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I. Welcome Letter

Dear New SIPI Employee,

Welcome to Southwestern Indian Polytechnic Institute Employee of Albuquerque, NM the premier institution of higher education for American Indians and Alaskan Natives in the southwest. Here, student success is our first commitment and as an employee of SIPI, you will assist us in reaching that goal. SIPI’s mission statement highlights our promise to provide a warm and supportive environment in which American Indian and Alaskan Natives may gain a high quality education. The SIPI Employee Handbook is your personal guidebook to access all pertinent information that you will need during your employment with us. It will help you to map out your professional path. Please take the time to read the Employee Handbook, and bookmark it. Remember, we are here to assist you. We are a resource that you can draw upon for assistance and support. Your success is our success.

Dr. Sherry Allison, PhD
President
Southwestern Indian Polytechnic Institute
II. Introduction

The purpose of the EMPLOYEE HANDBOOK is to inform the Southwestern Indian Polytechnic Institute (SIPI) employees of the principal rules, regulations, practices, and procedures that are essential to their role in the operation of the College and to provide an outline of expectations of you as an employee. As with many institutions, SIPI employees are required to adhere to the policies and procedures described in these various documents so please take the time to review them to ensure that all responsibilities are understood. The policy and resource descriptions in this book are intended to provide an overview of key information. If you have questions regarding a specific policy or resource, please contact the Human Resource Office.

NOTE: For BARGAINING UNIT EMPLOYEES represented by a union, to the extent any provision in this handbook conflicts with a provision in the applicable collective bargaining agreement, the collective bargaining agreement will control.

NOTE: The policies contained in this handbook are not conditions of employment intended to create a contract between SIPI and its employees. SIPI reserves the right to change or to eliminate the policies in this handbook at any time without notice. SIPI also reserves the right to change the content of this handbook at any time. Please see the online version of this handbook to ensure that you are referring to the most current policies. Nothing in this handbook constitutes a promise or guarantee of continuing employment or benefits.

III. History of Southwestern Indian Polytechnic Institute

The Southwestern Indian Polytechnic Institute was established by the All Indian Pueblo Council, Navajo Nation, Jicarilla Apache, Mescalero Apache, Southern Ute and other Southwestern Tribes in 1971 to meet the growing need for postsecondary education specifically, vocational and technical training to meet the growing need for technical skills in their communities. In 1975, the North Central Association of Schools and Colleges accredited SIPI to award certificates to its
students, and in 1993 it was accredited at the associate degree level. In 2010, SIPI was moved back to candidacy status by the Higher Learning Commission of the North Central Association of Schools and Colleges. SIPI also is a Land Grant higher education institution as stipulated under the U. S. Congressional legislation “Improving America’s Schools Act of 1994, Title V, Part C.” As a national, public community college, it has an open admission policy and strives to serve the students throughout the United States.

IV. Unique Federal Relationship

As a SIPI employee it is important to note that the Federal government operates SIPI. This is in partial fulfillment of its legal and trust responsibilities to provide education for members of federally recognized Indian tribes, rooted in treaties, statutes, case law and policies. In contrast to tribally-controlled colleges and universities in the U.S. (Whose enrollment is usually reservation-based and may include non-Native students); SIPI exclusively serves American Indian/Alaska Native students from all parts of the country. SIPI, however, is not authorized by Congress to charge tuition to Indian students or to admit non-Indian students for a fee.

As a Federal entity, SIPI relies on Congressional appropriations for operational funding. Congress makes a single appropriation to the Department of the Interior for the “Operation of Indian Programs,” including the programs of the Bureau of Indian Affairs, the Bureau of Indian Education, and other programs of the Office of the Assistant Secretary-Indian Affairs.

SIPI operates under Federal Indian preference laws (25 U.S.C. 44-47, 472) and Federal veteran’s preference laws in hiring employees. This means that, within a pool of qualified candidates, preference must be given to the candidate who is an enrolled member of a federally recognized tribe/nation.
V. Southwestern Indian Polytechnic Institute Students

All of SIPI’s students are Native American and members of federally recognized tribes. They represent on average more than 100 tribes. However, the Navajo Nation is the largest tribal group. The next highest tribal affiliations are the Pueblo of Jemez, New Mexico; Pueblo of Laguna, New Mexico; Pueblo of San Felipe, New Mexico; and the Pueblo of Santo Domingo, New Mexico.

VI. Mission Statement

Southwestern Indian Polytechnic Institute is a National Indian Community College that prepares Native American students to be productive, life-long learners as tribal members in an ever-changing global environment. As a land-grant institution, SIPI partners with tribes, employers, and other organizations with a stake in Indian education. An enduring commitment to students’ success is the hallmark of SIPI’s operations.

VII. Vision

By the year 2020, Southwestern Indian Polytechnic Institute (SIPI) will solidify its position as a preeminent higher learning institution, providing a range of career and transfer opportunities for Native learners throughout the United States including Science, Technology, Engineering, and Mathematics (STEM). Recognized for its unwavering commitment to success for all students, SIPI is innovative in the pursuit of educational excellence. SIPI collaborates with tribes and other entities with a stake in Indian education. SIPI’s graduates are proud of their Native American culture in a pluralistic, globalized world and are ready to compete with the best graduates from colleges and universities anywhere.
VIII. Values

As a National Indian Community College, SIPI will adhere to the following values within its structure, policies, and practices:

Respect for tribal sovereignty, self-determination, self-governance and recognition of treaty obligations. The college recognizes that Indian nations exist as sovereign nations with the inherent right of self-determination and self-governance. SIPI will accomplish its goals within this scope through collaborative partnerships with tribal entities.

Relevance - Recognizing the impact of global trends on Indian nations, the college strives to deliver culturally, socially, and economically relevant information, training, and services that will offer long-term solutions and encourage life-long learning among students. Furthermore, through the process of education, the college will work with tribal communities to reclaim and integrate traditional indigenous knowledge into a context that will meet their needs.

Respect for Diversity - The College values and supports diversity within its structure and within the individuals and communities that are served.

Holistic Approaches - The College will provide a holistic learning environment for students including affective, cognitive and social enhancement.

Integrity and Professionalism - The College strives to provide the highest quality instruction, services, and learning resources to American Indian and Alaskan Native students and communities.

Service to Tribal Nations - The College works with tribal nations and public and private industry in setting a direction and through its many education/training programs, workshops, conferences,
and grant/contract-supported projects; the college works to assist tribal nations in dealing with complex challenges and opportunities.

**Promote Educational Excellence for All Native Americans** - The College will foster partnerships with other organizations and consortiums that promote educational access and excellence for all Native Americans.

**IX Goals**

1. Make learner success the core work of Southwestern Indian Polytechnic Institute.

2. Develop new programs, strengthen existing programs, and recruit students to respond directly to the current and projected demographic and economic trends of Indian tribes, the state in which they are located, the nation, and the world.

3. Promote the health and economic vitality of Indian tribes and communities through dynamic partnerships, coalitions, and collaborations.

4. Expand the use of instructional technology to enhance student learning.

5. Make better use of existing data and information; create new actionable information and customers for this information to support SIPI's operational and strategic planning efforts.

6. Provide new and expanded opportunities for faculty and staff development that supports an atmosphere of excellence in academics and student support services.

**X. Board of Regents**

SIPI is advised by an eleven member Board of Regents (BOR) who represents and are appointed by the following tribal entities: Jicarilla Apache Tribe, Mescalero Apache Tribe, Navajo Nation
(New Mexico and Arizona), Eight Northern Pueblos, Ten Southern Pueblos, Southern Ute Indian Tribe, Inter-Tribal Council of Arizona, Oklahoma Tribes, Great Plains Tribal Chairman’s Association and the SIPI Student Senate. The President of SIPI serves as an Ex-officio member. The BOR oversees the implementation of the Institute's mission to provide education and training to Indian students from tribes all across the nation. The BOR works with the administration in determining goals and activities for long-range development. Toward this effort they incorporated in the State of New Mexico in November 1974 and the following year received IRS determination as a Non-Profit Organization under Section 501(c)(3).

The Board of Regents has an office in the Occupational Technologies Building at SIPI. This office houses an Accountant, a Program Assistant and the Coordinators of several grant programs that benefit SIPI.

