performance and BOCHES programs.
5. To assign personnel so they are utilized as effectively as possible.
6. To develop the quality of human relationships necessary to obtain maximum staff performance and satisfaction.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section IV-4-A Definitions of Work Time**

Definitions: For the purpose of these policies, the following definitions shall apply:

1. Full time non-instructional employees are expected to work 40 hours per week but are benefit eligible because they work more than 30 hours per week. Full-time employees receive the following benefits: Sick Leave, Vacation, Personal Leave, Wyoming Workers' Compensation, Life Insurance, Health Insurance, Wyoming State Retirement, Long-term Disability Insurance, and Wyoming Unemployment Insurance.
2. Full-time instructional employees- Follow the Carbon County School District #1 calendar for student contact hours. Instructors receive the following benefits: Sick Leave, Personal Leave, Wyoming Workers' Compensation, Life Insurance, Health Insurance, Wyoming State Retirement, Long-term Disability Insurance, and Wyoming Unemployment Insurance.
3. Permanent part-time employees are defined as those employed to work less than 30 hours per week. Part time employees receive no benefits, except for Wyoming Workers' Compensation and Wyoming State Retirement, if applicable and the ability to participate in the health insurance program under special conditions (see Section IV-4-G).
4. The work week is defined as follows: Sunday 12:00 a.m. to the following Saturday 11:59 p.m.
5. The term "work year" or "years" as used in connection with benefits for any individual, means one full calendar year of employment of that person by CCHEC.

Revision Approved June 24, 2014  
Revision Approved November 28, 2017

May 3, 2005

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PRODCEDURES**

**Section IV – 4-B**

**Employment and Recruitment Policy**

It is the policy of the CCHEC not to discriminate against any person in matters of compensation or the terms, conditions or privileges of employment because of age, race, color, gender, religion, national origin, ancestry, creed or disability. CCHEC will comply with all applicable state and federal laws and regulations.

The Director shall present an annual staffing plan, including proposed new positions, to the Board for approval (reference section V-5-B). Recruiting, hiring and assessing employees are the responsibility of the Director.

For all full time positions, the Director shall advertise in a newspaper of general circulation. A listing will also be made at Workforce Services. If possible, the Director will also advertise in a newspaper of the community in which the vacancy exists. Selection of a member of the immediate family of other employees or members of the Board of Directors is to be discouraged.

The Carbon County Higher Education Center Board will recruit for a Director and any other position requiring an appropriate degree through advertising in the state, regional and/or national press or as it deems appropriate.

Revision Approved March 2011  
Revision Approved September 2016

May 3, 2005



## SECTION IV – 4-C

### **CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES RAWLINS, WYOMING**

#### **POLICIES AND PROCEDURES**

##### **Section IV- 4-C                      Wages and Salaries**

From time to time, the Director shall recommend and the Board shall adopt a wage and salary schedule which will be subject to the financial limitations of CCHEC. The wage and salary schedule shall reflect the nature of each position. Compensation will be recommended by the Director and presented to the Board for final approval. The Board specifically reserves the right to increase and decrease salaries and wages.

The Board of the Carbon County Higher Education Center believes in life-long learning; employees are encouraged to continue their educations. Accordingly, when non-teaching employees meet designated educational milestones, they will be advanced an additional step on the salary schedule. The advance will take place at the beginning of the next fiscal year when step raises are normally granted.

Recognized milestones are: Associates Degree, Bachelor's Degree, Master's Degree.

Revision Approved September 2016

May 3, 2005

SECTION IV – 4-D

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCUDURES**

Section IV – 4-D          Voluntary Separation from Service

In order to effectuate an orderly transition, employees are requested to provide the following advance notice when voluntarily separating from CCHEC.

An employee who resigns shall notify the Director ten (10) working days prior to the anticipated date of separation.

A Director who resigns shall notify the Board twenty (20) working days prior to the anticipated date of separation.

Failure to notify: An employee who fails to provide advance notification, without good cause, may be considered not to have separated in good standing.

SECTION IV – 4-E

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEUDURES**

Section IV – 4-E

Layoffs

All staff positions are subject to the availability of funds and work to be performed. Any employee may be laid off and their employment terminated due to lack of work or funds. In lieu of notices and at the discretion of the director an employee may be paid regular wages for ten working days.

Revision Approved September 2016

May 3, 2005

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section IV – 4-F                      Employment At Will**

The Board may terminate the service of any employee at any time for any or no reason.

**1. Employment at Will**

- A. ALL EMPLOYMENT WITH CARBON COUNTY HIGHER EDUCATION IS EMPLOYMENT AT WILL. THIS POLICY MANUAL IS INTENDED AS A GUIDE FOR THE EFFICIENT AND PROFESSIONAL PERFORMANCE OF YOUR JOB; NOTHING CONTAINED IN THE POLICY MANUAL SHALL BE CONSTRUED TO BE A CONTRACT EITHER EXPRESSED OR IMPLIED BETWEEN CARBON COUNTY HIGHER EDUCATION AND THE EMPLOYEE. ADDITIONALLY, THIS BENEFITS MANUAL IS NOT TO BE CONSTRUED BY ANY EMPLOYEE AS CONTAINING BINDING TERMS AND CONDITIONS OF EMPLOYMENT.**
- B. ALL EMPLOYEES ARE *EMPLOYEES-AT-WILL*. THE EMPLOYEE RETAINS THE ABSOLUTE RIGHT TO QUIT OR RESIGN, AT ANY TIME, WITH OR WITHOUT GOOD CAUSE. CARBON COUNTY HIGHER EDUCATION RETAINS THE RIGHT TO TERMINATE ANY EMPLOYEE, AT ANY TIME WITH OR WITHOUT GOOD CAUSE.**
- C. CARBON COUNTY HIGHER EDUCATION RETAINS THE RIGHT TO CHANGE THE CONTENTS OF THIS POLICY MANUAL AT ANY TIME IT DEEMS NECESSARY WITH OR WITHOUT NOTICE.**

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section IV - 4-G**

**All Benefits**

**Staff Benefits**

In addition to various leave provisions, the Board will provide several other benefits and services for employees.

The Wyoming State Retirement System – Any employees expected to work for a period longer than four (4) months is eligible to participate in the Wyoming State Retirement System.

Workers' Compensation – The Center participates in Wyoming Workers Compensation Insurance Plan. Should an employee who is covered by this insurance be injured while at work, he is entitled to the benefits provided by the Workers' Compensation Fund.

Unemployment Insurance – All employees are covered under the Wyoming Unemployment Insurance Program.

Medical Insurance – All full-time employees are eligible to participate in the BOCHES health insurance. Part time employees may participate at a rate determined from time to time by the board.

Life Insurance – Full-time employees are eligible to participate in the Life Insurance plan, as may be provided from time to time.

Long Term Disability – Full time employees are eligible for Long-Term Disability benefits.

AFLAC – all employees are eligible to participate in the supplemental insurance at the employees own expense.

Revision Approved June 24, 2014  
Revised WRS 1-27-11

May 3, 2005

SECTION IV – 4-H

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section IV – 4-H                      Holidays

The BOCHES Board will adopt a calendar in consideration with local needs as well as the Western Wyoming Community College schedule. The calendar will be approved each year with the budget.

May 3, 2005

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section IV – 4-I                      Staff Vacations, Personal Leave & Sick Leave**

**Vacation:**

Full –time employees, after completing one year of service, are entitled to two weeks (10 work days) of paid vacation. Full-time employees after completing five or more years of service shall be entitled to three weeks (15 work days) of paid vacation. All vacation leave should be approved in advance by the Director.

For purposes of computing time of service, tacking on a non-continuous periods is not permitted, and the anniversary date of employment shall be the date of commencement of the current period of employment. Vacation days are not cumulative, and shall not be carried from one work year to another. – Special circumstances that are deemed to exist and carry forward must be approved in writing at the discretion of the Director.

Personnel severing employment with BOCHES will be compensated for unused vacation at their daily rate of pay.

**Personal Leave:**

All full-time employees will be allowed two (2) working days of personal leave each fiscal year. All personal leave should be approved in advance by the Director. Personal leave may not be accumulated or carried over into the next fiscal year or converted to sick leave.

**Sick Leave:**

1. Leave for sickness of the employee and his/her immediate family. Immediate family includes: Spouse, children, step-children, parents, step-parents, grandparents, grandchildren, brothers, sisters, father or mother-in-law, brother or sister-in-law.
2. Sick leave shall include the pursuance of checkups in order to impede illness and/or follow up treatments for the alleviation of a condition or conditions in order for the body and mind to function normally.
3. Sick leave shall include Doctor’s appointments and exams for employees and immediate family.
4. Sick leave shall include leave for maternity.

Revision Approved September 2016

May 3, 2005

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section IV – 4-I**

**Staff Vacations, Personal Leave & Sick Leave (continued)**

**Sick Leave Donation Policy:**

The Director (or his or her designee), after determining that an employee has a legitimate reason to be absent, may request donated sick leave from other employees for an employee who has exhausted all of their accrued sick leave, compensatory time and vacation leave. An employee who has accrued a minimum of eighty (80) hours of sick leave may donate a minimum of eight (8) hours up to a maximum of sixteen (16) hours of sick leave for every 80 hours accrued per calendar year to the same recipient who has an immediate and reasonable need for such assistance.

Donors shall give the Director (or his or her designee), who shall approve or disapprove the donation, a written statement specifying the number of hours donated and the name of the employee to whom the donation is being made. Donations will be kept confidential; the Director (or his or her designee) will not reveal the names of the donors to the employee receiving the donation.

(i) Employees shall have depleted all of their sick, vacation, personal or other available leave prior to use of donated sick leave.

(ii) The Director (or his or her designee) shall ensure that all donated but unused sick leave shall be credited back to the original donor(s) when the recipient returns to work and/or no longer has an immediate and reasonable need for the leave.

Approved June 2008

Revision Approved August 2010

Revision Approved September 2016

May 3, 2005



**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section IV – 4-I**

**Staff Vacations, Personal Leave & Sick Leave (continued)**

**Maternity Leave:**

Any staff member who becomes pregnant will be allowed to continue in her duties as long as she wishes before delivery, provided she presents a written statement from her physician attesting to her physical ability to work. She may return to work as soon after delivery as she signifies her intent to return and as soon as her physical condition warrants.

Since there is no rational basis for treating pregnancy differently from other medical disabilities, the pregnant staff member shall be allowed the benefits as outlined in the sick leave policy with no benefits added or subtracted.

**B. Sick leave shall be earned as follows:**

1. All full time personnel will earn sick leave in hours in accordance to their work day (8 hours) equivalent per month.
2. New employees, upon hire, will be given an advance of sick leave for the first five (5) months of work and will begin earning additional sick leave hours in the sixth month.

