



THREE RIVERS COLLEGE

**Approval of the
October Agenda**

**Approval of the
September Minutes**

11:00 a.m. Three Rivers Board of Trustees Luncheon, Employee Lounge, Westover Admin Building
12:00 p.m. Three Rivers Board of Trustees Meeting, Board Room, Westover Admin Building

A G E N D A
REGULAR SESSION
Wednesday October 16, 2024
12:00 p.m.

- I. Invocation and Pledge of Allegiance**
- II. Approval of Agenda and Minutes**
 1. Consideration and Approval of Agenda
 2. Consideration and Approval of Minutes of the September Board Meeting
- III. Consideration of College Financial Report**
 1. Statement of Revenues, Expenses, and Changes in Net Assets
 1. Monthly Financial Statements
 2. Budget to Actual Financial Statements
 2. Cash in Bank
 3. Certificates of Deposits
 4. Checks Issued
 5. Bid Report
- IV. President's Report**
- V. Executive Session** (Permissible under guidelines of MO Rev. Statute Section 610.021.1 Legal – Legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.)
- VI. Items for Consideration, Discussion, and Vote**
 1. PP 4810 ADA and Reasonable Accommodation
 2. PP 4330 Shared Sick Leave
 3. GAP-1200 Equal Opportunity

*Representatives of the news media may obtain copies of this Agenda by contacting Melody Ducote, Executive Assistant to the President, 573-840-9698

VII. Consideration and Approval of all Personnel Actions and Associated Documents

1. Acceptance of Employment
 - a) Zoreonta Moore-Part-time Nursing Secretary
2. Resignations
 - a) Wesley Montgomery-Full Time Communication and Language Faculty
 - b) Ashley Vernon-Accreditation Coordinator/Executive Assistant, Chief Institutional Effectiveness Officer

VIII. Appendix

1. **Information Items**
 - a) PR 4210 Work Hours of Employment
 - b) PR 4870 Pregnant Workers
 - c) PR 4810 ADA and Reasonable Accommodation
2. **Upcoming Events**
3. **Recent Newspaper Articles**

IX. FY24 Board of Trustees Meeting Dates

- Wednesday, November 20, 2024
- Wednesday, January 15, 2025
- Wednesday, February 19, 2025
- Wednesday, March 19, 2025
- Wednesday, April 16, 2025
- Wednesday, May 21, 2025
- Wednesday, June 18, 2025

X. Adjournment

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**BOARD OF TRUSTEES
THREE RIVERS COLLEGE
September 18, 2024**

The regular meeting of the Board of Trustees began at 12:00 p.m. on Wednesday, September 18, 2024.

Those present included Trustees: Darren Garrison, Chair, Dr. Tim Hager, Vice-Chair, Dr. Amber Richardson, Secretary; Gary Featherston, Treasurer; Chris Williams, Member; and Eric Schalk, member; College administrator: Dr. Wesley Payne, President; Mark Richardson, College Attorney; and Melody Dolle-Ducote, recording secretary.

Trustee Featherston delivered the invocation.

Trustee Schalk made a motion to approve the September agenda. On a second by Trustee Hager, the motion passed unanimously.

Trustee Schalk made a motion to accept the August Board Meeting Minutes as presented. On a second by Trustee Williams, the motion passed unanimously.

Trustee Featherston made a motion to accept the Annual Tax Levy Meeting Board Minutes as presented. On a second by Trustee Hager, the motion passed unanimously.

Charlotte Eubank, Chief Financial Officer, reviewed the college financial report as of the end of August 2024. Mrs. Eubank noted that we have recognized 30% of budgeted revenues. We have obligated 13% of our budgeted expenses of the fiscal year.

Trustee Featherston made the motion to accept the financial report as presented. With a second by Trustee Richardson, the motion passed unanimously.