**Current BOR Members:**

Darva Randolph, Chairwoman, Ten Southern Pueblos  
Hershel Muniz, Vice Chairman, Jicarilla Apache Nation  
Larry Schurz, Secretary-Treasurer, Inter-Tribal Council of Arizona  
Francis Tafoya, Member, Eight Northern Pueblos  
Esther Peterson, Member, Navajo Nation – Arizona  
Dr. Kathryn Manuelito, Member, Navajo Nation – New Mexico  
Vernon Scott, Member, Mescalero Apache Tribe  
Gay Kingman, Member, Great Plains Tribal Chairman’s Association  
Dr. Angelita Felix, Alternate Member, Great Plains Tribal Chairman’s Association  
Current Student Senate President, Member, President SIPI Student Senate  
Walter Howe, Alternate Member, Southern Ute Indian Tribe  
Vacant Member, Oklahoma Tribes

**SIPI BOR Staff:**

Nancy Garcia, FEEP Coordinator, nancy.garcia@bie.edu (505) 922-4090  
Nelson Martinez, BOR Accountant, nelson.martinez@bie.edu (505) 792-2764
XI. Shared Governance

SIPI recognizes its Board of Regents; the Office of the Director, Bureau of Indian Education; the President, administrators, faculty, staff and students as important voices who share in the responsibility of planning and decision making. The College acknowledges the difference in the weight of these voices as determined by the particular matter under consideration at any point in time. The College acknowledges the importance of ongoing communication among these voices and as such has established the President’s Cabinet whose membership reflects representation among the campus voices with actions reported to the Office of the Director Bureau of Indian Education. The purpose of this Policy is to establish guidelines for shared governance of the College.

SIPI defines shared governance as participation in the planning and decision making processes for the College in order to realize its vision, mission, and goals and to meet standards as established by the Higher Learning Commission for accreditation purposes. The Board of Regents is made up of eleven members who are appointed by their respective tribes, consortium of tribes or tribal organizations. As such, these eleven members serve as the voice of their respective tribes. The Board of Regents advises the President in the governance and planning of the College and joins with the President in co-approving critical policies for the College. The Board of Regents does put forward its concurrence (or non-concurrence) with the hiring of the President, the College’s program-based budgeting processes, and long-range planning processes (SIPI's Strategic Plan). The Board is an advisory board charged with providing independent advice and recommendations on matters relating to Southwestern Indian Polytechnic Institute.

The Board shall be responsible for advising the President by making recommendations on significant matters relating to hiring, personnel issues, budgeting, and procurement. The Board of
Regent members are key advocates (and may lobby) for the College. The Board of Regents has a staff person who sits on the President's Cabinet and the Student Senate President serves on the Board of Regents and President's Cabinet. The Director of Indian Education has the authority to hire the President, disperse the College's operational budget, and delegate authorities to the President as demonstrated through 3 IAM 8. The President reports directly to the Director of Indian Education. The President leads the College in achieving its mission and goals. The President has the final authority and is responsible for the academic oversight and administrative management of the College, hiring of College personnel, accepting the College's operational budget from the Bureau of Indian Education, and for the budget's appropriate identified expenditure.

SIPI's Administrators (Vice President of College Operations, Vice President of Academic Programs, Director of Institutional Research, Effectiveness and Planning, Director of Student Services and Acting Title III Director) make up the Leadership Team and are members of the President's Cabinet. As such, the administrators have decision-making participation in the College's operations and academic programming. The faculty has the responsibility and authority to determine the College's appropriate curriculum, procedures and assessment processes of student instruction as defined within the Faculty Handbook. A faculty member (Chair of the Curriculum Committee) serves on the President's Cabinet and has decision-making participation in the College's operations and academic planning. Faculty may also voice their views to members of the President's Cabinet regarding actions under consideration. All agendas and minutes are public. The Cabinet meetings are also open. All academic policies begin in the academic departments, are reviewed and forwarded by the Academic Affairs Committee for approval by the President.

* The staff participates in focus groups and various campus committees that afford opportunity for input into College processes and procedures. Staff may also voice their views to members of the President's Cabinet regarding actions under consideration. All agendas and minutes are public. The Cabinet meetings are also open. In addition, nonacademic program reviews are designed to ensure input from staff. The students are afforded the opportunity to participate in the government of the College through the Student Senate, other clubs and student organizations.
which are overseen by the Student Senate, and the Student Life Committee. The President of the Student Senate is a member of the Board of Regents and sits on the President's Cabinet with full decision-making participation in the College's operations and academic programming. In addition, all students are given opportunities to be listened to in the classroom without fear of reprisal for their views; to participate in student forums; to complete surveys and assessments with regards to the climate of the campus, academic programming, housing, etc.; and, the right to academic due process when charged with a violation. Students have a right to expect that the College will provide an educational experience that will prepare them "to be productive life-long learners as tribal members in an every-changing global environment."

XII. Administrative Structure

A. President

The President heads up the institution and provides leadership and direction to SIPI. As the Chief Executive Officer of the institution, she is responsible for the daily oversight of the fiscal and operational functions of the college. She also is responsible for meeting the goals of the Strategic Plan and ensuring that SIPI meets all accreditation criteria of the Higher Learning Commission. She hosts weekly executive meetings and campus-wide meetings for all staff, faculty, and administration. In addition, she meets periodically with the student body to provide information and address student questions and concerns.

B. Office of Institutional Effectiveness

The Office of Institutional Research, Effectiveness and Planning strives to improve the quality and efficiency of information services to support fact-based decision making, external reporting, and the assessment of student outcomes and institutional effectiveness. The office seeks to encourage a data-driven environment by offering data collection, analysis and reporting to staff, faculty, committees, the Board of Regents and students.
C. **Vice President for Academic Programs**

Under the direction of the President, the VP-Academics Programs has the primary responsibility and authority for the supervision and development of all learning programs and activities. The VP is responsible for providing quality and sound judgment in content development of courses and programs, use of appropriate teaching and learning methodology, deployment of learning resources, and the management of learning support services. The VP serves as the liaison between the President of the College and the faculty and learning support personnel.

D. **Vice President for College Operations**

Under the direction of the President, the VP-College Operations has the primary responsibility of overseeing budget development and implementation, and accounting of all fund revenues and expenditures. The VP establishes and maintains quality procedures for the procurement of services, materials, and equipment purchased, as well as inventory of all College property. The VP serves as liaison between the President of the College and personnel in business services, human resources services, facilities management, and information technology.

E. **Director of Student Services**

Under the direction of the President, the Director of Student Services has the primary responsibility for the development and implementation of policies and programs related to Academic Support, Student Housing, Admissions/Financial Aid including the Student Senate. The Director serves as the liaison between the President of the College, student senate, and personnel employed in Academic Support, Student Housing and Admissions/Financial Aid.

F. **Director of Admissions and Financial Aid**

Supervised by the Director of Student Services, the Director oversees the daily operations of the admissions/records and financial aid offices. The Director is responsible for the maintenance, storage, and retrieval of all academic records for every SIPI student. The Director is charged with maintaining the integrity of academic and financial aid processes.
G. Facilities Manager

Supervised by the VP-College Operations, the Facilities Manager is responsible for the maintenance, repairs and upgrade of SIPI facilities. The Security department is included as part of the Facilities Manager’s responsibilities, as is all safety and health issues arising on campus.

H. Chairperson, Advanced Technical Education (ATE)

This position is under the direction of the Vice President, Academic Programs who reports to the President, SIPI. The Chairperson, ATE provides overall management and leadership to the Advanced Technical Education Program; supervises a workforce of non-supervisory faculty and coordinates adjunct faculty engaged in professional college classroom instruction, research, developmental education, academic support, and student academic services.

I. Chairperson, Academic Support, Developmental Education

This position is under the direction of the Vice President, Academic Programs who reports to the President, SIPI. The Chairperson provides overall management and leadership to the Academic Support Developmental Education and ABE/GED Program; supervises a workforce of non-supervisory faculty and coordinates adjunct faculty engaged in professional college classroom instruction, research, developmental education, academic support, and student academic services.

J. Chairperson, Liberal Arts & Business

This position is under the direction of the Vice President, Academic Programs, who reports to the President, SIPI. The Chairperson provides overall management and leadership to the Liberal Arts and Business Program; supervises a workforce of non-supervisory faculty and coordinates adjunct faculty engaged in professional college classroom instruction, research, developmental education, academic support, and student academic services.
K. **Special Programs and Title III**

The Department of Special Programs and Title III supports student success by developing and providing resources and services to SIPI faculty, staff, and the Board of regents through grants and funding that are aligned with SIPI’s strategic goals.