**C. Accumulation of sick leave is limited to 60 days.**

**D. Personnel unable to work for any of the reasons stated in section 1-A of this file, shall notify his/her immediate supervisor as soon as possible of the absence or anticipated absence. If such notification is not given, the absence may be charged to vacation leave or leave without pay.**

**E. After an employee has used five (5) days consecutively, they may be requested to provide written verification from a physician by the Director explaining the illness.**

**F. In the case of an emergency illness, application may be made to the Director for additional sick leave after all accumulated sick leave, vacation, and personal leave have been used.**

**G. Carbon County Higher Education Center recognizes employees may, on occasion, need extended leave time in order to care for themselves or for an immediate family member.**

SECTION IV – 4-I

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section IV – 4-I

Staff Vacations, Personal Leave & Sick Leave (continued)

H. Pursuant to the Family and Medical Leave Act of 1993, CCHEC will provide family and medical leave for all eligible employees.

REFERENCE: Family and Medical Leave Act of 1993

**CARBON COUNTY BOARD OF COOPERATIVE HIGH EDUCATION SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section IV – 4-I-a      Family and Medical Leave**

Unpaid family or medical leave, or both will be granted to eligible employees for a combined total of twelve (12) weeks per twelve-month period. The following regulations apply to family and medical leave (FML) for eligible employees

**A. Definitions:**

**1. Eligible Employee:**

To be eligible for a leave of absence under FML, an employee a) must have been employed by CCHEC for at least twelve (12) months and b) must have worked at least 1,250 hours during the twelve-month period preceding the commencement of the leave. Thus, new employees and employees who work fewer than 1,250 hours per twelve-month period are not entitled to family and medical leave.

Teachers, administrative, professional or certified employees or any other employee exempt under the Fair Labor Standards Act, who have full-time contracts, are presumed to have met the 1,250 hour rule, but must still satisfy the twelve months of employment rule before eligible for FML.

**2. Immediate Family:**

- a. Spouse means a husband or wife as defined or recognized under state law for purposes of marriage.
- b. Parent means: a biological parent or individual who stands or stood in loco parentis to the employee when the employee was a child. The term “parent” specifically excludes a parent-in-law.
- c. Son or daughter means: either a biological, adopted or foster child, a step-child, a legal ward, or a child of a person standing in loco parentis, who is:
  - i. Under eighteen (18) years of age; or
  - ii. Eighteen (18) years of age or older and incapable of self-care because of mental or physical disability.

**CARBON COUNTY BOARD OF COOPERATIVE HIGH EDUCATION SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section IV – 4-I-a**

**Family and Medical Leave (continued)**

**3. Serious Health Condition:**

A. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves either:

- a. Inpatient care (an overnight stay) in a hospital, hospice, or residential medical care facility; or
- b. Continuing treatment by a health care provider

**4. Twelve-Month Period:**

For purposes of family and medical leave, the twelve-month period is July 1 through June 30.

**B. LEAVE PROVISIONS:**

**1. Qualifying Events:**

Leave will be granted to eligible employees for any of the following family or medical reasons:

**a. Family Leave reasons:**

- (1) The birth and first year care of a child:
- (2) The adoption or foster care placement of a child with the employee;
  - i. This leave is equally available to male and female employees
  - ii. The family leave for the birth, adoption and foster care placement must be taken and concluded within one year from the date of birth, adoption or foster child placement.
  - iii. Foster care requires there be State action removing the child from the custody of the parents and placing the child with the employee.
  - iv. The care of an employee’s spouse, parent, son or daughter with a “serious health condition” requires:

**CARBON COUNTY BOARD OF COOPERATIVE HIGH EDUCATION SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURE**

**Section IV – 4-I-a**

**Family and Medical Leave (continued)**

aa. Certification of “a serious health condition” from a health care provider;  
And

bb. Certification from a health care provider that the employee is “needed to  
care for” the spouse, parent, daughter or son.

**b. Medical Leave Reason**

(1) The employee’s own serious health condition:

- i. The serious health condition must make the employee unable to perform the functions of the employee’s job
- ii. Certification from a health care provider that the employee is either unable to work at all or is unable to perform the essential functions of the employee’s position is required.

**C. COMPENSATION AND BENEFITS DURING FAMILY AND MEDICAL LEAVE:**

**1. Group Health Coverage:**

Any eligible employee who is entitled to leave is entitled to continuation of group health benefits at CCHEC expense during the period of leave. This coverage will be maintained under the same conditions as if the employee had not taken leave. However, the employee on leave is subject to the same changes, increases and reductions in coverage as if the employee were not on leave.

**2. Other Benefits:**

With regard to life insurance, disability insurance or other benefits plans, CCHEC will follow its established practice as in other instances of unpaid leave. If there is no established policy, then these will be continued at the district’s cost.

**3. Pension/Retirement Benefits:**

For purposes of vesting and eligibility to participate in pension plans, retirement plans or acquitting continuing contract status for teacher, family or medical leave is treated as continued service.

**CARBON COUNTY BOARD OF COOPERATIVE HIGH EDUCATION SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURE**

**Section IV – 4-I-a**

**Family and Medical Leave (continued)**

**4. Return to Employment:**

Any eligible employee who takes family or medical leave is entitled to an equivalent position with the equivalent pay, benefits and conditions of employment upon return from leave.

**5. FML is Considered Supplemental Leave:**

This leave is not to be considered as leave in addition to other leave granted to the employee by CCHEC for which the employee is otherwise eligible, but is intended only to supplement other leave to the extent CCHEC does not otherwise provide for twelve (12) weeks of leave during a twelve-month period.

To the extent any eligible employee would be entitled to sick leave, maternity leave, or personal leave pursuant to other applicable CCHEC policies, then the eligible employee is required to use and exhaust those other leave benefits for all or any part of the twelve (12) week FML leave period. Only in the event those other leaves do not provide the eligible employee with a total of twelve (12) weeks of leave during a twelve-month period is the employee allowed to use the family or medical leave. The leave for which the eligible employee may qualify under the provision of this policy will not exceed twelve (12) weeks inclusive of the leave utilized under the district policies for any of the above described leave situations. (For example, if due to the serious health condition of an employee, and employee desires to take leave for a period of up to twelve (12) weeks, and the employee has available six (6) weeks of paid sick leave which could be utilized, then the eligible employee is required to use the six (6) weeks of paid sick leave and, thereafter, would qualify for a six (6) weeks of unpaid leave pursuant to this FML. If the eligible employee has available up to twelve (12) weeks of other leave, then it must be utilized and FML would be utilized or allowed.)

**6. Additional Compensation:**

An employee cannot collect unemployment or other governmental compensation while on leave.

**D. SPOUSES WORKING FOR THE SAME EMPLOYER:**

When both spouses work for the district, the total leave in any twelve-month period for both spouses will be limited to twelve-weeks if the leave is taken for a) the birth or adoption of a child or first year care of child, or b) placement of a foster child.

Revision Approved September 2016

May 3, 2005

**CARBON COUNTY BOARD OF COOPERATIVE HIGH EDUCATION SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURE**

**Section IV – 4-I-a**

**Family and Medical Leave (continued)**

**E. INTERMITTENT OR REDUCED SCHEDULE LEAVE:**

- a. No intermittent or reduced schedule leave is allowed for the birth or adoption or first year care of the child or for placement of a foster child with the employee/
- b. Intermittent or reduced schedule leave may be taken either to care for a qualified family member with a serious health condition or for the employee's own serious health condition.
- c. Employees seeking intermittent or reduced schedule leave based on planned medical treatment are required to produce medical certification outlining the dates on which treatment is expected and the duration of the treatment.
- d. Employees must also provide 30 days' notice, or as much notice as is practicable, of their intentions concerning intermittent or reduced schedule leave.

**F. PLANNED MEDICAL LEAVE:**

In the event an eligible employee employed principally in an instructional capacity (teacher or teacher's aide) requests leave due to a serious health condition or to care for a qualified person with a serious health condition, and the employee would be on leave for greater than twenty percent (20%) of the total number of working days in the period during which the leave would extend, CCHEC may require such employee to elect either:

- a. To take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or;
- b. To transfer temporarily to an available alternative position offered by CCHEC for which the employee is qualified. And that:
  - (1) Has equivalent pay and benefits: and
  - (2) Better accommodates recurring periods of leave than the regular employment position of the employee.

**CARBON COUNTY BOARD OF COOPERATIVE HIGH EDUCATION SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURE**

**Section IV–4-I-a**

**Family and Medical Leave (continued)**

**G. REQUEST FOR LEAVE NEAR THE CONCLUSION OF THE SEMESTER:**

- a. In the case of an eligible employee employed principally in an instructional capacity (teacher and teacher's aide), if the eligible employee begins leave more than five (5) weeks prior to the end of the semester, CCHEC may require the employee to continue taking leave until the end of such semester if:
  - (1) The leave is of at least three (3) week duration; and
  - (2) The return to employment would occur during the three (3) week period before the end of the semester.
- b. If the eligible employee begins leave, which leave is granted for any of the permissible reasons other than the employee's own serious health condition and the leave period would commence within the last five (5) weeks prior to the end of a semester, CCHEC may require the employee to continue taking leave until the end of the semester if:
  - (1) The leave is of greater than two (2) weeks duration; and
  - (2) The return to employment would occur during the two week period before the end of the semester.
- c. If the eligible employee requests leave for any reason other than the employee's own serious health condition, which period would commence during the three (3) weeks prior to the end of a semester and the duration of the leave is greater than five (5) working days, CCHEC may require the employee to continue to take leave until the end of the semester.

**H. DUTIES OF EMPLOYEE:**

In any case in which the necessity for leave is due to the necessity of the employee to care for the spouse, son, daughter or parent of the employee or because of a serious health condition that makes the employee unable to perform the essential function of his/her position, the employee:

- a. Shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of CCHEC subject to the approval of the health care provider: and



**CARBON COUNTY BOARD OF COOPERATIVE HIGH EDUCATION SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURE**

**Section IV–4-I-a**

**Family and Medical Leave (continued)**

- b. Shall provide the employer with not less than thirty (30) days notice prior to the date the leave is to begin, with employee's intention to take leave under such provision, except that if the date of treatment requires leave to begin in less than thirty (30) days, the employee shall provide such notice as is practicable.

**I. CERTIFICATION:**

- a. Certification issued by a health care provider is required to support an employee's request for leave due to a serious health condition. "Certification of Physician or Practitioner" forms are available at request.
- b. CCHEC may require the employee to obtain the opinion of a second health care provider designated or approved and paid by CCHEC. In the event of a conflict between the first and second opinions, CCHEC may, again at its own expense, obtain a third opinion from a health care provider approved jointly by CCHEC and the employee. This third opinion is final and binding.
- c. CCHEC may require the eligible employee obtain subsequent re-certifications on a reasonable basis.