Dr. Payne presented the President's Report, as follows:

We have started the process of creating our new college wide strategic plan. Our current plan, Aspire 2025, ends at the beginning of 2025. The group is made up of 50

CALL TO ORDER

ATTENDANCE

INVOCATION

**APPROVAL OF BOARD
MEETING AGENDA**

**APPROVAL OF THE AUGUST
BOARD MEETING MINUTES**

**APPROVAL OF THE
ANNUAL TAX LEVY
MEETING MINUTES**

**PRESENTATION OF THE
FINANCIAL REPORT**

**APPROVAL OF
FINANCIAL REPORT**

PRESIDENT'S REPORT

**STRATEGIC PLANNING
KICKOFF**

college employees, fully representative of our whole organization, including full-time, part-time staff, adjuncts and faculty. The group will gather data, research and carefully examine what we have done under ASPIRE 2025 and move forward into our next planning document, which will guide us through the next five years and end in 2030. We have had two meetings so far. This effort is coordinated by the Office of Institutional Effectiveness. They will present a draft to the Board at the January board meeting.

The 9th annual Run 4 The Arts was held on September 7, 2024. More than 60 registered for the event and more than \$5000 was raised for the fine arts scholarship fund.

Three Rivers Rodeo hosted the 2nd Annual Battle of the Bulls on the evening of September 7, 2024. Money raised went to support the Rodeo Team. Our title sponsor was Farm Credit Bureau.

On the 12th of September at the Tinnin Fine Arts Center, our Patrons of the Arts held its annual kick off. This year we have scheduled 8 shows. Tickets are available online through Ticketleap.com.

The new TRC Community Choir is now rehearsing at 5:00pm on Monday nights in the TRC Choir Room, located in the Tinnin Fine Arts Center. The Choir is open to ages 16 and up who are seasoned performers as well as beginners. All are welcome. The choir is directed by Pam Howard Becker and accompanied by Kirk Mondy.

Constitution Day was hosted in the Rutland Library on September 17th this was also part of Raider Rally.

Raider Rally was held September 17-18 on campus. This annual event is to encourage students to participate in our clubs and organizations at Three Rivers.

On September 22, we will have our first Rocky Fan Fest at the Libla Family Sports Complex. This will give the community a chance to meet all our athletic teams and have some fun! With help from our community partners, this will give our community the chance to come on campus, have free food, activities for the kids,

9TH ANNUAL RUN 4 THE ARTS

2ND ANNUAL BATTLE OF THE BULLS

PATRONS OF THE ARTS KICKOFF

TRC COMMUNITY CHOIR

CONSTITUTION DAY

RAIDER RALLY

UPCOMING EVENTS

ROCKY'S FAN FEST

photos with Rocky Raider, bounce houses, a foam machine and “steer” roping. This event is sponsored by the Three Rivers Booster club with help from the Boy and Girls Club of the Heartland, Poplar Bluff Housing Authority, Poplar Bluff Parks and Recreation and Today’s Talk KWOC.

On September 25 we will host a Mental Health and Suicide Prevention Summit at the Tinnin Fine Arts Center.

September 26-27 we are expecting 600-900 high school students on campus for Preview Day. This event allows area high school students to experience a day at Three Rivers and meet with faculty, participate in campus tours and engaging activities to show them what we offer through the many programs at Three Rivers College.

The Marty Harlan Art Exhibit is going on currently through September 30, 2024, at the Tinnin Fine Arts Center.

Our Alumni Award Nominations are now live on our website and social media. Nominations should be former TRC graduates or students and will be judged on the merits of their personal and professional achievements.

The Patrons of the Arts first performance, “Broadway Fright Night” will be held on October 3rd at the Tinnin Fine Arts Center, tickets are selling fast.

Both our Poplar Bluff and Sikeston Campuses will host Nursing Job Fairs in October. Poplar Bluff will be on October 4th and Sikeston on October 29th.