L. **President’s Cabinet**

The President’s Cabinet provides a breadth of perspectives necessary for effective leadership, and consists of the following individuals.

- President
- Vice President of Academic Programs
- Vice President, College Operations
- Acting Manager (Board of Regents)
- Budget Analyst
- Chairperson, Advanced Technical Education (ATE)
- Chairperson, Academic Support, Development Education and ABE/GED
- Chairperson, Liberal Arts & Business
- Chairperson, Curriculum Committee
- Director of Admissions and Financial Aid
- Director of Student Services
- Director of Special Programs
- Director of Institutional Research, Effectiveness and Planning
- Education Specialist
- Facility Manager
- Librarian
- Student Senate President
- Union Representative
# M. Organizational Chart

## Southwestern Indian Polytechnic Institute

### President's Office
- **President**: GS-1702-13
- **President's Office**: GS-1702-13
- **Program Support Assistant (OA)**: GS-0303-09
- **Education Specialist**: GS-1701-12
- **Educational Specialist**: GS-1701-12

### Board of Regents

## Institutional Effectiveness
- **F13004 Institutional Effectiveness Specialist**: GS-1701-13
- **I13031Term Program Support Assistant (OA)**: GS-0303-09
- **I13031Term Research Analyst (Assessment)**: GS-1703-11
- **I13013Term Research Analyst (Analysis)**: GS-1703-11

### Academic Programs
- **I13220 Dean of Instruction (Vice President Academic)**: GS-1701-13
- **I13221 Program Support Assistant (OA)**: GS-0303-07
- **I13220Term Distance Education Director**: GS-1701-12
- **I13204Term Instructional Systems Specialist**: GS-1701-11
- **I13206Term Secretary (OA)**: GS-0308-15

### Library
- **I13210 Librarian**: GS-1701-12
- **I13211 Library Technician (OA)**: GS-1411-08
- **I13213Term Library Technician (OA)**: GS-1411-05

### Developmental Education
- **I13220 Supervisory Instructional Systems Specialist**: GS-1701-12
- **I13221 Secretary (OA)**: GS-0318-09
- **I13227 Instructor (Reading)**: GS-1701-11
- **I13234 Instructor (English)**: GS-1701-11
- **I13236 Instructor (GED)**: GS-1701-11
- **I13238Term Instructor (Math)**: GS-1701-11
- **I13239Term Instructor (Math)**: GS-1701-11
- **I13235Term Instructor (Communication)**: GS-1701-11

### Advanced Tech Ed
- **I13130 Supervisory Instructional Systems Specialist**: GS-1701-12
- **I13132 Secretary (OA)**: GS-0318-09
- **I13134Term Laboratory Technician**: GS-0404-06
- **I13135 Instructor (Vision Care)**: GS-1701-11
- **I13137 Instructor (Vision Care)**: GS-1701-11
- **I13135 Instructor (Culinary Arts)**: GS-1701-11
- **I13356Term Instructor (Liberal Arts)**: GS-1701-11
- **I13352 Term Instructor (Engineering)**: GS-1701-11
- **I13359 Term Instructor (Engineering)**: GS-1701-11
- **I13320Term Instructor (Engineering/AutoCAD)**: GS-1701-11
- **I13352Term Instructor (Network Management)**: GS-1701-11
- **I13324 Term Instructor (CIS/IMS)**: GS-1701-11
- **I13323Term Instructor (Geospatial Technology)**: GS-1701-11
- **I13351 Term Instructor (Natural Resources)**: GS-1701-11
- **I13329 Term Instructor (Biological/Environmental Science)**: GS-1701-11
- **I13338 Term Education Project Specialist (NSF)**: GS-1701-11
- **I13319Term Education Project Specialist (USDA)**: GS-1701-11
- **I13327Term Biological Science Technician**: GS-0404-06

### Student Services
- **I13307Term Director of Student Services**: GS-0301-23
- **I13307Term Program Support Assistant (OA)**: GS-0303-07
- **I13343Term Motor Vehicle Operator**: GS-1701-05
- **I13344Term Student Activity and Rights Specialist**: GS-0301-09

### Academic Support
- **I13125 Academic Support Services Coordinator**: GS-1701-11
- **I13127 Term Administrative Support Assistant (OA)**: GS-0303-07
- **I13127 Tutoring Services Coordinator**: GS-1701-11
- **I13107Term Educational Technician (Tutor)**: GS-1701-05
- **I13107Term Educational Technician (Tutor)**: GS-1701-05
- **I13107Term Educational Technician (Tutor)**: GS-1701-05
- **I13107Term Educational Technician (Tutor)**: GS-1701-05
- **I13107Term Counselor (Substance Abuse)**: GS-0301-09
- **I13107Term Enrollment/Placement Officer**: GS-0301-11
- **I13107Term Academic Counselor**: GS-1701-11
- **I13132 Academic Counselor**: GS-1701-11

### Student Housing
- **I13340 Supervisory Residential Life Specialist**: GS-1701-11
- **I13341 Secretary (OA)**: GS-0318-09
- **I13342 Lead College Residence Assistant**: GS-0303-07
- **I13343 Lead College Residence Assistant**: GS-0303-07
- **I13347 College Residence Assistant**: GS-0303-07
- **I13348 College Residence Assistant**: GS-0303-07
- **I13349 College Residence Assistant**: GS-0303-07
- **I13352 College Residence Assistant**: GS-0303-07
- **I13344 College Residence Assistant**: GS-0303-07
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- **I13346 College Residence Assistant**: GS-0303-07
- **I13348 College Residence Assistant**: GS-0303-07
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- **I13352 College Residence Assistant**: GS-0303-07
- **I13354 College Residence Assistant**: GS-0303-07
- **I13345 College Residence Assistant**: GS-0303-07
- **I13346 College Residence Assistant**: GS-0303-07

### Admissions/Financial Aid
- **I13310 Supervisory Admissions and Financial Aid Specialist**: GS-0301-11
- **I13306 Office Automation Assistant**: GS-0301-06
- **I13305 Educational Technician (OA)**: GS-1702-07
- **I13320 Financial Aid Specialist**: GS-0301-08
- **I13302 Financial Aid Specialist**: GS-0301-09
- **I13304Term Accounting Technician**: GS-0535-09

### Special Programs
- **I13307Term Special Programs/Title III Program Director**: GS-1701-13
- **I13367Term Secretary (OA)**: GS-0318-09
- **I13367 Term Budget Analyst**: GS-0303-07
- **I13320Term Extension Coordinator**: GS-1702-12
- **I13343Term Office Automation Clerk**: GS-0302-09
- **I13343Term Education Project Specialist**: GS-1701-09
- **I13375Term Education Project Specialist**: GS-1701-08
- **I13375Term Education Project Specialist**: GS-1701-08
- **I13376Term Education Project Specialist**: GS-1701-09
- **I13367Term Education Project Specialist (Coordinator)**: GS-1701-12
- **I13367Term Office Automation Assistant**: GS-0302-05
<table>
<thead>
<tr>
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| College Operations:                          |       |        |
| Support Services Manager (Vice President)    | GS-1701-11 |
| Administrative Support Assistant             | GS-1701-07 |
| Administrative Support Specialist            | GS-1701-11 |
| Business Office                              |           |
| Budget Analyst                               | GS-1701-11 |
| Contract Specialist                          | GS-1701-11 |
| Budget Analyst                               | GS-1701-11 |
| Mail Clerk                                   | GS-1701-11 |
| Supply Technician                            | GS-1701-11 |
| Office Automation Assistant                  | GS-1701-11 |
| Office Automation Assistant                  | GS-1701-11 |

| Human Resources:                             |       |        |
| Human Resources Specialist                   | GS-1701-11 |
| Human Resources Assistant (OA)               | GS-1701-07 |

| Facilities:                                  |       |        |
| Supervisory Facility Operations Specialist   | GS-1701-11 |
| Secretary (OA)                               | GS-1701-07 |
| Office Automation Assistant                  | GS-1701-07 |
| Maintenance Mechanic Supervisor              | GS-1701-07 |
| Gardener                                     | GS-1701-07 |
| Maintenance Worker (MWC)                     | GS-1701-07 |
| Gardener                                     | GS-1701-07 |
| Maintenance Mechanic                         | GS-1701-07 |
| Laborer                                      | GS-1701-07 |
| Maintenance Mechanic                         | GS-1701-07 |
| Gardener                                     | GS-1701-07 |
| Maintenance Mechanic/Electric Engineer       | GS-1701-07 |
| Maintenance Mechanic                         | GS-1701-07 |
| Custodial Worker                             | GS-1701-07 |

| Safety and Security:                         |       |        |
| Supervisory Security Guard                   | GS-1701-07 |
| Security Guard                               | GS-1701-07 |
| Security Guard                               | GS-1701-07 |
| Security Guard                               | GS-1701-07 |
| Security Guard                               | GS-1701-07 |
| Security Guard                               | GS-1701-07 |

| Information Technology:                      |       |        |
| Information Technology Specialist (NS)        | GS-1701-07 |
| Information Technology Specialist             | GS-1701-07 |
| Information Technology Specialist             | GS-1701-07 |
| Information Technology Specialist             | GS-1701-07 |
| Information Technology Specialist             | GS-1701-07 |
| Information Technology Specialist             | GS-1701-07 |
| Audio Visual Operator                         | GS-1701-07 |
| Audio Visual Operator                         | GS-1701-07 |
| Audio Visual Operator                         | GS-1701-07 |
XII. Strategic Plan