**J. FAILURE OF EMPLOYEE TO RETURN FROM LEAVE:**

CCHEC may recover the premiums CCHEC paid for maintaining coverage for the employee under CCHEC's group health insurance plan during any period of leave under this policy if:

- a. The employee fails to return from leave after the period of leave to which the employee is entitled has expired; and
- b. The employee fails to return to work for a reason other than:
  - (1) The continuation, recurrence or onset of a serious health condition that entitles the employee to leave either to care for a qualified family member or on account of the employee's own serious health condition; or
  - (2) Other circumstances beyond the control of the employee.

**K. CODE OF FEDERAL REGULATIONS:**

Reference will be made to the Code of Federal Regulations, Family Medical and Leave Act of 1993 to interpret and apply the provision of this leave.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section IV – 4-J                      Funeral Leave

In the event of the death of a member of the immediate family, each employee shall be entitled to five (5) working days leave with pay for funeral arrangements and attendance. Compensation will be paid for the regularly scheduled hours which fall within this time period. Under extraordinary circumstances this leave may be extended, but without pay. Proof of the death and/or relationship may be requested by the Director.

Immediate family includes: Spouse, children, step-children, parents, step-parents, grandparents, grandchildren, brothers, sisters, father or mother-in-law, brother or sister-in-law.

Funeral leave for any other reason may be granted by the Director on an individual basis without pay.

Revision Approved January 28, 2021

May 3, 2005

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section IV – 4-K                      Public Service Leave**

CCHEC Board recognizes that successful function of our democratic society is dependent upon the participation of individual private citizens in government. Therefore, supports the right of all CCHEC employees to exercise their rights and privileges as citizens and accept leadership roles in local, state and national political activities, so long as their participation does not detract from their primary obligation to CCHEC.

An individual intending to file as a candidate for or accept an appointment to public office shall notify the Director of such intent in writing ten (10) working days prior to the date of filing or acceptance of appointment.

Within five (5) working days of receipt from the employee of the notification of intent to file or to accept an appointment, the Director will meet with the employee to discuss the commitment and compensation procedures.

In the event of an appointment where less than ten (10) working days are provided, the employee shall notify the Director upon receipt of the appointment.

No school facilities, equipment or supplies may be used for campaigning or other political activities by an employee seeking or holding office, nor shall the employee use any time during the work day for campaigning purposes. Any employee shall at all time refrain from using his/her position to influence any students, and or co-workers in relation to his/her campaign. However, a candidate may accept invitations to speak to student groups when all other candidates are so invited.

CCHEC recognizes that successful functioning of our Democratic society is dependent upon the participation of individual private citizens in government. For this reason, CCHEC allows leave hours each year for those employees elected or appointed to political positions. CCHEC expects these hours of leave to be taken responsibly.

**CARBON COUNTY BOARD OF COOPERATIVE HIGH EDUCATION SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURE**

**Section IV – 4-K**

**Public Service Leave (continued)**

When an employee's attendance at regularly scheduled meetings commensurate with his/her political office or appointment requires his/her to be absent from his/her assignment, the employee will:

1. continuing to be paid his/her salary;  
agree to incur the cost of providing a substitute to carry out his/her assignment
2. In cases where a substitute is not hired, agree to relinquish to CCHEC an amount equal to the current substitute rate of pay for his/her position, and
3. Not be required to relinquish to CCHEC any moneys received as compensation for carrying out his/her public duties.

In addition, the employee will agree to use personal leave or relinquish his/her salary for the time period he/she is absent when attending functions or meetings which are not identified as regular meeting dates of those holding that political office or position.

In the event that a political appointment or position requires a full-time commitment, the employee will be asked to take a leave of absence for the duration of the term of the office.

**Jury Duty:** Employees are to bring in documented proof of their summons and give at least 48 hour notice to the Director. CCHEC will provide paid leave when an employee must serve on a jury for up to 5 days per calendar year. At the end of 5 days employees may use paid time off or take it as an unpaid leave of absence. Additionally, you will be expected to sign over to CCHEC any paycheck you receive from the courts for the first 5 days of paid leave and during paid time off. If the employee exhausts all their paid time off they may keep the pay provided by the court. If employees report for jury duty and are dismissed, they will be expected to report for work for the remainder of each day this occurs. If the employee is told that they do not need to report to court on any day of the jury duty stint, they are required to come to work. Employment will not be affected by jury duty in accordance with W.S. §1-11-40.

**Voting Leave:** Employees are entitled to vote at any primary or general election or special election. On the day of such election, employees may absent him/herself from any service or employment in which he/she is then engaged or employed, for the period of one hour, other than the meal hours, the hour being at the convenience of the supervisor, between the time of opening and closing of the polls. Such elector shall not, because of so absencing him/herself, lose any pay, providing he/she actually casts his/her legal vote.

## SECTION IV – 4-L

### **CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES RAWLINS, WYOMING**

#### **POLICIES AND PROCEDURES**

##### Section IV – 4-L Professional Leave

Employees may be granted professional leave, with pay, to participate in meetings, institutes, examinations and other activities directly related to their work, at the discretion of the Director, with a report to the Board. Out-of-town expenses shall be paid on actual and reasonable receipts for food and lodging with the itemized receipts turned in within fifteen (15) days. When possible, and at the discretion of the Director, registration, lodging and travel may be paid through direct billing. As a rule, such arrangements must be made in order to capitalize on early registration discounts; if arrangements are not made in sufficient time to qualify for early registration discounts, the employee may be responsible for the difference between the discount rates and the normal rates. It is understood that travel for professional reasons will not accrue compensation time nor overtime. Leave longer than one week for the Director or an employee shall be approved *in advance* by the Board or Director.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section IV – 4-M

Absence without Leave

Absence of an employee from duty, including any absence for a single day, or part of a day, that is not specifically authorized shall be without pay. An employee who absents him/herself from his/her job for three consecutive days without authorized leave shall be deemed to have abandoned their position.

Employees of CCHEC are expected to be at work and provide notice to the Director or Administrative Assistants if absence is necessary. Employees should utilize the absence request forms to provide advance of absences. Employees of CCHEC are expected to maintain full hours of employment assigned by the Director without tardiness

## SECTION IV – 4-N

### **CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES RAWLINS, WYOMING**

#### **POLICIES AND PROCEDURES**

##### **Section IV – 4-N                      Unpaid Leaves of Absence**

An employee may be granted a leave of absence without compensation for such period of time and upon such other terms and conditions as the Board may determine. A request for such leave must ordinarily be submitted in writing as far in advance of the need as is known by the employee, and such written request shall state the reasons for requesting the leave, the duration of the requested leave and the date upon which it is requested that the leave begin. All such written requests shall be acted upon within forty five (45) days after receipts thereof. Scheduled increments, adjustments in salary and other credits such as sick leave or vacation are not allowed for such leave.

## SECTION IV – 4-O

### **CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES RAWLINS, WYOMING**

#### **POLICIES AND PROCEDURES**

##### Section IV – 4-O                      Military Leave

Military leave shall be granted to all employees. An employee of the Center who is a member of the Wyoming National Guard or the Army, Navy, Air Force, Marines or Coast Guard Reserve shall be given a leave of absence, not to exceed fifteen days in any one calendar year without pay to attend duly authorized encampments, training courses and similar training programs in addition to any other leave or vacation time to which such persons are otherwise entitled. If the date of such training is optional, they shall be designated by the supervisor or Director. Request for such leave must be made in writing by the employee and presented to the Director at least thirty (30) days prior to the effective date of such military leave, except in an emergency.

CCHEC will comply with military regulations.



SECTION IV – 4-P

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section IV – 4-P                      Use of Equipment

The equipment at the Carbon County Higher Education Center belongs to the taxpayers of Carbon County School District #1. Equipment will be loaned to students registered in Western Wyoming Community College classes if the equipment is necessary for successful completion of the class. Equipment will be loaned to established businesses and organizations for specific events. CCHEC will not charge fees for the loan of equipment but will require borrowing individuals or agencies to pay complete replacement costs for the lost or damaged equipment.

The use of BOCHES property for personal use is prohibited.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section IV – 4-P-a

Use of Company Vehicles

Employees of CCHEC are the only ones allowed to drive company vehicles. You must have a valid driver's license and a safe and clean driving record. If an employee receives a citation while driving a company vehicle it must be reported to the Director that same day. The employee is responsible for paying any fees associated with the citation. No tobacco including chew, cigarettes, vape pens, hookahs, or other electronic smoking devices are allowed in the vehicles. Texting, calling, or receiving calls while driving company cars is not permitted. Students and staff must wear seat belts at all times and obey all driving laws. Vehicles should be cleaned of all trash and filled with gas before returning the keys to the administrative assistant. No pets allowed in vehicles.

The use of BOCHES property for personal use is prohibited.

Approved November 28, 2017

SECTION IV – 4-Q

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section IV – 4-Q                      Gratuities

No employee shall accept or receive property for his/her personal use as the result of any purchasing or other actions that he/she shall perform as part of his/her duties for the BOCHES.

Any employee must disclose pecuniary interest/conflict of interest to the Director and or the board.

May 3, 2005

SECTION IV – 4-R

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

POLICIES AND PROCEDURES

Section IV – 4-R

Safety and Use of Equipment

Each employee shall conduct him/herself and handle equipment in such a manner as to avoid accidents. Employees are responsible for observing all safety regulations.

SECTION IV – 4-S

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section IV – 4-S                      Worker's Compensation

Worker's Compensation benefits are available to employees to the extent, but only to the extent, provided by Wyoming State Law.

Injuries should be reported to the Director or Administrative Assistants within twenty four (24) hours so reports can be filed in timely manner.

SECTION IV – 4-T

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section IV – 4-T                      Problem Solving

Communication Procedure: The following is the channel of communication for any problem solving or suggestions pertaining to any of the conditions of employment or operations of the Carbon County Higher Education Center.

Any employee with complaints or suggestions shall discuss the matter with the Director.

If the Director is unable to resolve the situation, the employee shall have the right to present the matter in writing to the Board and to appear in person before the Board in an effort to resolve the matter. At the time of consideration by the Board, the employee, the Director, and, if appropriate, others involved, shall be present.

SECTION IV – 4-U

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section IV – 4-U

Personnel Policy Review

The personnel policies of the Carbon County Higher Education Center shall be subject to review from time to time by the Board and may be changed, amended, canceled, revoked or revised at any time as deemed appropriate.

May 3, 2005

## SECTION IV – 4-V

### **CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES RAWLINS, WYOMING**

#### **POLICIES AND PROCEDURES**

##### Section IV – 4-V

##### Staff Development

The Board recognizes the importance of developing, improving, and extending staff skills subject to the financial restraints of the BOCHES. Certification for a position does not necessarily mean that the individual possesses and will automatically develop optimal levels of job competency. Opportunities may be provided from time to time, to attempt to assist so that staff personnel will remain abreast of emerging information and educational practices.