The Vickie Glassman Art Exhibit will begin October 6, 2024 and run through October 27, 2024 in the Tinnin Fine Arts Center.

With the conclusion of the President’s Report, Trustee Schalk made a motion to go into Executive Session at 12:18pm. Upon a second by Trustee Featherston, the board was polled as follows: Trustee Featherston, (yes); Trustee Richardson, (yes); Trustee Hager, (yes); Trustee

MENTAL HEALTH SUICIDE PREVENTION SUMMIT

PREVIEW DAYS

MARTY HARLAN ART EXHIBIT

ALUMNI AWARD NOMINATIONS

PATRONS OF THE ARTS BROADWAY FRIGHT NIGHT

NURSING JOB FAIRS

VICKIE GLASSMAN EXHIBIT

MOVE INTO EXECUTIVE SESSION

Garrison, (yest); Trustee Schalk, (yes); and Trustee Williams, (yes).

**ITEMS FOR
CONSIDERATION,
DISCUSSION AND VOTE**

Dr. Payne discussed an update in the language for GAP-1200 to eliminate redundancy. On a motion from Trustee Schalk and a second by Trustee Hager, the board was polled as follows: Trustee Featherston, (yes); Trustee Richardson, (yes); Trustee Hager, (yes); Trustee Garrison, (yest); Trustee Schalk, (yes); and Trustee Williams, (yes).

**GAP-1200 GENERAL
ADMINISTRATION**

Trustee Schalk made a motion to accept and approve all personnel actions and associated documents as presented. With a second by Trustee Richardson, the board was polled as follows: Trustee Featherston, (yes); Trustee Richardson, (yes); Trustee Hager, (yes); Trustee Garrison, (yes); Trustee Schalk, (yes); and Trustee Williams, (yes).

**CONSIDERATION AND
APPROVAL OF ALL
PERSONNEL ACTIONS AND
ASSOCIATED DOCUMENTS**

With being no further business, Trustee Richardson made the motion to adjourn the meeting at 1:37 p.m. and with a second by Trustee Hager, the motion passed unanimously.