The 2009-2013 Strategic Plan serves to guide SIPI as a preeminent higher learning institution, providing a range of career and transfer opportunity for Native learners. The 2009-2013 Strategic Plan has been extended to FY 2014-2015 to ensure completion of strategic activities.

SIPI faculty, staff, students, and administration worked collaboratively throughout the planning process. SIPI’s President, the President’s Cabinet, and SIPI’s Leadership Team provided leadership in the development of all aspects of the process. Data was gathered and studied; the vision, mission, and values reviewed and revised; goals, strategies, and success factors proposed, revised and approved. All components of the planning process were communicated to internal and external stakeholders. SIPI has established clear procedures for the Strategic Plan’s implementation process. SIPI has a clear vision of where the College will be in five to ten years and the anticipated outcomes. This vision is grounded in reality based on data. Southwestern Indian Polytechnic Institute will meet its mission as a national Indian community college that prepares Native American students to be productive life-long learners as tribal member in an ever-changing global environment. SIPI will do this by embracing an ongoing strategic planning process that ensures student success.

XIII. General Information

A. Statement of Community Principles

The SIPI community requires that individuals hold themselves and others responsible for honorable conduct at all times. Together we create the educational and social setting that makes SIPI unique, with an atmosphere characterized by trust and mutual concern. Our actions must support our ability to work, study, live and learn together productively and safely. We are dedicated as a community to intellectual honesty and to the protection of academic freedom. We believe these values are fundamental to scholarship, teaching, and learning. We expect each other to maintain the highest integrity in all of our academic and social undertakings.
B. Employee Assistance Program

SIPI cares about the wellbeing of its employees. In accordance with CFR § 792, an Employee Assistance Program (EAP) agreement has been implemented with the Department of Health and Human Services, Federal Occupational Health (FOH), to provide an EAP Program to all employees of the BIE effective August 1, 2008. The use of the EAP program is available immediately for all employees and managers of BIE. The program consists of free, short-term services to help employees deal with these problems (alcohol, drugs, relationships, family parenting, elder care, etc.) that may impact the employee’s conduct and work performance. To participate in the EAP, call EAP Consultants, Inc. at 1-800-864-0276 or go to the website at www.eapconsultants.com and enter password: interioreap

C. Diversity Statement

SIPI values the diversity of persons, perspectives, and convictions. Critical thinking, rigorous analysis, and open discussion of a full range of ideas lie at the heart of the college’s mission as an institution of higher learning. The college seeks to encourage inquiry and reasoned dialogue in a climate of mutual respect.

SIPI does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or gender expression, marital or parental status, age, disability, genetic information or veteran status in the recruitment and admission of its students, in the administration of its educational policies and programs, or in the recruitment and employment of its faculty and staff.

D. Statement on Language

SIPI recognizes and values access, within its community, to diverse cultures and traditions through practice, use and encouragement of multiple languages. In keeping with this commitment, no College office or unit shall adopt a policy (or create an implicit expectation) which requires of employees the use of only the English language in the workplace.
While the College encourages employees to be sensitive to the need to communicate freely and effectively with each other, particularly in emergency situations or hazardous circumstances, the College has determined (in compliance with Title VII of the 1964 Civil Rights Act and EEOC Guidelines 29 CFR, part 1606.7) that this goal does not warrant English-only regulations in any of its operations.

E. Non-Disclosure and Confidentiality

The protection of confidential information is vital to the interests and the success of SIPI and its employees. Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

Confidential Information includes, but is not limited to: any personally-identifiable employee, student, and parent records, financial records (including social security and credit card numbers), and health records; all confidential educational records under FERPA; contracts; research data; alumni and donor records; personnel records other than an individual's own personnel records; College financial data; computer passwords, College proprietary information/data; and any other information for which access, use, or disclosure is not authorized by: 1) federal, state, or local law; or 2) College policy or operations.

F. Academic Freedom

To ensure instructors, students, and the SIPI community have the freedom to investigate and discuss topics without fear of reprisal for alternative opinions in order to gain the best possible understanding of an issue. All members of the college community shall support and protect this fundamental principle and work collaboratively to provide an environment of tolerance and mutual respect while respecting the dignity and worth of every person.

Academic freedom is ensured in appropriate research, classroom discussions, and discussion groups involving students, staff and other members of our community. SIPI expects that its members exercise academic freedom responsibly. Academic freedom does not relieve anyone
in the SIPI community from his/her obligations or duties inherent in the roles associated with the
teaching and learning process or First Amendment rights and other civil liberties ensured by
statutory authority of the United States Government.

It is recognized that while all employees of SIPI have rights as citizens of the United States, they
should make every effort when speaking or writing as citizens they are not representing SIPI on
matters of public interest.

All college community members should be able to work, teach, and learn, in an atmosphere
which is free from harassment and discrimination. SIPI values positive and supportive
interaction among all members of the SIPI community.

This policy protects the individuality of scholarly investigation, recognizes the responsibility for
academic rigor, and promotes the responsible sharing of ideas and research.

Employees of the College should not fear reprisal for speaking out on topics of public interest.

G. SIPI Copyright Compliance Policy

It is the policy of Southwestern Indian Polytechnic Institute (SIPI) that all
Faculty, staff and students adhere to the federal copyright law, Title 17 of the United States
Code, and it's implementing regulations. SIPI faculty, staff and students are responsible for
knowing their rights and responsibilities and complying with federal copyright law. Members of
the SIPI community are required to gain explicit permission from any copyright holder before
using copyrighted materials, subject to the limitations to copyright ownership under Sections
107, 108, and 110(2), which provide limited exceptions for the reproduction of copyrighted
works by educators and librarians.

The SIPI Librarian serves as the copyright officer and oversees the implementation of SIPI's
Copyright Compliance Policy and procedures. License and permission agreements related to
intellectual property issues will be maintained in the office of the copyright officer. Questions concerning copyright should be directed to the copyright officer. Obtaining the appropriate permission to photocopy, download, use, manipulate, or broadcast information is the sole responsibility of the user. The purpose of the SIPI Copyright Compliance Policy is to provide guidance as it relates to the use of copyrighted materials for educational purposes and obtaining permission to use copyrighted works. The following are notices of copyright restrictions to be utilized by SIPI.

1. Signage in Library:
The following notice should be displayed where requests for copies are made.

**NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research. "If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of fair me, that user may be liable for copyright infringement. The institution reserves the right to accept a copying order in its judgment, fulfillment of the order would involve violation of copyright law.

2. Notice on Copies:
The following notice provisions should be followed when the Library provides copies to patrons. The notice of copyright that appears on the original work should be reproduced and affixed to any copy. If no such notice appears on the original work, the printed copy should include the following notice stamped on or affixed to the first page of every copyrighted item reproduced by the library or reproduction center:

**NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS**

This material is subject to United States copyright law; further reproduction in violation of that law is prohibited.
3. Signage on Self-service Equipment:
The following notice should appear on all photocopiers, printers, public computers, CD burners, scanners, and microfilm copiers.

**NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS**
The copyright law of the United States (Title 17, US. Code) governs the making of photocopies or other reproductions of copyrighted material; the person using this equipment is liable for any infringement.

4. Notice on Distance Learning Courses
The following notice should be given to individuals accessing distance learning courses and materials.

**NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS**
This presentation features copyrighted materials which have been included in accordance with fair use exemption and other provisions of US. copyright law (Title 17, US. Code). These materials are intended solely for use of students enrolled in this course and solely for purposes relating to this course. Any further reproduction or distribution of these materials may be prohibited by law.

5. Reproduction by the SIPI Library:
Under Section 108 of the Copyright Act, the SIPI Library, because it is open to the public, makes reproductions for patrons without any purpose of direct or indirect commercial advantage, and includes a notices of copyright with the reproduction, may make no more than one copy, unless otherwise specified, of a work under the following circumstances:

1. Portions for Users - The Library may make a reproduction from a periodical, collection or other work in their collections when a person or library requests it, if only one article or a small part of a work is copied and the Library has no notice that the copy would be used for any purpose other than private study, scholarship, or research.
2. Preservation - For purposes of preservation, the Library may make up to three copies of an unpublished work if a copy is currently in the collection of the library or archives and any digital copy made pursuant to this provision is not made available to the public outside the premises of the library.

3. Replacement - For purposes of replacement of damaged, deteriorating, lost or stolen works, or works in obsolete formats, the Library may make up to three copies of the work if, after a reasonable effort, the Library has determined that an unused replacement cannot be obtained at a fair price and if any copy that is reproduced in digital format is not made available to the public outside the library and cop(ies) are not made for direct or indirect commercial advantage.

4. Entire Works for Users - The Library may make one copy of an entire work when a person or library requests, if a copy of the work is not available for purchase at a fair price and the library has no reason to believe that it will be used for anything other than research, scholarship or private study purposes.

6. Requests for Copyright Permission:
SIPI faculty, staff and students are responsible for knowing their rights and responsibilities and complying with federal copyright law and for securing permission from copyright owners when required. Publishers often prescribe a method for contacting the copyright holder. The publisher may have a standard form for requesting permission to use copyrighted materials. If a publisher does not provide a standardized form, then written requests should include:

- The requestor's return address, telephone and fax numbers, e-mail address
- Date of request
- The requestor's institutional affiliation, and the general nature of the project for which the use is requested. For instance, requestors may specify:
- Do you plan to use materials for classroom learning, distance education, research and publication?
- Do you plan to make classroom copies, put copies on reserve, include copies in a course pack, use it in a password protected online systems such as Blackboard.
- How many copies?
- If you are using a video clip then you need to indicate if you plan to share your project with colleagues, post it to a website, or sell copies at a conference.
- How long do you plan to use the materials?

The request should include the following block for designating a grant of permission to use copyrighted material:

- Permission is hereby granted:
- Signature:
- Name & Title:
- Company Affiliation:
- Date:

Make two copies of the letter; the copyright holder will keep one copy and the second will be returned to the requestor. The requestor may want to include a self-addressed stamped envelope. For the record, keep copy of all correspondence.

7. Procedural Examples

1. Classroom Handouts: If a handout is used repeatedly from term to term, instructors must obtain copyright permission to use the work.

2. Student Copying: Photocopying by students is subject to fair use analysis as well. Copying a single journal article may be made without permission. But permission is required to make multiple copies of a journal article and distribute them to other students, or to copy portions of textbooks required by the instructor or consumable workbooks.

3. Library Database: The SIPI Library has license agreements in place, most which allow for a single copy of a work from a database to be printed or downloaded; however, a copyright notice must remain attached to the work. Some databases are accessible to all students even off the SIPI campus with authentication. There are some databases where the license only allows access on the SIPI campus. Only persons affiliated with SIPI are permitted to access databases.
H. Smoking

SIPI is committed to the health and wellbeing of our staff, faculty, students, guests, and community. Research has shown that smoking and breathing second-hand smoke present health risks and are even debilitating to some individuals. Through the smoking statements presented below, SIPI strives to maintain the wellbeing of the campus community while considering the needs of individuals who smoke.

- Smoking, the burning of any type of pipe, cigar, cigarette, or similar product, and chewing tobacco is prohibited in all campus buildings, including residence halls, as well as in all vehicles owned, leased or rented by the College. Smoking is prohibited within 50 feet, approximately 20 paces, of all campus buildings, including residence halls.

- Organizers and attendees at public events using SIPI facilities, such as conferences, meetings, public lectures, athletic events, social and cultural events will be required to abide by this Smoking information. Organizers of such events are responsible for communicating and enforcing this information.

- Distribution and advertisements of tobacco products on campus are prohibited.

- It is important to remember that we are friends, co-workers, acquaintances, hosts, and guests, and we need to treat each other with respect. Staff, faculty and students may approach an individual who is not adhering to the smoking information and inform them of the specifics of the smoking information as well as provide assistance and information as appropriate. Many individuals may wish to quit smoking but it can be a difficult task for a current smoker to become a non-smoker. Respect and support are particularly useful in assisting individuals through this process.

I. Complaint Procedures for Employees and Students

SIPI encourages complaints and disputes to be resolved at the lowest level. SIPI maintains an open line of communication with both students and college personnel. Internally, SIPI provides avenues for both SIPI faculty/staff and students to seek resolution of grievances. SIPI adheres to the rights of students through 25 CFR 42.3, which outlines the following:
1) What general principles apply to this part?
2) What rights do individual students have?
3) How should a school address alleged violations of school policies?
4) What are alternative dispute resolution processes?
5) When can a school use ADR processes to address an alleged violation?
6) When does due process require a formal disciplinary hearing?
7) What does due process in a formal disciplinary proceeding include?
8) What are a student's due process rights in a formal disciplinary proceeding?
9) What are victims' rights in formal disciplinary proceedings?
10) How must the school communicate individual student rights to students, parents/guardians, and staff?
11) The collection of information for reporting purposes.
12) The SIPI process is outlined in the official Student Complaint Policy.

The purpose of this compliance procedure is to provide an acceptable method for prompt and equitable settlement of student-initiated complaints in which no forum is available. Faculty and staff initiated complaints use the process found in the Department Manual 370 DM 771 Subchapter.

J. Performance Management

Managing employee performance is an integral part of the work that all managers and rating officials perform throughout the year. It is important as managing financial resources and program outcomes because employee performance or the lack thereof, has a profound effect on both the financial and program components of any organization. The Department of the Interior’s performance management policy is designed to document the expectations of individual and organizational performance, provide a meaningful process by which employees can be rewarded for noteworthy contributions to the organization, and provide a mechanism to improve individual/organizational performance as necessary. To accomplish these objectives, managers need to identify organizational goals to be accomplished, communicate individual and organizational goals to employees that support the overall strategic mission and/or Government Performance and Results Act (GPRA) goals of the Department of the Interior, monitor and
evaluate employee performance, and use performance as a basis for appropriate personnel actions, including rewarding noteworthy performance and taking action to improve less than successful performance. The Office of Personnel Management defines performance management as the systematic process of planning work and setting expectations; continually monitoring performance; developing the capacity to perform periodically rating performance in a summary fashion; and rewarding good performance. For further information regarding Performance, go the BIE Human Resources website at www.bie.edu/hr or click on the following link http://elips.doi.gov/ELIPS/DocView.aspx?id=3538 to review the Department of Interior’s Performance Appraisal Handbook.

K. Inclement Weather

It is the goal of SIPI is to remain open and hold classes as scheduled. However, when weather conditions prevail which pose a threat and danger to SIPI employees and students; SIPI will cancel classes, allow a delayed schedule, close campus or approve early release. Individual programs, departments and organizations are not authorized to make their own decisions on any of the aforementioned; direction will come from the Office of the President or designee. The intent of this policy is to ensure the safety of SIPI’s students, staff, faculty and Administration to ensure efficient operations of SIPI during severe/hazardous weather and to establish consistent guidelines for staff and students to follow.

During inclement weather the SIPI campus will follow the Albuquerque Public Schools (APS) schedule for inclement weather:

- All effort will be made to post the announcement on local TV channels regarding closing or delayed opening by 6 a.m. on the day of the closing or delayed opening.
- Staff is encouraged to monitor the local news for potential delays or closure.
- In consultation with SIPI President and/or the Vice President of College Operations, the security supervisor will issue a message via e2campus.
- Closure, delays and early release are specified for non-essential employees.
- Essential employees must report for work as scheduled during closure and/or delayed opening. As needed, other staff may be called in. If required to work additional time, staff
will be compensated through compensatory time or overtime pay. Those employees who work during inclement weather will receive compensation at the same rate of pay the employee would have received had there not been implementation of the Inclement Weather policy.