The Board may provide for professional growth and upgrading and updating of professional skills through:

1. Planned in-service programs and workshops offered in the system from time to time.
2. Released time for attendance at conferences, workshops, and other professional meetings.
3. Staff access to a wide variety of professional publications, reports, and materials that will contribute to professional growth.
4. Leave of absence for advanced training.

The Director will have the authority to approve released time for conferences and visitations and reimbursements of expenses if the activities are within budget allocations for that purpose.



**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section IV – 4-V-a

Staff Tuition Waiver or Reimbursement

The Carbon County Higher Education Center promotes and encourages higher education for members of our staff. In order to promote and encourage that goal within the organization, CCHEC has devised the following tuition reimbursement program.

For employees taking courses through Western Wyoming Community College CCHEC will pay for up to six (6) credit hours per semester per employee with the following stipulations:

- ✓ Employee must be enrolled in an undergraduate or graduate course of study leading to a degree **or** in a course with direct application to their position or job description;
- ✓ Employee must provide proof of completion of the course with a grade of “C” or better;
- ✓ Materials and fees are the responsibility of the employee;
- ✓ Employee must receive written permission from the Director prior to enrolling in the course.
- ✓ At the end of each semester, CCHEC will pay the tuition of the course. Employees must pay the tuition of the course if they receive less than a “C” or withdraw. The tuition must be paid within thirty calendar days or it will be deducted from their check.

For employees taking courses through a college other than Western Wyoming Community College CCHEC will reimburse for up to three (3) credit hours per semester per employee with the following stipulations:

- ✓ Employee must be enrolled in an undergraduate or graduate course of study leading to a degree **or** in a course with direct application to their position or job description;
- ✓ Reimbursement will be based on whichever is less: tuition at the University of Wyoming for an identical or equivalent course or tuition at the degree-granting institution;
- ✓ Employee must provide proof of completion of the course with a grade of “C” or better;
- ✓ Materials and fees are the responsibility of the employee;
- ✓ Employee must receive written permission from the Director prior to enrolling in the course.

This policy will be in effect beginning with the Summer 2020 semester and continue until revised or repealed by the Board.

Approved December 21, 2009

May 3, 2005

Revision Approved January 23, 2020

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section IV – 4-W Professional Staff Positions**

All positions shall be established by the Board.

In each case, the Board will approve the purpose and function of the position, approve a statement of job requirements as recommended by the Director, and delegate to the Director the tasks of writing, or causing to be written, a job description for the position.

The Director shall maintain a comprehensive, coordinated set of Job Descriptions which will set forth clear cut responsibilities for all positions.

Only the Board may abolish a position it has created.

May 3, 2005

SECTION IV – 4-X

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section IV – 4-X                      Staff Involvement in Decision Making

The Board will encourage all employees to provide input for the betterment of the BOCHES. Staff input will be sought as appropriate to assist in developing policies and regulations, in establishing goals and objectives, and in planning curriculum, services, budget and facilities.

In devising rules and procedures for the operation of the Center, the Director will seek the suggestions of those employees who will be affected by the regulations.

The Director will develop channels for the communication of ideas among staff and the Board, and will inform the Board of staff opinion when presenting recommendations for Board action.

SECTION IV – 4-Y

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section IV – 4-Y                      Staff Confidentiality

The Board expects members of its staff to adhere to rules of confidentiality as they apply in the relationship with students, public, co-workers and officials.

SECTION IV – 4-Z

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section IV – 4-Z

Staff Conflict of Interest

Employees will not engage in or have a financial interest in any activity that raises a reasonable question of conflict of interest with their duties and responsibilities in the BOCHES.

Employees will not engage in any type of work or business where the source of information concerning customer, client, or employer originates from information available to the employee through BOCHES sources.

Employees shall not sell books, instructional supplies, equipment, or other Center supplies when their position on the staff is used to influence the sale of goods or services to students or parents.

There should be no conflict of interest in the supervision or evaluation of employees. At no time may any person be responsible for the supervision or evaluation of an employee directly related to him/her.

SECTION IV – 4-AA

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section IV – 4-AA                      Personnel Records

The Center shall maintain only one personnel file. The personnel file shall include the following sections:

1. Evaluation section – The evaluation section shall include all complaints against and commendations of the employee, written suggestions for corrections and improvements, and evaluation reports made by the administration.
2. Supplementary section – The supplementary section shall include certificates, academic records, pre-employment references, and application forms.

Additions to the Evaluations Section – No complaint, commendation, suggestion or evaluation may be placed in the evaluation file unless it meets the following requirements:

1. The comment is signed by the person making the complaint, commendation, suggestion, or evaluation; and
2. The employee's supervisor has notified the employee by letter or in person that the comment is available in the office for inspection prior to its placement in the evaluation section.

The staff member may offer a denial or explanation of the complaint, commendation, suggestions, or evaluation and any such denial or explanations shall become part of the employee's evaluation sections. Employees shall sign all documents going into the personnel file, whether in agreement or disagreements of such items.

General Access to Personnel File – Access to a personnel file may be given to the following person without consent of the employee:

1. The Director, the staff member's supervisor, and a board member if it relates to his or her duties or responsibilities as a Board member. No other person may have access to an employee's personnel file except under the following circumstances:
  - (a.) When the employee gives written consent to the release of his/her records. The written consent must specify the records to be released and to whom they are to be released and for a stated purpose. Each request for consent must be handled separately; blanket permission for release of information shall not be accepted.

SECTION IV – 4-AA

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section IV – 4-AA

Personnel Records (continued)

(b.) When subpoenaed or under court order.

(c.) As permitted by law.

Employee's access to His or Her Personnel File – An employee may have access to his or her own personnel file at reasonable times, i.e., during reasonable times, during regular hours, so as not to interfere with services to students. The right to access includes the right to make written objections to any information contained in the file. Any written objection must be on a separate written document of paper and must be signed by the employee and it shall become part of the personnel file.

Records Management – The Director shall be the records manager for personnel files and shall have the overall responsibility for maintaining and preserving the confidentiality of personnel files. The Director may, however, designate another employee to perform the duties of the records manager. The records manager is responsible for granting or denying access to records on the basis of this policy.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES:**

Section IV – 4-AA-a      Personnel Records

Criminal History Record Information

- 1.) Criminal History Record Information (CHRI) will only be accessible to the authorized “Responsible Party” who has completed the Division of Criminal Investigation training and signed the appropriate “Rules of Behavior” release.
- 2.) All CHRI will be stored in a locked cabinet in the office of the Responsible Party.
- 3.) CHRI will be stored only until applicant suitability is determined. If the applicant is suitable, the Responsible Party will shred the CHRI. If the applicant is deemed not suitable, the CHRI will be retained in the locked cabinet in the Responsible Party’s office for a period not to exceed six (6) months and will be accessed only in the event of a challenge or appeal. The Responsible Party will shred the CHRI immediately upon conclusion of an appeal or after six (6) months, whichever comes first.
- 4.) Misuse of CHRI is a serious offense that may result in disciplinary action up to and including termination.

Policy Approved November 2016

May 3, 2005



SECTION IV – 4BB

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section IV – 4-BB**

**Overtime and or Compensation Time**

Overtime- Compensation Time - Except for those employees who are employed in a bona fide executive, administrative or professional capacity, or under a specific written contract which satisfies the fair Labor Standard Act requirements, over time shall be paid at the rate of time and one-half the regular hourly rate of the employees pay for hours worked in excess of 40-hours during each work week as prescribed by Federal regulations.

All overtime will require advance approval of the Director.

AGREEMENT OF UNDERSTANDING BETWEEN CARBON COUNTY HIGHER EDUCATION CENTER AND \_\_\_\_\_, EMPLOYEE.

I \_\_\_\_\_ hereby state that it is my preference to receive compensatory time off in lieu of overtime payment for previously approved time that I work in addition to the standard work week required of my position at CCHEC for which I am paid on an annual salary basis.

I understand that I must have prior approval (by the Director or his/her appointee) for any hours that I work over my regular work week, and those hours I will be given compensatory time off based on 1.5 times the extra hours worked, and that if I do not have prior approval for hours worked in excess those hours may be considered as “donated hours.”

I understand that when I request compensatory time off, it shall be honored unless to do so would be “unduly disruptive” to CCHEC’s operations such as: (a) anticipated peak workloads based on past experience such as during registration, (b) emergency requirements for staff, and (c) the availability of qualified substitute staff.

I understand that upon termination of employment, I shall be paid for unused compensatory time earned at a rate not less than my final regular rate

I understand that compensatory time cannot accrue more than 24 hours (1.5 x 16 hours). When I have accrued 24 hours, I must use the compensatory time as soon as it can be honored..

It is my decision to accept compensatory time off in lieu of cash overtime payments and it is made freely and without coercion or pressure.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

May 3, 2005

## SECTION IV – 4-CC

### **CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES RAWLINS, WYOMING**

#### **POLICIES AND PROCEDURES**

##### Section IV – 4-CC                      Evaluation of Staff

The development of a strong, competent staff is essential to the smooth functioning of the Center. The Board expects all employees to make continuous efforts to improve their work and expects their supervisors to assist them through supervision and evaluation.

The Board delegates to the Director the responsibility of developing evaluation procedures for all personnel. The plan shall provide that all employees are evaluated at least once each year before their employment anniversary date with the results of the evaluation reported to the Board. The evaluation should be written and signed by the supervisor and the employee before it is placed in the file.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section IV – 4—DD                      Unavoidable Absence

In the event that a staff member is unable to be present at his/her assignment due to circumstances beyond the control of that staff member, the time lost shall be deducted from the accumulated sick leave of that person. If the sick leave is exhausted, the time lost shall be deducted from the personal leave. If personal leave has been exhausted, the time lost shall be deducted from vacation.

When all personal, sick and vacation leave have been exhausted the employee will be docked an amount equal to the staff member's salary for the time of absence.

Approved November 27, 2006

May 3, 2005

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section IV – 4 - EE

Nonprofit/Governmental Organization Tuition Reimbursement

The Carbon County Higher Education Center will reimburse tuition, required fees, and academic support fees for one three-hour class at Western Wyoming Community College per semester for employees and board members of nonprofit organizations located within Carbon County School District #1. All course/laboratory fees, technology fees, textbooks, and other expenses are the responsibility of the student.

Nonprofit/Governmental Organization tuition reimbursement must be requested at the time of registration. Students must have the written permission of the Director of the nonprofit/governmental organization to which they belong. The Director of the nonprofit/governmental organization will affirm that the student is enrolled in a course of study leading to a degree or certificate or that the course being taken is directly applicable to the student's role in the nonprofit/governmental organization. The organization must be a nonprofit or governmental agency and CCHEC may require verification for its records. Students may also be required to provide proof of residency.

Students must receive a grade of "C" or better in order to be eligible for reimbursement.