ADJOURNMENT

CHAIRMAN

APPROVAL DATE

SECRETARY

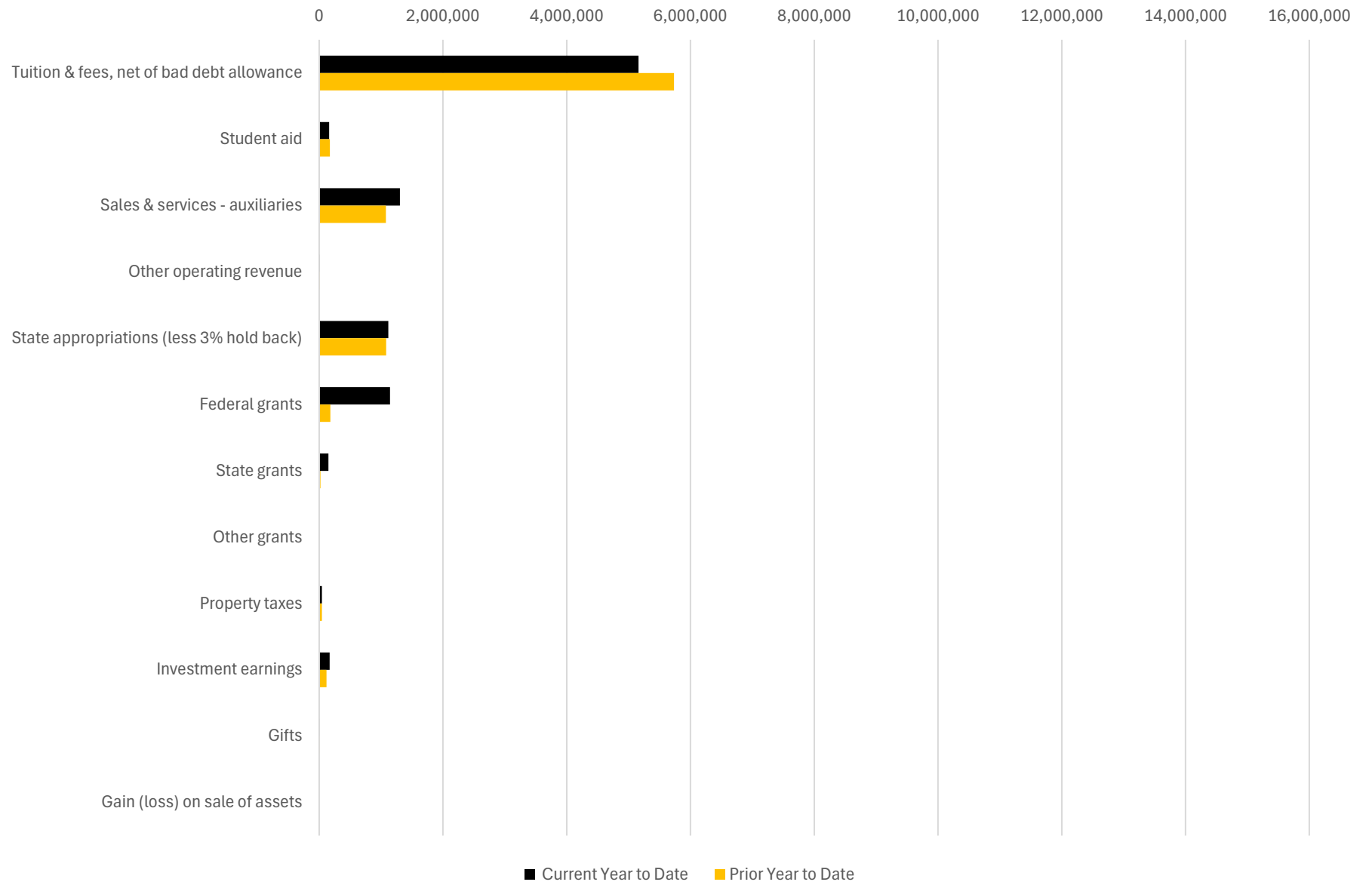
APPROVAL DATE