- Time off due to the announced delay, early release or closure will be reverted as valid Administrative leave; employees on previously approved sick or annual leave or on a shift assignment not affected by the delay are not eligible for the paid administrative leave.

- Non-essential employees may need to leave work early to avoid hazardous driving conditions; those employees who need to end their tour of duty early due to severe weather conditions will be expected to use annual leave, accrued compensatory time, or leave without pay for this purpose. The staff must make a request to their immediate supervisor as soon as possible. Whenever possible, supervisors will accommodate the employee's request. These decisions will be made on an individual basis, taking into account the employee's situation.

- When an employee is unable to be at work at the expected time, the employee must notify his or her supervisor, explain the situation and provide an estimated time of his/her arrival. In these cases, annual leave, accrued compensatory time, or leave without pay will apply if approved.

- Early Closure: The College President or designee will determine whether to close early and cancel afternoon classes and events, and whether to cancel Saturday and/or Sunday events. In such cases, an announcement, including status of the Library and Early Childhood Learning Center, will be disseminated by email and e2campus to all staff, students, Albuquerque Area Dental Clinic, First Nations Health Source, Cafeteria contractor, Janitorial contractor and Central Office-Bureau of Indian Education.

- During delays and early release, supervisors must report to work if weather and road conditions are deemed safe to drive. Use own judgment.

- During delays and early release, it is an expectation that to the best of one's ability, supervisors who have the access to work from home will carry out responsibilities as productive as possible.
Faculty/Instructors have discretion in determining whether an additional session will be added for the class or if additional work is assigned due to the closure or delayed opening. Students will be responsible for any academic work they miss due to the absences caused by inclement weather.

L. Use of Facilities

In order to provide timely and satisfactory maintenance to SIPI facilities, work requests are processed for all maintenance, grounds, and custodial needs; to provide for the use of SIPI facilities and use of audio visual equipment by community organizations and student groups; and to efficiently track the completion of services needed.

The maintenance of SIPI buildings, property and grounds is provided by the Facilities Department. Event and conference services are also the Department’s responsibility. All work requests for maintenance, grounds, and custodial needs, as well as event or conference services, should be directed to this Department.

For conference or event services, please submit the Activity Request form no later than 45 calendar days prior to the date of the activity, during regular business hours 8 a.m. to 5 p.m., Monday-Friday, to the SIPI Facilities Manager in room 163 in Building 106 – SIPI Occupational Technology Building.

M. Request of Maintenance and Repair Request

For non-emergency work requests, such as maintenance, grounds, and custodial needs, employees are asked to fill out a Maintenance Work Request form and deliver in person or via email to Facilities Manager in room 163, Building 106, Occupational Technology Building.
N. Parking, Vehicle Registration

Employees are required to register their vehicles within the first two weeks of their starting date. A sticker will be provided and should be displayed on the front driver’s windshield. Contact the Safety and Security Office at (505)-346-2323 to register a vehicle.

O. In Case of Facilities Emergencies

During regular business hours, 8 a.m. to 5 p.m., Monday-Friday, complete a Maintenance Request Form and deliver it to Room 163, or call (505)-922-6533. After hours, an emergency should be reported to Security at (505)-346-2323.

Some examples of emergencies are:

- Electrical failure or malfunction
- Gas leak
- Glass replacement affecting safety or security
- Heat below 60º
- Plumbing leaks or floods
- Roof leaks
- Lock problems affecting safety or security

P. Reporting Safety Issues

Please report all potential safety hazards, or if you have been injured on the campus, as soon as possible to:

Office of Safety & Security
Rm#163D Occupational Technology Building
Phone number: (505)346-2323
Q. Safety in the Workplace/Accident Reporting

DOI SafetyNet - The one-stop safety and health information source for the Department of the Interior (DOI). SafetyNet promotes safety awareness within the DOI community, and acquaints managers, employees, volunteers and safety and health professionals with the DOI Safety and Occupational Health Program’s (SOHP) objectives and how to achieve them.

SIPI also uses the Safety Management Information System (SMIS) for reporting accidents which involve DOI employees, volunteers, contractors or visitors to DOI facilities.

Components of SMIS include the following:

- Employees - File a Workers' Compensation Claim (CA-1/CA-2 form). If you incur a job-related injury or illness (or are representing someone who has) use this option to submit your claim for compensation to OWCP electronically.
- Supervisors - Perform All Supervisor Safety Activities. These activities include completion of the supervisor portion of an employee's CA-1/CA-2 form (claim for compensation), filing SMIS Accident Reports for Minor Injuries that did not involve a claim for compensation, accident reports for property damage or near-misses, or editing and updating accident reports that you have previously entered.
- Safety Smart - A collection of hundreds of safety talks, posters, management articles, case studies, and more. Perfect for safety meetings or tailgate sessions.
- DOI SafetyNet - The one-stop safety and health information source for the Department of the Interior (DOI). SafetyNet promotes safety awareness within the DOI community, and acquaints managers, employees, volunteers and safety and health professionals with the DOI Safety and Occupational Health Program’s (SOHP) objectives and how to achieve them.
  - A reference library contains reference materials for SMIS users.
  - DOI Safety Statistics of bureau safety performance charts, tables and costs by fiscal year.

Please refer to the SIPI website at [http://www.sipi.edu/employees/safety/](http://www.sipi.edu/employees/safety/) for further information on Workplace Safety.
XIV. Employment Policies and Procedures

Personnel policies at SIPI are standard practices available to all Federal employees, Department of the Interior, Indian Affairs. Employees are therefore strongly encouraged to familiarize themselves with the BIE Human Resources website at www.bie.edu/hr and the latest editions of the Federal Employees Almanac (FEA). Because of the changing nature of federal employment, this section provides only a general overview and links to employee resources. Questions about Personnel issues can be directed to the Human Resources office located in Administrative Building.

A. Background Investigations

All employees (including contingent and grant), volunteers are required to have a background investigation. This is a Federal requirement. SIPI employees are designated as 'public trust position' and must have a security clearance commensurate with the public trust responsibilities and attributes of their position as they relate to the efficiency of the Federal service. This designation applies because SIPI employees have contact or control over Indian students, or may be involved in public safety and health, collection of revenue, finance, and authority to commit government funds through grants, loans, loan guarantees or contracts. As a Federal employee, all SIPI employees are required to undergo background investigation every 5 years. For general information on background investigations please visit: http://www.opm.gov/Products_and_Services/Investigations/faqs.asp

B. Conflicts Of Interest

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or impropriety as a result of SIPI's business dealings. Impropriety as in the situation of a relative is any person who is related by blood or marriage, or whose relationship with the employee is defined by 5 U.S.C. 33310 (ax3)
No "presumption of guilt" is created by the mere existence of a relationship with outside firms. If employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Human Resources Office as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

C. Outside Employment

An employee may hold a job with another organization or work as an independent contractor as long as he or she notifies his or her supervisor of the outside employment, and receives approval from the Bureau’s Ethics Office and satisfactorily performs his or her job responsibilities with SIPI. Employees will be subject to SIPI's scheduling demands, regardless of any existing outside work requirements. It is the responsibility of the employee to inform the supervisor of their outside employment.

If SIPI determines that an employee's outside work is improper or a conflict of interest, the employee will be asked to terminate the outside employment. For further information contact the Ethics Program Specialist at (406) 247-1295 or view the Department of Interior’s website at www.doi.gov/ethics.

D. Work Schedules

The hours of operation for the College’s administrative services are Monday through Friday, 8:00 a.m. through 4:30 p.m. The individual needs of some departments dictate that schedules may vary from these hours. Some departments require 24-hour coverage; others need coverage beyond an 8-hour day.

The regular workweek for all full-time, regular, nonexempt staff members at SIPI is forty hours. Departments may configure individual staff schedules to accommodate departmental needs and the needs of the College. Examples may be combinations such as four ten-hour days, four nine-
hour days with one four-hour day, and similar variations as long as the configurations meet the College’s needs for coverage, supervision and work to be accomplished.

Daily and weekly work schedules may be changed from time-to-time at the discretion of the College and/or the individual department to meet the varying needs of the College. Changes will be announced as far in advance as practicable. Departmental supervisors are advised to work with the Human Resources Department when a long-term alternative schedule is being considered, to make sure all concerns are covered.