The Board of CCHEC will visit this policy annually to set a funding limit. In the event that there are more applications than available funds to accommodate them, reimbursement will be made on a first-come, first-served basis.

Approved February 26, 2009

Approved February 26, 2009

Revision Approved August 22, 2023

May 3, 2005

SECTION IV – 4 – FF

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section IV – 4 - FF                      Classroom rental fee

Effective January 1, 2015 the Carbon County Higher Education Center will assess a fee for the use of classroom space by organizations that are for-profit. Non-profit, educational, and governmental organizations are exempt from the room usage fee. Private parties are not allowed to make reservations on campus. (Examples: birthdays, weddings, Tupperware parties, etc.)

The fee schedule will be as follows:

Half day (less than 4 hours) rental = \$25.00

Full day (more than 4hours) rental = \$50.00

Weekly rental = \$200.00

Approved December 16, 2014

May 3, 2005

## SECTION IV – 4-GG

### **CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES RAWLINS, WYOMING**

#### **POLICIES AND PRODCEDURES**

##### **Section IV – 4-GG**

##### **Electronic Communication**

It is the policy of the Board of Trustees that all CCHEC employees and students follow the rules, regulations, and laws pertaining to electronic communications.

#### **Definition:**

Electronic Communication is defined as all electronic means of communication owned and operated by the College, such as the computer network (hardware and software), telephone systems, and facsimile machines.

#### **Philosophy:**

CCHEC honors and respects the privacy and academic freedom of its members and strives to permit maximum freedom of use consistent with CCHEC policies as well as state and federal laws.

*“An irresponsible or unlawful electronic communication sent by any employee can expose an institution to liability, loss of proprietary information, or loss of other assets. On the other hand, inappropriate monitoring of or limitations on the use of electronic communications can stifle academic exchange, violate employees’ expectations of privacy, and diminish employee morale. An educational institution must carefully balance these two concerns when developing an electronic communication policy.”*

*Jackie R. McClain*

*CUPA President, 1999-2000*

Note: This statement clarifies the applicability of law and of existing CCHEC policies for the use of the electronic communication systems at Carbon County Higher Education Center. It also defines new policy and conventions of use where existing policies and practices do not address issues uniquely specific to these systems.

#### **Purpose:**

The purpose of the electronic communication systems at Carbon County Higher Education Center is to support and advance the CCHEC mission of teaching, learning, and public service, and related administrative needs. This includes access to electronic information and sharing of ideas and information within the CCHEC community and with external audiences. The electronic communications systems are the property of CCHEC and access to these systems is a

privilege accorded to members of the CCHEC community. The systems and facilities are supported by public funds and are to be used primarily for CCHEC related work.

#### SECTION IV – 4-GG

### **CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES RAWLINS, WYOMING**

#### **POLICIES AND PROCEDURES**

##### **Section IV – 4-GG**

##### **Electronic Communication (continued)**

Examples include communication between and among students, faculty, and other employees, homework, class projects, sanctioned research projects, and business operations of CCHEC.

In using these electronic communication resources, users accept full responsibility for their actions and agree that they will use these resources in an ethical manner for the purposes herein. CCHEC will make a continuing effort to educate the CCHEC community in responsible use and to respond when violations are pointed out. Access granted to users is subject to all CCHEC policies and procedures, and to federal state and local laws. The electronic communication systems may not be used for commercial for-profit purposes nor may the system be used in any manner that overloads the system or alters the system. CCHEC allows limited personal use so long as this use is incidental to the purposes stated above and does not interfere with the completion of an employee's duties.

#### **Legal Considerations:**

All employees who use the campus electronic communication systems must comply with federal, state, and local laws. Users who violate the law will be individually responsible for their actions.

- **Laws Governing Copyrighted Materials**  
Copyright and other laws, licenses, and other contractual agreements protect software programs, images, sounds, text, and related materials. Users who reproduce or distribute copyrighted works without permission infringe on the author's rights, and may be violating the U.S. Copyright Law and be subject to civil damages and criminal penalties.
- **Laws Governing Sexual Harassment**  
Sending unwanted and/or offensive communications via the campus electronic communication systems may constitute sexual harassment and violate the intended use of these systems. The Procedure is consistent with Federal laws.
- **Other Laws**  
There are other laws that govern the use of electronic communication systems. Examples of illegal use include distributing scams and pyramid schemes or threatening other persons or property. This includes "hoax messages." Ignorance of such laws does not protect the user.

## SECTION IV – 4-GG

### **CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES RAWLINS, WYOMING**

#### **POLICIES AND PRODCEDURES**

##### **Section IV – 4-GG**

##### **Electronic Communication (continued)**

#### **Privacy Issues:**

CCHEC does not routinely inspect, monitor, or disclose electronic media without the user's consent. Nonetheless, subject to the authorization of the Director, CCHEC may deny access to its electronic services and may inspect, monitor, or disclose electronic mail (1) when required by and consistent with law; (2) when there is substantial reason to believe violations of law or of CCHEC policies have taken place; (3) when there are compelling circumstances under time-dependent, critical operational circumstances when failing to act (a) may result in significant bodily harm, significant property damage, loss of evidence of one or more violations of the law or CCHEC policies, or significant liability to CCHEC, or (b) could seriously hamper the ability of CCHEC to function administratively.

Users of the systems should keep in mind that, due to the nature of existing technology, total privacy of electronic communications cannot be guaranteed. System administrators, however, will not read e-mail or other files unless authorized by the Director as described or with permission of the user, and will treat the contents of those files as private information at all times.

- Attempts to circumvent the mechanisms that protect private information from examination by others in order to gain unauthorized access to the system and to private information are unlawful and a violation of this Procedure.
- Individuals are responsible for protecting their access privileges, including any access codes or passwords. It is a violation of this procedure to use another user's ID and password to access computer or network systems or to supply false information to obtain access to a computer or the network.

#### **Technical Misuse:**

Technical misuse of these systems includes, but is not limited to:

- Intentionally interfering with the legitimate use of others.
- Proliferating undesired, false, or damaging electronic transmissions, such as chain letters, hoaxes, broadcast messages, SPAM, worms, or viruses.

#### **Electronic Courtesy:**

In an effort to maintain a civil climate on our electronic communication systems, please consider any bothersome effects your usage of the system might have on others. Specifically, please note the following requests:

- When sending personal messages, send and forward these messages only to personal distribution lists.



- Honor requests by users to be removed from personal distribution lists.
- Use the CCHEC-maintained distributions (such as Everyone) only to send messages and announcements pertaining to CCHEC-related business.

#### SECTION IV – 4-GG

### **CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES RAWLINS, WYOMING**

#### **POLICIES AND PRODCEDURES**

##### Section IV – 4-GG

##### Electronic Communication (continued)

- View any image or text you wish in private. Be aware, however, that exposing others to those same images and texts may be in violation of the law and/or CCHEC policies.

#### Resource Limitations:

Electronic communication resources are limited and the use of resource intensive items (such as RealPlayer, instant messaging, online video, online audio, online games, large file transfers, etc.) often impacts other users. During the hours 8:00 AM to 5:00 PM, Monday through Friday, please refrain from sending, viewing, playing or downloading resource intensive items unless it is related to CCHEC business. Although these practices are not illegal, they interfere with the effectiveness of the system for all users. Penalties for violations of this Procedure include, but are not limited to, a reprimand, loss of the users' account and/or other sanctions deemed appropriate by the Director.

Approved November 28, 2017

May 3, 2005

SECTION IV-4-HH

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PRODCEDURES**

Section IV-4-HH                      Bad Weather/ Emergency Cancellations and Closures

Bad weather or emergencies may cause classes to be canceled and buildings to close. CCHEC follows the Carbon County School District #1 policy for closures. The Director or his/her designee may cancel all classes. Individual classes may be canceled if bad weather prevents an instructor from arriving on campus.

Approved November 28, 2017

May 3, 2005

## SECTION IV – 4-II

### **CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES RAWLINS, WYOMING**

#### **POLICIES AND PRODCEDURES**

##### **Section IV – 4-II**

##### **Sexual Harassment**

It is the intent of Carbon County Higher Education Center to maintain a working environment that is free from discrimination, including sexual harassment. Harassment on the basis of sex is unlawful; the district prohibits any and all employees, vendors, sales representatives, or visitors from sexually harassing Carbon County Higher Education Center employees in the school district work place.

Sexual Harassment is:

1. Making unwelcome sexual advances or requests for sexual favor, or other verbal, nonverbal or physical conduct of a sexual nature, a condition of an employee's employment.
2. Making submission to or rejection of such conduct the basis for employment decisions affecting the employee; and
3. Conduct which has the effect of unreasonably interfering with an individual's work performance; or
4. Conduct which has the effect of creating an intimidating hostile or offensive working environment.

Examples of conduct which may constitute sexual harassment include, but are not limited to:

1. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's employment status;
2. Sexually-oriented verbal or nonverbal kidding, jokes, drawings, gestures;
3. Repeated requests or pressure with sexual or demeaning implications;
4. Repeated remarks with sexual or demeaning implications;
5. Unwelcome touching such as patting, pinching, hugging, rubbing, brushing, against another's body;
6. Unwelcome eye contact that is suggestive or with lustful intent.
7. Repeated, offensive sexual flirtations, advances, or propositions;
8. Continued or repeated verbal abuse of a sexual nature;
9. Graphic verbal or nonverbal commentaries about an individual body;

10. Sexually degrading words used to describe an individual, and
11. Display of sexually suggestive objects or pictures.

SECTION IV – 4-II

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PRODCEDURES**

Section IV – 4-II

Sexual Harassment (continued)

Carbon County Higher Education Center Workplace is:

Carbon County Higher Education Center workplace includes (1) all property, both real and personal, which belongs to, or is leased to the Carbon County Higher Education Center and includes school district buildings, parking lots, roads, equipment, vehicles (including personal) used by an employee to perform his/her work; (2) any school-related event, even if not on school district property, and (3) any other tie or place where employment with Carbon County Higher Education Center required the employee's presence.

An employee, male or female, who believes he or she has been subjected to sexual harassment, shall immediately report the alleged acts or conduct. A verbal complaint of sexual harassment may be made initially, but shall then be followed by a written report on form "Sexual Harassment Report".

The complaint shall be made to the Director, who shall immediately report the complaint to the Board Chair, unless the incident involves the Director, in which event the complainant shall immediately report the complaint to the Executive Assistant or any member of the BOCHES Board, who shall immediately report the incident to the Chairman.

Upon receipt of complaint of sexual harassment, the Director, or in the event the complaint involves the Director, the Chairman of the BOCHES Board shall immediately undertake to investigate the complaint. In making the investigation, the Director, or Chairman, shall utilize such others as is deemed necessary to assist in providing full, fair, and expedient investigation.