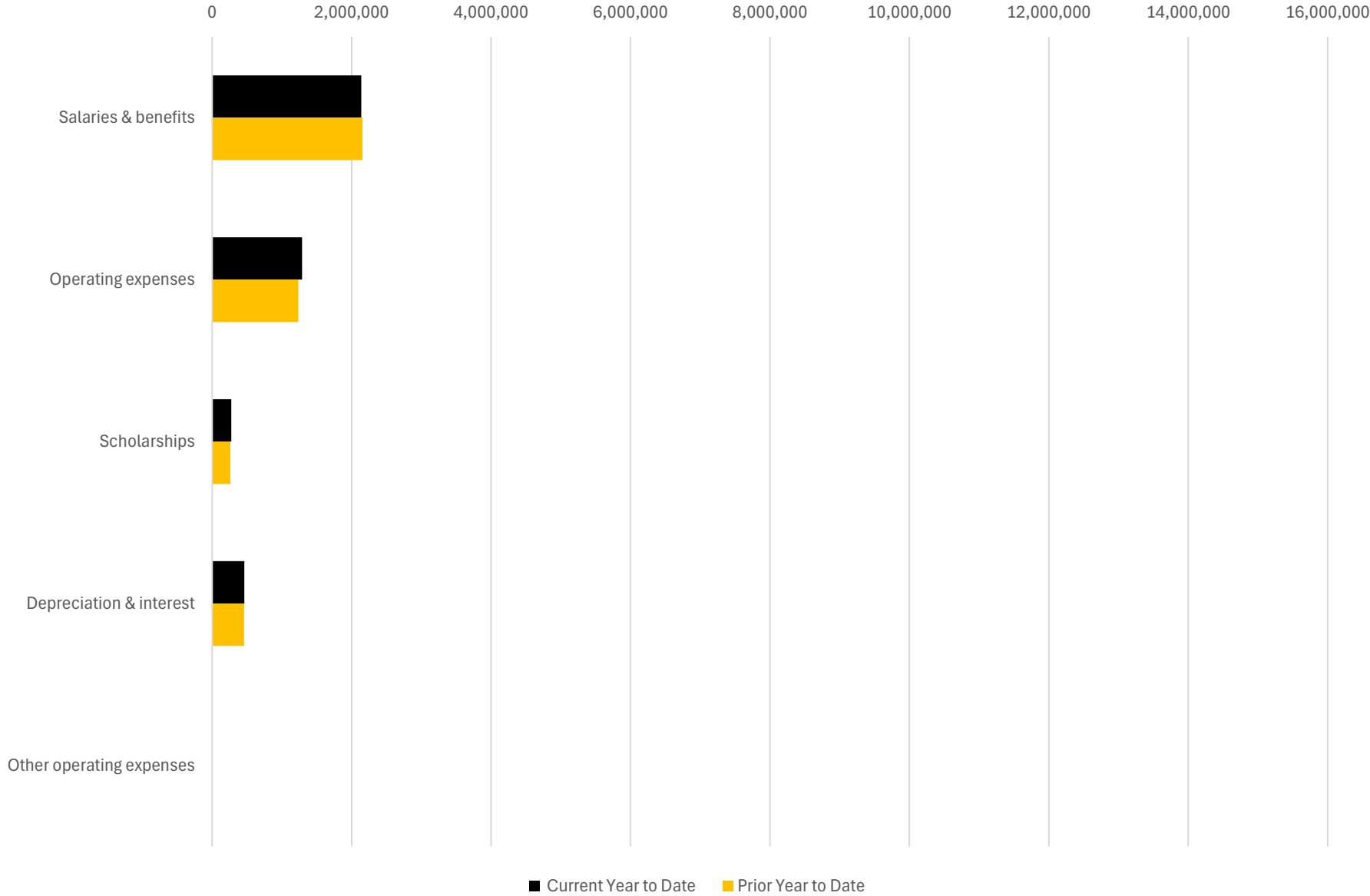
THREE RIVERS COLLEGE

PRESENTATION OF THE COLLEGE FINANCIAL REPORT