E. Employee Conduct and Work Rules (Professional Standards of Conduct)

Employees are expected to adhere to the highest standards of personal, professional and business ethics, and to always use good judgment about the way they conduct themselves when doing their work and representing SIPI. The College’s success is undermined by unethical conduct. Our standards require careful observance of the spirit and letter of all applicable policies, procedures, laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. SIPI will comply with all applicable policies, procedures, laws and regulations, and expects its directors, officers, and employees to conduct themselves in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Compliance with this policy of personal, professional and business ethics and conduct is the responsibility of every SIPI employee.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records, employment application or other employment and work records
• Working under the influence of alcohol or illegal drugs

• Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating college-owned vehicles or equipment

• Fighting, threatening violence, or causing harm to others in the workplace

• Behavior that prevents others from doing their work

• Negligence or improper conduct leading to damage of college, student, or employee-owned property

• Insubordination or other disrespectful conduct

• Violation of safety or health rules

• Smoking in prohibited areas

• Sexual or other unlawful harassment or discrimination

• Possession of weapons or explosives on the SIPI campus which includes all buildings, spaces and motor vehicles on college property. In accordance with New Mexico State law, an employee with a valid concealed firearms permit may keep a firearm in the employee's vehicle as long as the vehicle is locked and the firearm is not visible.

• Possession of dangerous or unauthorized materials in the workplace

• Excessive absenteeism or any absence without notice

• Unauthorized absence from work station during the workday

• Unauthorized or improper use of telephones, e-mail system, or other college-owned equipment

• Unauthorized disclosure of confidential information

• Use of SIPI supplies, equipment, property, or services to carry out private business ventures

• Violation of personnel policies

• Unsatisfactory performance or conduct
• Violation of local, state, or federal laws

• Any willful behavior that results in the destruction of College property or brings injury to another employee

• Conduct which reflects unfavorably on SIPI

F. Personal and Professional Appearance

Employees are expected to use their best judgment and dress appropriately to conduct their job and to ensure we maintain the image expected of SIPI. For certain positions, uniforms are required. Each supervisor or department head is responsible for establishing reasonable standards of dress appropriate to the work performed in that area. For the Department of Interior’s policy go to the following link http://elips.doi.gov/ELIPS/DocView.aspx?id=3335

G. Attendance and Punctuality

To maintain a safe and productive work environment, SIPI expects staff members to be reliable and punctual in reporting for scheduled work. If an employee is unable to report to work for any reason, it is his or her responsibility to notify the supervisor as soon as possible prior to the start of the workday. If the employee is unable to reach the supervisor, she/he should follow the department's procedure for notification.

Failure to notify the College of an absence before the start of the workday means the absence is unauthorized and can lead to disciplinary action. Absenteeism and tardiness place a burden on other staff members and on SIPI. Patterns of use of sick time or tardiness that may indicate potential abuse may be reviewed by the supervisor and may lead to disciplinary action. When considering discipline for absenteeism or tardiness, the supervisor should not count any days that are protected by an approved leave (e.g. FMLA or military leave). For further information on Leave go to the Indian Affairs, Attendance and Leave Handbook at http://www.bia.gov/cs/groups/xraca/documents/text/idc-000594.pdf
H. Children in the Workplace

There are safety, health, and environmental concerns for children in the workplace. Some areas are inappropriate for non-employees of any age, but particularly for children. In the more industrial areas (laboratories, machine shops, kitchens, etc.) on campus, there are many imminent dangers for children and a great potential for accidents and incidents in which children either harm themselves or create hazards for others since the work environment is foreign to them. The presence of children may be prohibited in certain areas by the appropriate supervisor.

Children should be under adult supervision at all times when present on campus. Parents should plan accordingly for the care of their children on days when children may be sick, on snow days, during school holidays, or other occasions. Supervisors and department heads may place restrictions on the presence of children in their workspaces consistent with the work being performed and the demands of that work area.

I. Drug and Alcohol Statement

SIPI is committed to providing a safe work environment and to fostering the well-being and health of its faculty and staff, as well as compliance with the Department of Interior’s Drug Free and Alcohol Free Workplace. Personnel Bulletin No. 12-10 dated September 10, 2012. Link to Personnel Bulletin No. 12-10 [http://elips.doi.gov/ELIPS/DocView.aspx?id=3513](http://elips.doi.gov/ELIPS/DocView.aspx?id=3513) That commitment is jeopardized when any member of the SIPI community uses illegal drugs or alcohol on the job, comes to work with these substances present in his/her body or possesses, distributes or sells drugs in the workplace.

In accordance with the Drug-Free Workplace Act, employees are required to report to the College any criminal drug statute conviction based on acts in the workplace within five days of conviction. The College, within ten days of such Report must in turn report the conviction to any Federal Agency funding any program in which the employee participates. Finally, the College must within thirty days of such report take appropriate personnel action, up to and including
termination, or require the employee to participate satisfactorily in an approved substance abuse or rehabilitation program.

J. **Rules governing the operation of SIPI Motor Vehicles**

Operators of SIPI motor vehicles will comply with all applicable motor vehicle regulations, laws, and ordinances at all times. Faculty and staff who will drive a SIPI motor vehicle must first successfully complete the NSC Defensive Driving II Course in the DOI Learn system. A GSA 3607 will be completed by employee and forwarded to the supervisor for approval or disapproval. The form is returned to SIPI HR for forwarding to BIA Safety Office for processing. Once approved, SIPI HR will issue a driver’s card to employee. For information on driving operations, go to:


K. **Union Representation**

Management recognizes the Federation of Indian Service Employees (FISE) Local 4524, AFT, AFL-CIO is the exclusive representative of all employees in the consolidated bargaining unit as certified in FLRA Case WA-RP-08-0087 dated May 21, 2009. FLSA designations for bargaining unit employees are based upon the duties performed by the position held by the FLSA designations individual employee. Those designations are made in accordance with the Collective Bargaining Agreement, the Fair Labor Standards Act and its implementing regulations and/or guidance promulgated by the Office of Personnel Management and the U.S. Department of Labor.

The Union is the exclusive representative of the bargaining unit and is entitled to act for these employees in negotiations and joint meetings with the Employers regarding personnel policies, practices, and matters affecting working conditions. Article 8 of the Collective Bargaining Agreement provides new employees up to 30 minutes to meet with a Union Representative. The union provides a number of services and benefits to bargaining unit members including:
1. Representing bargaining unit employees in disciplinary actions.

2. Representing bargaining unit employees in grievances.

3. Negotiating on behalf of bargaining unit employees.

4. Representing bargaining unit employees in class action lawsuits.

Contact your local steward or FISE national office for more information or visit their website at http://fise-aft.org.

L. Employee and Labor Relations Programs
Information about administrative grievance procedures, violence in the workplace, and employee discipline and adverse actions process is available from the BIE Human Resources, Employee and Labor Relations office or online. The online site contains forms, applications, and contact information at www.bie.edu/hr

M. Quick Time
Unless otherwise directed, SIPI employees are responsible for completing their payroll information every two weeks using Quick Time – the bureau’s automated time and attendance system. There are 26 pay periods a year. Once you have begun working for SIPI you will receive a user ID and password to access Quick Time. This user ID and password will be provided to you by the IT Specialist. Your supervisor and/or timekeeper will provide you the appropriate procedures for entering your time.

N. Direct Deposit
The Department of the Interior requires that all new employees arrange for direct deposit of their net pay to a financial institution within the first week of reporting to work. A Direct Deposit Sign-up Form was provided in your employment packet. One can also be obtained from your human resource office. You may request a waiver of the direct deposit requirement if you believe
that unusual circumstances should exclude you from participating in the program. Submit requests for a waiver of this requirement in writing to your human resource office.

**O. Within Grade Increase (WGI)**

General Schedule

Each GS-1 through GS-15 position has 10 pay steps. You may receive step increases within your grade level although there is no change in your job. Eligibility for these step increases is based on time in grade and satisfactory performance. Step increases are not automatic but require certification from your supervisor that your job performance is meeting an “acceptable” level of competence. Under normal circumstances, the minimum waiting period for advancement to the next higher step (that is, to qualify for a within grade increase) is:

<table>
<thead>
<tr>
<th>Step you are in now</th>
<th>Minimum waiting period for advancement to next step.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2, or 3</td>
<td>52 calendar weeks</td>
</tr>
<tr>
<td>4, 5, or 6</td>
<td>104 calendar weeks</td>
</tr>
<tr>
<td>7, 8, or 9</td>
<td>156 calendar weeks</td>
</tr>
</tbody>
</table>

Wage Grade:

Some jobs such as crafts, trades, and manual labor positions are excluded from the Classification Act System. These jobs are referred to as hourly jobs. The hourly wage rates for these jobs may be set by recognized labor organizations, or established under the Federal Wage System (FWS), which is administered by the Office of Personnel Management.