SECTION IV – 4-II

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PRODCEDURES**

Section IV – 4-II

Sexual Harassment (continued)

**SEXUAL HARASSMENT REPORT**

All persons are to be treated with respect and dignity. Sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile, or offensive environment, will not be tolerated under any circumstances.

COMPLAINT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

DATE (S) OF ALLEGED INCIDENT (S): \_\_\_\_\_

NAME OF PERSON (S)S YOU BELIEVE SEXUALLY HARASSED YOU: \_\_\_\_\_  
\_\_\_\_\_

LIST OF ANY WITTNESSES THAT WERE PRESENT: \_\_\_\_\_  
\_\_\_\_\_

Approved December 12, 2017

May 3, 2005

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section IV – 4 - JJ          Senior Citizen Tuition Waiver**

The Senior Citizen Tuition Waiver may be provided to senior citizens residing within Carbon County School District #1 who are age 60 years or older to allow these students to enroll in one three-hour class at Western Wyoming Community College per semester. The waiver only applies to the tuition, required fees, and academic support fees. Senior citizens are required to pay all course/laboratory fees, technology fees, textbooks, and other expenses that may be required for the course, at the time of registration.

Courses may be taken for credit or audited. Students wanting to audit a course can only choose this option during the initial registration period.

The waiver must be requested by the student at the time of registration. Students who qualify for the tuition waiver must show proof of age via an official government issued photo identification to CCHEC's Student Services Specialist. Students may also be required to provide proof of residency. Students who qualify for the tuition waiver must follow the same entrance requirements as students whose fees are not waived.

The Board of CCHEC will visit this policy annually to set a funding limit. In the event that there are more applicants than available funds to accommodate them, reimbursement will be made on a first come, first served basis.

Approved August 22, 2023

May 3, 2005

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATION SERVICES  
RAWLINS, WYOMING**

**POLICIES & PROCEDURES**

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**Section V – Accounting**

- 5-A Annual Operating Budget
- 5-B Budget Preparation
- 5-C Line Item Transfer Authority
- 5-D Inventories
- 5-E Purchasing Procedures and Purchasing Authority
- 5-F Salary Deductions
- 5-G Expense Reimbursements
- 5-H Fiscal Management Goals
- 5-I Investment of Funds
- 5-J Bidding Contract Procedure
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- 5-L Bonded Employees and Officers
- 5-M Fiscal Accounting and Reporting
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- 5-O Funding Proposals and Application
- 5-P Purchasing Procedures
- 5-Q Purchasing Regulations
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- 5-S CCHEC Properties Disposal
- 5-S-a CCHEC Properties Disposal Procedure – MEDIA
- 5-T Contracts with Other Agencies
- 5-U Depository of Funds/Check Writing/ Cash in Building
- 5-V Retention of Fees for Non-Credit Courses
- 5-W Fiscal Year
- 5-X Donations

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section V– 5-A                      Annual Operating Budget**

The annual operating budget is the financial plan for the operation of the BOCHES. It provides the framework for both expenditures and revenues for the fiscal year and translates the educational programs and priorities into financial terms.

Under the direction of the Board, the Director is the budget officer of BOCHES. In preparation of making budget recommendations to the Board, the Director will seek suggestions from other staff members. The Director is responsible for budget administration after the budget is approved by the Board.



SECTION V – 5-B

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section V – 5-B

Budget Preparation

Budget preparation for Carbon County Board of Cooperative Higher Educational Services will be an integral part of program planning so that the annual operating budget may effectively express and implement all programs and activities of the Center. Budget planning and preparation will be a year-round process involving broad participation of the Director and staff.

The Director will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar. The director will develop and submit a proposed budget, including a detailed staffing plan, to the Board for final approval following the timeline listed below. He/she will solicit advice and suggestions from the staff prior to preparing a proposed budget.

The requested budget will reflect the best judgment as to the most effective way to use resources in achieving progress toward educational objectives of the Center.

The Board will review the requested budget and may amend it as deemed appropriate. A proposed budget, taking into account amendments and recommendations made by the Board, shall be presented to the Board in a timely fashion so as to allow the Board to meet the hearing and notice requirements. The Budget hearing for BOCHES Budget will be held in conjunction with the CCSD#1 Budget hearing.

In order to facilitate budget preparation the following time line will be utilized.

***May Meeting***

Requested budget presented to BOCHES Board (copy to CCSD#1)

***June Meeting***

Proposed budget presented to BOCHES Board for approval.

***July Meeting***

Public hearing on budget included in CCSD#1 Budget

Revision Approved March 24, 2011

Approved 4/24/2006

SECTION V – 5-C

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section V – 5-C

Line Item Transfer Authority

Individual line items within a budget category may be overdrawn at the discretion of the Director, but category items may be overdrawn only with the approval of the Board.

The Director shall recommend to the Board those transfers from one budget category to another which is deemed necessary.

SECTION V – 5-D

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section V – 5-D Inventories

A complete inventory of all BOCHES equipment, supplies, and materials located on all of the Center buildings shall be established and updated annually.

The inventory shall consist of all items costing more than \$100 or having a life expectancy of five years or more, with the exception of equipment permanently affixed to a building. All items costing \$5000.00 or more shall be recorded on the fixed asset list for financial accounting and insurance purposes. All items costing \$5000.00 or more will be capitalized and depreciated each year during the annual audit.

Inventory items shall be affixed with a numbered tag.

The Director or designee shall be responsible of making certain the inventory is completed and updated annually.

The inventory list is on a database maintained with a printout of the inventory on file in the office records of both the main campus and LSRV campus.

Items being checked out will be verified and recorded by the Administrative Assistant at each campus site.

Revision Approved November 21, 2011

Revision Approved January 28, 2021

Approved 4/24/2006

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section V – 5-E**

**Purchasing Procedures and Purchasing Authority**

The Center's purchasing program shall service the interests of the Center and its educational program by providing the necessary supplies, equipment, and services.

The Board's authority for the purchase of materials, equipment supplies, and services is extended to the Director through the detailed listing of items as part of the budget process and approved by the Board through its adoption of the annual operating budget.

The Director shall serve as purchasing agent for the BOCHES. The Director shall be responsible for developing and administering the purchasing program for the BOCHES. The purchasing procedures employed by the BOCHES shall comply with all applicable laws and regulations of the state as well as Board policies.

Materials, supplies, equipment, and services will be purchased by competitive bid whenever it is advantageous to the Center or required by state law.

Whenever, in the opinion of the Director, the best interests of the Center would be served by direct negotiation, it will not be necessary to secure competitive bids unless required by state law.

The Director shall follow this procedure in making or authorizing purchases and paying bills. Any purchase not made in accordance with the following policy will be considered personal and the individual initiating the order shall be responsible for payments.

1. A purchase order or requisition shall be prepared for all purchases. The purchase order shall show the items to be purchased, their known or estimated price including shipping charges, and the vendor. A CCHEC voucher may be used in lieu of a purchase order when deemed appropriate by the Director. A credit card with an attached itemized receipt may be used as a voucher with the approval of the Director.
2. The Director or his/her designee shall approve all purchase orders. Purchasing outside consulting services may be made only with prior authorization of the Director.
3. A copy of the purchase order shall be sent to the vendor, and a copy will be filed with CCHEC's accounting department.
4. Payment of bills will not be made until certified by the Director, or when necessary by the Director's designee, on an official CCHEC voucher and approved by the Board.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section V – 5-E

Purchasing Procedures and Purchasing Authority (continued)

5. The date items are received will be indicated on the corresponding purchase order.
6. Travel expenses (excluding wages) may include but not limited to lodging, meals, mileage, registration fees, and any other BOCHES related expenses incurred while traveling. Travel expenses can be paid by either credit card accompanied by an itemized receipt or reimbursed upon proof of an itemized receipt. Credit card receipts must include an itemization of expenses. No reimbursement for alcoholic beverages or in room movies is allowed.
7. Vouchers will be checked against the purchase order, shipping documentation and the vendor's invoice. Receipt of all purchased items will be certified by the Director's signature, or the Director's designee, on the voucher before being presented to the Board for approval.
8. Vouchers approved by the Director will be presented to the Board at the regular meeting each month. Upon approval of the Board, payment will be made by CCHEC checks.

SECTION V – 5-F

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section V – 5-F                      Salary Deductions

Except for deductions for absence not covered by paid leave or those required by law, deductions shall be subject to Board approval and voluntary on the part of the employee.

If a staff member resigns or is discharged from the Center, he/she shall receive salary prorated for the number of days worked.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section V – 5-G                      Expense Reimbursements

Personnel and board members who incur expenses in performing their authorized duties will be reimbursed upon submission and approval of a request for reimbursement form and such supporting itemized receipts as required by the business office.

These expenses may be incurred and approved in line with budgetary allocations for specific types of expenses.

Expenses for travel will be reimbursed only when it has been authorized in advance by the Board and/or Director. The Director may grant this authorization without prior board action when the travel expense has been anticipated and incorporated into the operational budget of the particular program involved, and the Board will later ratify such approval.

Mileage will be paid at a rate not to exceed the state mileage limit established for state employees. Mileage will only be reimbursed if a CCHC vehicle is not available. Extenuating circumstances must be approved by the Director.

Expenses incurred for motel rooms and meals will demonstrate the same economy as a prudent person traveling on personal business. Requests for reimbursement will differentiate between expenditures for business and those for personal convenience. Alcoholic beverages, parking tickets and traffic citations are personal expenses and will not be reimbursed.

Requests for expense reimbursements must be submitted within 15 days of travel.

Revision Approved January 28, 2021

Approved 4/24/2006

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section V – 5-H                      Fiscal Management Goals

The quantity and quality of learning programs are directly dependent upon the funding provided and the effective, efficient management of these funds.

It is the responsibility of the Director to make certain the fiscal management methods are current and modeled after the best accepted business practices in order to serve the goal of modern educational programs for the students of the Center.

In recognizing the important trust it has been given, the Board will be vigilant in fulfilling its responsibility that these funds are used wisely for the achievement of the purposes for which they have been allocated.

In addition, the Board will be diligent in fulfilling its responsibility that funds generated from voter approved mills are used for the purposes set forth in the statutes authorizing such mills.

Ref.: W.S. 21-3-110, W.S 21-20-108 (a) (vii)



**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section V 5-I**

**Investment of Funds**

Cash balances shall be invested to the best advantage of the BOCHES in any securities or investments permitted by law.

Funds not committed for thirty day (30) days may be invested according to the following:

1. Each Center depository should be contacted by the Center to determine the highest interest rates for the time period specified.
2. The actions and records of investments and deposits will be ratified by the Board at the next board meeting.
3. All investments made by the Center are to be properly secured in accordance with legal requirements and proper financial practices at the Center.
4. Interest from an investment will be credited to the fund from which it was invested.