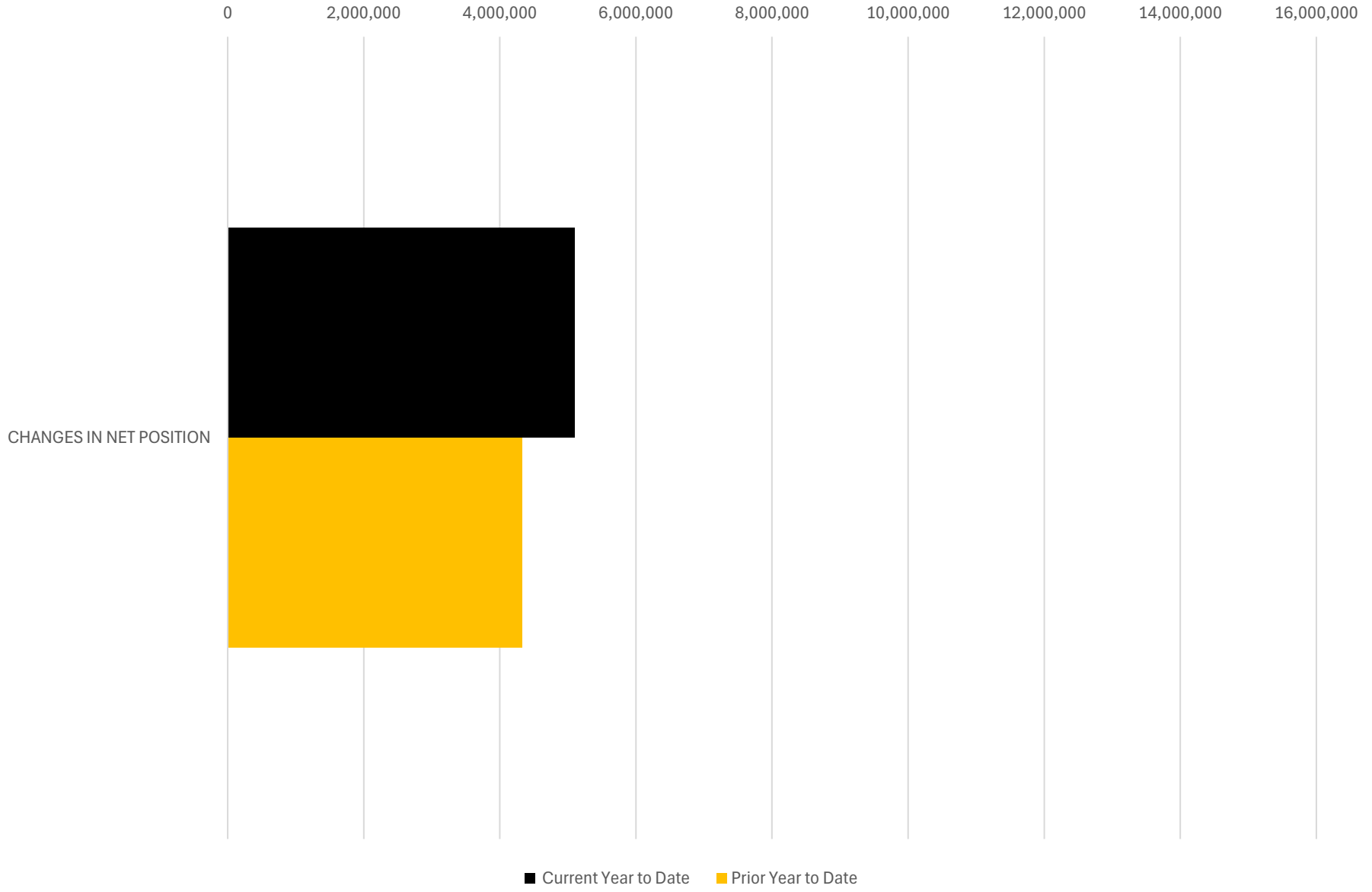
YTD Comparison to Previous Year 08/31/2024