**P. Employee Express**

You can change a variety of discretionary personnel and payroll transactions automatically without going through your personnel office and without completing any paperwork. Employee Express is a 24 hours a day, 7 day a week automated system that will help you make personnel and payroll changes and review your current information. This service is provided by OPM. OPM will send you a letter shortly after your appointment begins (usually within 3 weeks) with
your PIN number to access your information in Employee Express. For more information please visit [www.employeeexpress.gov](http://www.employeeexpress.gov)

Q. Leave and Earnings Statement

Each pay period you will have electronic access to your Leave and Earnings Statement (LES), through Employee Express. In rare cases you may receive your LES by mail. The LES shows your gross pay for the period, the amount of each kind of deduction, your net pay, your current year gross earnings to date, and other important information. The statement also shows the amount of annual and sick leave earned, taken, and available, as well as any other type of leave that you may have used. Each employee is responsible for reviewing the statement to ensure the deductions are correct. Contact your servicing human resource office for information for accessing your LES electronically or on waiver procedures.

R. Annual Leave

All federal government employees, except employees on intermittent work schedules and special needs appointments of 30 days or less are eligible for leave benefits, including: annual leave, sick leave, leave without pay, and other paid/unpaid benefits. Annual leave is provided for each Federal employee who has an established tour of duty or work schedule and whose appointment is for 90 days or longer. Full-time employees earn annual leave each pay period in increments of 4, 6, or 8 hours, depending upon the total years of federal service. Both creditable civilian and military service are used in determining time increments for leave purposes. The rates of annual leave accrual are as follows:

<table>
<thead>
<tr>
<th>Years of federal service</th>
<th>Pay period accrual</th>
<th>Total annual accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 3 years</td>
<td>4 hours</td>
<td>13 days</td>
</tr>
<tr>
<td>3 to 15 years</td>
<td>6 hours</td>
<td>20 days</td>
</tr>
<tr>
<td>15 years or more</td>
<td>8 hours</td>
<td>26 days</td>
</tr>
</tbody>
</table>
Normally you may not carry over more than 30 days (240 hours) of annual leave. Earned annual leave exceeding 240 hours must be used by the end of the leave year or it will be lost.

Annual leave may be granted when requested with consideration to the effect of your absence on the assigned workload. In cases where an emergency requires you to remain away from work without prior approval, you must notify your supervisor as soon as possible on the first day of your absence. Check with your supervisor about specific reporting requirements for your office. The minimum charge for use of annual leave is 15 minutes. Should you leave federal service, you will be paid a lump sum for any unused annual leave, at your current hourly rate of pay. Part-time employees earn leave are prorated based on the work schedule.

S. Sick Leave

Full-time employees earn 13 days of sick leave each year, at the rate of 4 hours per pay period (every 2 weeks). Employees who work on a part-time basis with an established tour of duty earn sick leave at the rate of 1 hour for each 20 hours of duty. Credit may not exceed 4 hours of sick leave for 80 hours of duty in any pay period. There is no limit on the amount of sick leave you may accumulate. Use of sick leave is charged in increments of 15 minutes.

Sick leave may be used when you are unable to work because of sickness or injury, or when you have a medical, dental, or optical appointment. Some limitations apply, so check with your servicing human resources office if you have any questions. Under the Family Friendly Leave policies, you may also use sick leave to care for sick family members, to take them for medical, dental or optical appointments, and for death of a family member. Contact your servicing human resources office for more specific information.

These simple rules must be followed in using sick leave:

- Use sick leave as little as possible and only for the proper reasons. Sick leave cannot be used to supplement annual leave.
• If you are too sick to work, notify your supervisor within 1 hour after the time you are scheduled to report for duty.

• Ask your supervisor in advance when you want to use sick leave for medical, dental, or optical examinations or treatment.

• Submit a medical certificate signed by your doctor for periods of sick leave that last for more than 3 days, or if requested by your supervisor for any other sick leave.

T. Holidays

The following holidays are observed in the federal service:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Years Day</td>
<td>January 1</td>
</tr>
<tr>
<td>Martin Luther King Jr.’s Birthday</td>
<td>Third Monday in January</td>
</tr>
<tr>
<td>Washington’s Birthday</td>
<td>Third Monday in February</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4</td>
</tr>
<tr>
<td>Labor Day</td>
<td>First Monday in September</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Second Monday in October</td>
</tr>
<tr>
<td>Veteran’s Day</td>
<td>November 11</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Fourth Thursday in November</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>December 25</td>
</tr>
</tbody>
</table>

If you are regularly scheduled to work on a day that a holiday falls on, you will be paid at your regular salary, if you are in a pay status either the day before or the day after the holiday. For further information on Leave go to the Indian Affairs, Attendance and Leave Handbook at [http://www.bia.gov/cs/groups/xraca/documents/text/idc-000594.pdf](http://www.bia.gov/cs/groups/xraca/documents/text/idc-000594.pdf)

U. Whistleblowing

SIPI employees perform a vital role when they disclose a violation of law, rule or regulation, gross mismanagement, gross waste of funds, an abuse of authority and a substantial and specific danger to public health and safety. Whistleblower protection laws exist to protect employees who fear or suffer reprisal for making a disclosure. SIPI employees are required to complete annual whistleblowers training. For more information on whistleblowing, consult DOI’s Office of Inspector General’s website (doi.gov/oig/) and the Office of Special Counsel’s website (osc.gov).
XIII  EEO POLICIES

A. Equal Opportunity

SIPI is committed to upholding the basic principles of equal employment opportunity. All employees and applicants will be considered for employment, regardless of their race, religion, color, sex, national origin, age, or disability. All employees will have the freedom to compete on a fair and level playing field with equal opportunity for competition. Equal employment opportunity covers all personnel/employment programs, management practices and decisions including, but not limited to, recruitment/hiring, merit promotion, transfer, reassignments, training and career development, benefits, and separation.

B. Harassment

Sexual harassment or harassment on any other prohibited basis (race, religion, gender, etc.) will not be tolerated at SIPI. Allegations of harassment will be immediately investigated, and, where allegations are substantiated, appropriate action will be taken.

C. Reasonable Accommodation for Individuals with Disabilities

If you have a qualifying disability, you may be entitled to a reasonable accommodation to allow you in perform the essential functions of your job. These include making existing facilities accessible; job restructuring; part-time or modified work schedules; acquiring or modifying equipment; changing tests, training materials, or policies; providing qualified readers or interpreters; and/or reassignment to a vacant position. The Department of Interior’s “Reasonable Accommodation for Individuals with Disabilities” details provides the policy and procedures for reasonable accommodations for individuals with disabilities. This policy is available at elips.doi.gov/ELIPS/DocView.aspx?id=1190.
D. Religious Accommodation

SIPI respects the religious beliefs and practices of all employees and will make, upon request, a reasonable accommodation, provided that it does not create an undue hardship for the College. An employee whose religious beliefs or practices conflicts with the job, work schedule, or with the College’s policy or practice on dress and appearance, or with other aspects of employment, should make a request for an accommodation to his/her supervisor. The request should describe the issue and the employee’s suggested accommodation. The supervisor will evaluate the request and will consider whether an accommodation is available which is reasonable and which would not create an undue hardship on the College. Examples of accommodations may be a change in job, adjustment to a schedule, using paid leave or leave without pay, or allowing an exception to the dress and appearance code which does not impact safety.

E. Reporting a complaint of a violation of your EEO rights

If you believe that you may have been discriminated against because of your race, color, religion, sex, national origin, age, physical or mental disability and/or reprisal (for prior EEO activity participation), subjected to harassment, or denied an accommodation for religion or disability, you must contact and discuss the matter with an EEO Counselor within 45 calendar days of the date of the incident that gave rise to your complaint or, if it is a personnel action, within 45 calendar days of its effective date.

To locate an EEO Counselor, check your employee Bulletin Boards, the local area network, or contact your Bureau EEO Officer for assistance at (703) 390-6401.

Alternatively, bargaining unit employees may have the right to file a grievance regarding an EEO matter. Contact your union representative regarding this option.