All persons charged with the investment of Center funds, as well as Board members, will annually make the disclosure of pecuniary interests required by law. Such disclosures will be made a part of the Board meeting minutes.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section V 5-I**

**Investment of Funds (continued)**

**STATEMENT OF INVESTMENT POLICY**

**General:**

This Statement of Investment Policy is adopted pursuant to the requirements of W.S. Section 9-4-831(h). CCHEC invests public funds in a manner which will provide a reasonable rate of investment return while assuring the maximum security of principal, meeting the daily cash flow demands and conforming to all federal, state and local laws and regulations governing the investment of public funds.

**Scope:**

This investment policy applies to all financial assets of CCHEC. These funds are accounted for in the Center's General Fund Financial Statements.

**Prudence:**

Investments shall be made with judgment and care under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. The standard prudence to be used by investment officials shall be the “**prudent person**” standard.

**Objectives:**

The primary objectives, in priority order of CCHEC'S investment program shall be:

1. Safety

Safety of principal is the foremost objective the investment program. Investments of CCHEC shall be undertaken in a manner that seeks to ensure the preservation of capital.

2. Liquidity:

CCHEC'S investment portfolio will remain sufficiently liquid to enable CCHEC to meet all operating requirements which might be reasonably anticipated.

3. Return on Investment:

CCHEC's investment portfolio shall be designed with the objective of attaining a reasonable rate of return throughout budgetary and economic cycles, taking into account the Center's investment risk constraints and the cash flow characteristics of the portfolio.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section V 5-I**

**Investment of Funds (continued)**

**Management Responsibility:**

Management responsibility for the investment program is hereby delegated to the Director or his/her designee, who may establish written procedures for the operation of the investment program consistent with this investment policy. The Director, or his/her designee, shall be responsible for all transactions undertaken and shall establish a system of controls to regulate investment activities.

**Review of Investment Program**

The Board shall make periodic review of the Center's investment activities

**Ethics and Conflicts of Interest:**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. Employees and officers shall subordinate their personal investment transactions to those of CCHEC, particularly with regard to the time of purchases and sales.

**Authorized Financial Dealers and Institutions:**

The Director or his/her designee, is authorized to invest in those types of securities as allowed in W.S. Sections 9-1-416 and 9-4-831, and any other state law authorizing a type of investment. Prior to any transaction taking place or any investment advice being given, the statement contained in Exhibit DFA-E shall be signed by the Investment Officer or Advisor.

**Collateralization:**

All funds will be collateralized in accordance with W.S. Section 9-4-821.

**Safekeeping and Custody:**

Pledged collateral, that are instruments of the United State government and its agencies, will be safe kept by the Federal Reserve Bank. Other listed collateral that cannot be held by the Federal Reserve Bank shall be held in trust by a trustee approved by the Board of Trustees. The right of collateral substitution upon prior notification and acceptance by the Center is granted.

**Reporting:**

The Director, or his/her designee, is charged with the responsibility of including a report of investment activity and returns in the Center's Monthly Financial Report.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section V 5-I**

**Investment of Funds (continued)**

**STATEMENT OF INVESTMENT  
OFFICER OR ADVISOR**

W.S. Section 9-4 -832 (h) requires the following statement be signed by any person who:

- A) Effects any investment transaction on behalf of a political subdivision such a CCHEC or
- B) Offers any investment advice to the governing political subdivision.

The statement must be signed prior to any transaction taking place or any investment advice being given.

“Pursuant to W.S. Section 9-4-831 (h) and the *Statement of Investment Policy* of Carbon County Higher Education Center, I hereby swear and affirm I have read the *Statement of Investment Policy* of Carbon County Higher Education Center. I agree to abide by applicable state law with respect to advice I give and the transactions I undertake on behalf of Carbon County Higher Education Center.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed/Typed Name of Signatory

\_\_\_\_\_  
Printed/Typed Name of Firm (if applicable)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Date: \_\_\_\_\_

Original: CCHEC File:\_\_\_\_\_

Copy to: Investment Officer or Advisor

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section V – 5-J**

**Bidding Contract Procedure**

In an attempt to assure that all interested persons who desire to do business with the Carbon County Higher Education Center are afforded an equal opportunity to do so, the administration shall obtain competitive bids when: (1) any repairs, additions, or improvements costing more than ten thousand dollars (\$10,000) are to be made to any property; or, (2) when any purchase of insurance, supplies or materials excluding textbooks or purchased services costing more than ten thousand dollars (\$10,000) but less than twenty five thousand dollars (\$25,000) is contemplated unless precluded by appropriate regulations or Wyoming Statutes. When the amount exceeds twenty five thousand dollars (\$25,000), a call for bids shall be published at least once in a newspaper of general circulations in the area encompassed by CCHEC. No contract shall be divided for the purpose of avoiding this provision.

Prior to making a request for, or a call for bids, the bid proposal will be detailed written specifications or description of the item(s) for which a bid is being sought will be prepared and presented to the Board for approval. If approved by the Board, then competitive bids will be obtained and, if appropriate, a notice calling for bids shall be published as provided for herein.

Items for which bids or call for bids must be obtained may be described in the published call for bids by stating general requirements and making detailed specifications available to prospective bidders through the administrative offices.

The Board shall determine on a case-by-case basis at the time the bid proposal is reviewed whether the bids are to be accompanied by a bid security and the amount; whether a performance bond must be posted and, if so, the amount; whether the contractor must provide insurance and, if so, the type and amount as well as the amount of liquidated damages or incentive bonus, if any, which are to be provided for in the final contract documents.

In addition to the written specifications or descriptions, where appropriate each bidder shall be furnished standard bidding instructions, a bid form, proposed contract form and, when applicable, a bid security form, bid bond form and a performance bond form.

The Board shall reserve the right to reject any and all bids and to waive irregularities and informalities in the bidding, as well as to accept any bid which in its sole and absolute judgment under the circumstances best serves the Center's interest. No bids shall be considered which are received after the published deadline and any bid so received after the scheduled time shall be returned to the bidder unopened. The Board may further require up to forty-five days from bid opening or competitive receipt acceptance of the same.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section V – 5-J**

**Bidding Contract Procedure (continued)**

All bids in response to a call for bid shall be made in sealed envelopes and once submitted shall remain unopened until opened by the Director or his/her designee according to the published date and time. These bids openings will be open to the public. Bids shall be reviewed by the Board at its next meeting, at which time the Board may or may not take final action.

Where applicable, preference shall be given to Wyoming contractors as provided in W.S.16-6-101-108 (2003Lexis)

The Board shall acknowledge acceptance of a bid by the issuance of a notice of award which, after compliance with the provisions, shall be followed by a notice-to-proceed form. The acceptance of any bid shall be evidenced by a written contract as developed by the Director or his/her designee. No change order shall be valid unless in writing and approved by the Board or the Director or his/her designee as allowed by the Board.

Partial and final payments shall not be made until approved by the Board and all legal requirements have been satisfied.

Ref.: W.S. 21-3-110-(a) (viii)  
W.S. 16-6-101, et seq

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section V – 5-K

Authorized Signatures

All checks issued from BOCHES will have the authorized signatures of both the Chairman and Treasurer of the BOCHES Board. Checks will be stamped with the authorized signature facsimiles by the Director or, in his/her absence, an authorized designee of the Director, following the monthly Board meeting during which the expenditures for the month have been approved. The checks may be stamped by the Director prior to the board meeting in the following circumstances:

1. Payment of Non Credit Instructors
2. Non Credit Supplies not to exceed \$50.
3. Payroll and the following employee benefits and payroll deductions:
  - a. Wyoming Retirement System
  - b. Wyoming Workers' Compensation
  - c. All Federal Payroll Taxes
  - d. Payroll Deductions for insurance, tax deferred accounts, or employee authorized deductions, or court-ordered deductions or garnishments
4. Student refunds on non-credit tuition and textbooks
5. Transfer of tuition and fees to WWCC
6. Reimbursement from travel for Staff Development.
7. Reimbursement for Section 125 Insurance Deductibles.
8. Any emergency as deemed necessary by the Director.

All checks stamped prior to a Board meeting will be presented with the regular expenditures for Board approval.

CCHEC follows a separation of duties for accounting purposes. Checks are generated by the Accounting Specialist or Administrative Assistant and Stamped by the Director.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section V– 5-L

Bonded Employees and Officers

The Director, Accounting Specialist, Program Planner, and Administrative Assistants, Board Treasurer, and such other employees whose position requires the handling of funds, will be bonded in an amount determined by the Board. The amount of the bond required for each employee will be based upon funds being handled each fiscal year, as well as any bonding requirements established by law. The cost of these bonds will be paid by the Center.



**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section V – 5-M                      Fiscal Accounting and Reporting**

The Director shall be responsible for accounting for all funds of the Center and for the preparation of reports, audits, and statements required by the State Examiner's Office, the State Department of Education and state law.

The accounting system used shall conform with requirements of the Uniform Municipal Fiscal Procedures Act, the State Department of Education requirements and good accounting practices, providing for the appropriate separation of accounts, funds and special monies.

A financial statement, prepared by the Director or designee, will be presented to the Board at the regular meeting each month. This report will be prepared in the form prescribed by the Board, which will show the amount budgeted in each budget category, the amount expended to date and remaining unexpended balance. At the requests of the Board, a more detailed itemization of any budget category will be prepared.

Other financial statements as determined by the Board shall be presented as requested.

SECTION V – 5-N

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section V– 5-N                      Audits

The complete financial records of the BOCHES will be audited annually by a certified public accounting firm selected by the CCSD#1 Board of Trustees. The audit shall be conducted by November 15 each year. The BOCHES funds are audited in conjunction with CCSD#1 Audit.

The BOCHES Board shall consider the recommendations and act upon, as appropriate, the audit report as presented by the certified public accounting firm in order to maintain an efficient system for recording and safeguarding BOCHES assets.

SECTION V – 5-O

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section V – 5-O                      Funding Proposals and Application

It is the Director's responsibility to seek available and applicable funding, subject to the approval of the Board.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section V – 5-P**

**Purchasing Procedures**

Local Purchases

A purchase made through a vendor whose business is located within Carbon County boundaries is defined as a local purchase.

Purchase Orders

Non-local purchases will be made on a Center purchase order. Variances from this procedure must be approved in advance by the Director. Any purchase not made in accordance with this policy will be considered personal and the individual initiating the order shall be responsible for payment.

Voucher Purchase

A Carbon County Higher Education Center voucher may be used in lieu of a purchase order when deemed appropriate by the Director. A credit card invoice with itemized receipt attached may be used as a payment with the approval of the Director.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section V – 5-Q**

**Purchasing Regulations**

Local Purchases

When an employee of the Center needs to make a purchase through a local vendor, the employee must complete a requisition and obtain the amount of the item and approval from the Director or his/her designee prior to making the purchase. When the purchase is made, it will be charged to the BOCHES. The employee will not pay for the item from personal funds, expecting reimbursement unless prior approval is obtained from the Director or his/her designee. After the purchase has been made, the employee will return the copy of the itemized charge slip to the Director or his/her designee.