YTD Comparison to Previous Year
08/31/2024



YTD Comparison to Previous Year
08/31/2024



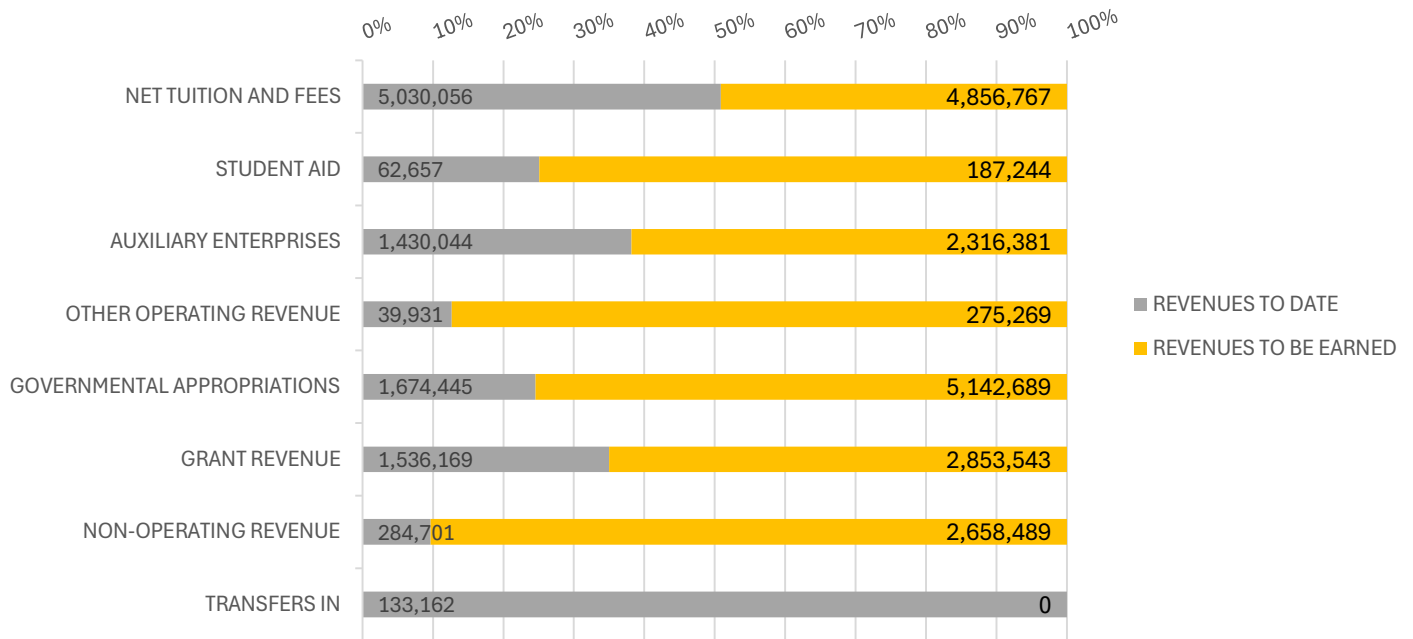
Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
August 31, 2024

ASSETS AND DEFERRED OUTFLOWS		LIABILITIES, DEFERRED INFLOWS AND NET POSITION	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash & Cash Equivalents	14,421,411	Accounts Payable	599,236
Student Account Receivables, net	7,761,680	Accrued Vacation	325,765
Property Tax Receivable	122,297	Student Deposits	31,880
Other Receivables	10,134,363	Deferred Tuition & Fees	101,645
Investments	477,297	Scholarships	127,231
Inventory	74,886	Total Current Liabilities	1,185,757
Prepaid Expenses	279,372		
Total Current Assets	33,271,306	NON-CURRENT LIABILITIES	
NON-CURRENT ASSETS		Retirement Incentive Payable	0
Land	5,490,786	Other Post Employment Benefits	14,015,451
Capital assets	83,611,824	Bonds, Notes and Leases Payable	7,393,951
Plus: Current year additions to capital assets	1,183,015	Accrued Interest	0
Accumulated Depreciation	(39,891,413)	Agency	511,841
Unamortized Bond Issue Costs	0	Total Non-Current Liabilities	21,921,243
Total Non-Current Assets	50,394,213	Total Liabilities	23,107,000
DEFERRED OUTFLOWS (Pensions, OPEB, Trusts, Leases)	9,767,497	DEFERRED INFLOWS (Pensions, OPEB, Trusts, Leases)	14,749,002
		NET POSITION	
		Beginning Balance	50,484,148
		Changes in Net Position	5,092,866
		Total Net Position	55,577,014
TOTAL ASSETS AND DEFERRED OUTFLOWS	93,433,015	TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	93,433,015