Purchase Orders

When an employee needs to make a purchase from a non-local vendor, the following procedure will be followed:

1. The employee will submit a requisition to the Director or his/her designee. The requisition will contain all information as outlined on the form.
2. The Director or his/her designee will then check the accuracy of the budget code and the availability of funds in that budget code. He/she will then sign and date the requisition, if appropriate. If the requisition is approved, a purchase order will be generated for the order. If the requisition is disapproved, the employee will be notified.
3. All orders will be shipped to the Carbon County Higher Education Center at 812 E. Murray Street, Vocational Campus at 1650 Harshman Street, or LSRV Campus at 360 Whippoorwill.
4. Upon receipt of the order, it will be checked for accuracy and then sent to the employee who originated the order.
5. If an item is to be returned to a vendor for any reason, it will be brought to the attention of the Director.
6. All purchases will be added to inventory at the end of each month.

Revision Approved September 2016

Approved 4/24/2006

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section V-5-Q**

**Purchasing Regulations (continued)**

**Voucher Purchases**

A voucher will be used for purchasing of the following:

1. **Travel Expenses** (excluding wages): This may include but not limited to lodging, meals, mileage, registration fees and any other expenses incurred while traveling. Travel expenses can be paid either by credit card, voucher or reimbursement when accompanied with an itemized receipt. Mileage is reimbursed at the same rate established by state law for state employees. Mileage will only be paid when a CCHEC vehicle is unavailable. Reimbursement vouchers must be submitted within 15 days of time of expenditures.
2. **Reimbursements for Purchased Materials**: Any materials purchased OUTSIDE the County that is pre-authorized by the Director or his/her designee must not exceed \$50.00 and need to be turned in within 15 days accompanied by an itemized receipt.
3. **Contracted Services**: Purchasing outside consulting services may be made only with prior authorization of the Director.
4. Any other purchase deemed appropriate by the Director.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATION SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section V-5-R                      Payday Schedules

Payday for BOCHES employees shall be on the 20<sup>th</sup> day of each month. The payday shall be on the preceding work day if the 20<sup>th</sup> falls on a weekend or holiday.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section V – 5-S**

**CCHEC Properties Disposal**

The Board of Trustees and personnel of CCHEC recognize the need for and believe in the process of weeding obsolete property. When it is determined that any real or personal property is no longer needed for Center purposes, obsolete property which had an initial purchase price of five hundred (\$500) dollars or more may be sold or discarded in accordance with the provisions listed below:

1. Notification of intent to dispose of obsolete property (ies) is to be given to the Board.
2. Notice shall be given to Center personnel of items that are being declared obsolete. Such items may be made available to Center personnel for instructional purposes only, not for personal use.
3. A notice of sale shall be published in the Center's official newspaper and advertised through the media at least once five (5) days prior to the date of the sale. The notice shall state that bids will be received on a specified date, or the property is to be sold at public auction.
4. All items to be sold or discarded shall be displayed for a specified period.
5. The Board may sell the property to the highest and best bidder or may reject all or any bids.
6. The Board retains the prerogative of making obsolete items available to other government entities or non-profit organizations upon receipt of requests from such groups.

Any remaining obsolete items shall be destroyed or disposed of in an appropriate manner, as approved by the Board.



**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section V – 5-S-a

CCHEC Properties Disposal Procedure—MEDIA

The Board and personnel of CCHEC recognize the need for and believe in the process of weeding the library/media collection. The Director shall determine which items are no longer useable and will arrange for their disposal according to the following process:

1. All items to be weeded shall be marked “Obsolete/Discard.”
2. After such items for discard are determined, the Director shall make such items available for sale to instructors for their personal use in the classroom.
3. Any remaining items shall be made available to the public for sale or shall be made available to other government entities or non-profit organizations.
4. Remaining materials shall be placed in trash receptacles for disposal or recycling.

SECTION V – 5-T

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section V – 5-T

Contracts with Other Agencies

Negotiation of contracted services with/from other government entities shall be at the discretion of the Director, but subject to approval from the Board of Trustees.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section V – 5-U

Depository of Funds/Check Writing/ Cash in Building

The Tuition Receipts Account will be established under the name of Western Wyoming Community College. This will be a deposit only account. No withdrawals will be made from this account. Deposits to the Tuition Receipts Account will be made by a check written to transfer credit class tuition and lab fees from the General Fund.

The General Fund Account shall constitute all funds collected by the CCHEC. Funds received during registration periods should be deposited in a timely manner to avoid leaving cash in the building after business hours. The Director shall use his/her discretion about depositing funds during the slower periods of business.

SECTION V – 5-V

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section V – 5-V

Retention of Fees for Non-Credit Courses

Non-credit Monies collected for non-credit courses shall be retained by CCHEC. All course expenses and instructor salaries shall be paid out of the fees collected for the particular non-credit course.

SECTION V – 5-W

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

POLICIES AND PROCEDURES

Section V – 5-W                      Fiscal Year

The BOCHES operates on a fiscal year basis. The fiscal year is run from July 1 to June 30.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

**Section V– 5-X**

**Donations**

CCHEC accepts donations of goods only insofar as they support and can be used in on-going academic programs. All donations must be approved in writing by the Director. CCHEC will not place a value on any donation but will issue a letter acknowledging the donation for the donor. Once an object has been donated and accepted it becomes the property of CCHEC to dispose of as CCHEC sees fit and the donor can make no stipulations about how the object is used. In the event that a vehicle is donated for the automotive technology program the vehicle cannot be parked on CCHEC property until the Director has approved the donation and the title has been properly transferred to CCHEC. The automotive technology instructor will offer advice and counsel to the director with regard to the use of a specific vehicle for teaching purposes.

This policy is intended to include all CCHEC programs and cover all donations of equipment or objects including but not limited to vehicles, medical supplies, scrap metal, lumber, software programs and more.

Approved December 12, 2017

Approved 4/24/2006

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATION SERVICES  
RAWLINS, WYOMING**

**POLICIES & PROCEDURES**

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**Section VI – Adjunct Faculty Policies**

- 6-A Student Policies – Program Goals
- 6-B College Credit Classes
- 6-C Non-Credit Classes
- 6-D Class Size
- 6-E High School Equivalency Program
- 6-F ESL and SSL Programs
- 6-G Student Fee Refunds
- 6-H High School Equivalency / WWCC Tuition Grant

SECTION VI – 6-A

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section VI – 6-A

Student Policies – Program Goals

It is the purpose of the Carbon County Higher Education Center to provide all the people of Carbon County with the opportunity to move toward their educational and cultural goals.

The CCHEC will strive to make these opportunities available by cooperating with Western Wyoming Community College, Carbon County School District #1 and other institutions of higher education that will provide courses locally. Cooperation with the State Department of Education, and other entities within the community, either individually or collectively that will provide educational or cultural opportunities may also be utilized.



**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
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**POLICIES AND PROCEDURES**

**Section VI – 6-B                      College Credit Classes**

Students enrolled in college credit courses will follow procedures put forth in the current catalog for Western Wyoming Community College as well as those put forth by the Carbon County Higher Education Center.

**Privacy Rights of Students**

Privacy right of Western Wyoming Community College students are in compliance with the Family Educational Rights and Privacy Act (FERPA).

Students who are attending or have attended Western Wyoming Community College and with respect to who Western Wyoming Community College maintains education records or personally identifiable information are the exclusive claimants to the rights listed below. Parents who declare a student as a dependent, as defined in Section 1512 of the Internal Revenue Code of 1954, are also included; but in such cases, the particular student also retains his or her rights. Applicants for admission to Western Wyoming Community College are not included until they have officially enrolled.

Western Wyoming Community College respects and actively seeks to protect the privacy rights of its students and their parents in regard to education records and personally identifiable information formulated and/or maintained by the College. These rights are generally defined as:

1. The right to inspect and review education records and personally identifiable information pertaining to the individual.
2. The rights to control and be informed of the use, release and dissemination of such records.
3. The right to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate.
4. The right to be notified and informed of the rights described above.
5. Information on students (address, phone number, classes, etc.) is not released to any party without prior permission of the student involved.

Revision Approved September 2016

SECTION VI – 6-C

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section VI – 6-C

Non Credit Classes

Non-Credit classes will be offered as needed by the people of Carbon County and at the discretion of the Center. Non-Credit Classes are defined as Continuing Education and Community Services.

Continuing Education refers to all expenditures and revenue related to programs, class activities, and services that provide job skills necessary for students to remain in or advance as a member of the work force, but do not result in degrees or certificates of completion.

Community Services refers to all expenditures and revenue related to programs, class activities, and services which are not for credit or part of an academic, vocational/technical or continuing education program.

Non-credit classes are offered as a community service. Revenue must exceed cost for these classes. They are not supported by taxes.

SECTION VI – 6-D

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

POLICIES AND PROCEDURES

Section VI – 6-D                      Class Size

Class size both minimum and maximum will be determined by college recommendations, the instructor's preference, and ultimately at the discretion of the Director.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section VI – 6-E                      High School Equivalency Program

The High School Equivalency program will be open entry and open ended, available to all those who are eligible. Persons 18 years of age whose high school class has graduated are eligible to take the High School Equivalency tests. Students seeking their High School Equivalency are subject to Wyoming State Department requirements for High School Equivalency completion as well as the requirements of the National High School Equivalency Test Service and the Carbon County Higher Education Center.

The fee for testing is established by BOCHES. The Board may charge a fee for High School Equivalency instruction.

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section VI – 6-F

ESL and SSL Programs  
(English as a Second Language)  
(Spanish as a Second Language)

The ESL and SSL programs will be open entry programs available to anyone who needs it. CCHEC offers the opportunity to improve English and Spanish speaking skills, but does not guarantee a degree of success.

SECTION VI – 6-G

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section VI – 6-G

Student Fee Refunds

Student fee refunds for credit classes will follow current policy as put forth in the Western Wyoming Community College catalog.

Student fee refunds for continuing education and community service programs will be fully refunded, only if the scheduled course is cancelled.

Student fees will not be refunded for continuing education and community service programs that the student drops.

SECTION VI – 6-H

**CARBON COUNTY BOARD OF COOPERATIVE HIGHER EDUCATIONAL SERVICES  
RAWLINS, WYOMING**

**POLICIES AND PROCEDURES**

Section VI – 6-H

High School Equivalency / WWCC Tuition Grant

The Carbon County Higher Education Center will pay tuition for one (1) three-credit hour class from Western Wyoming Community College for each successful High School Equivalency candidate. The course will have to be completed within one academic year. Fees, books and other expenses are the responsibility of the student. The High School Equivalency exam must have been completed through the Adult Learning Center at CCHEC.

Adopted: May 29, 2008

Revision Approved September 2016

Revision Approved April 25, 2017