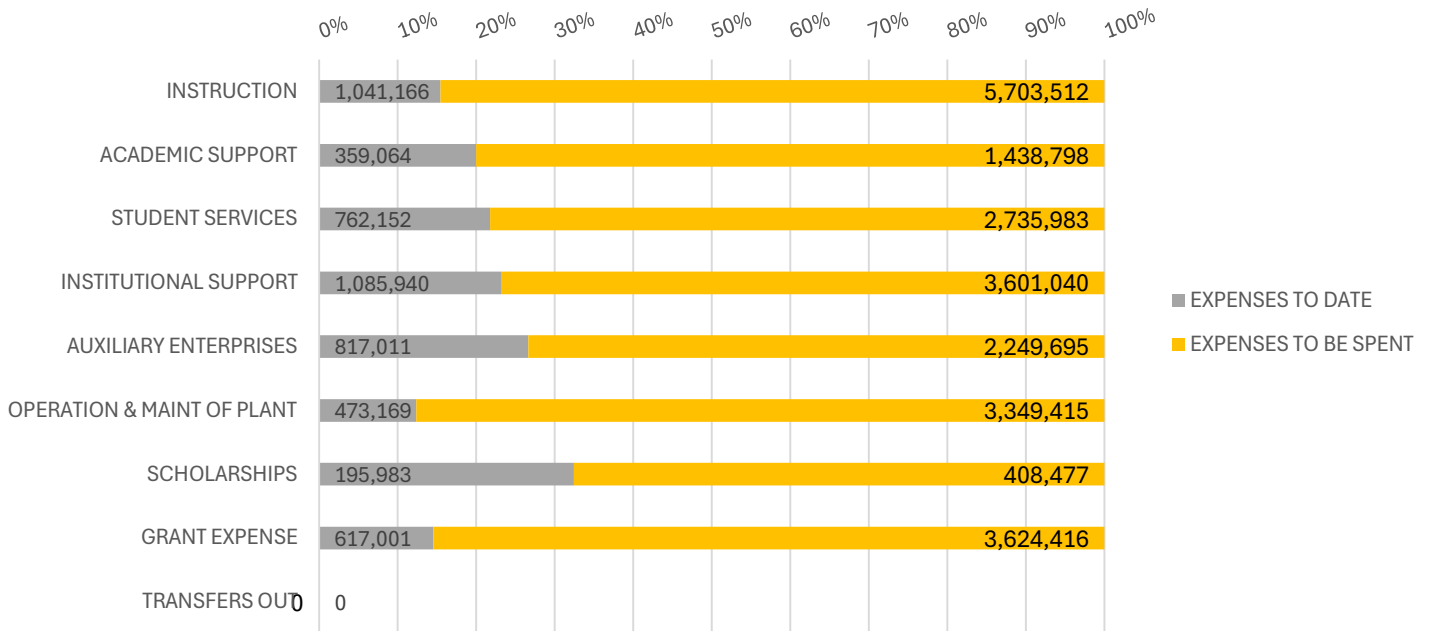
Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
August 31, 2024

	July	August	Current Year to Date	Prior Year to Date	\$ Change	% Change
OPERATING REVENUE						
Tuition & fees, net of bad debt allowance	4,761,191	398,337	5,159,529	5,732,822	(573,293)	(10.00)%
Student aid	143,821	16,423	160,244	173,903	(13,658)	(7.85)%
Sales & services - auxiliaries	959,636	344,794	1,304,430	1,077,689	226,742	21.04%
Other operating revenue	3,599	4,441	8,040	7,066	974	13.79%
Total Operating Revenue	5,868,248	763,996	6,632,244	6,991,479	(359,236)	(5.14)%
OPERATING EXPENSES						
Salaries & benefits	1,013,348	1,125,897	2,139,245	2,156,921	(17,676)	(0.82)%
Operating expenses	596,159	693,523	1,289,682	1,236,897	52,785	4.27%
Capital equipment	55,600	1,127,415	1,183,015	557,353	625,662	112.26%
Less: Transfer to capital assets	(55,600)	(1,127,415)	(1,183,015)	(557,353)	(625,662)	112.26%
Scholarships	217,686	58,097	275,783	258,963	16,819	6.49%
Depreciation & interest	231,606	227,671	459,276	459,124	152	0.03%
Other operating expenses	0	0	0	0	0	0.00%
Total Operating Expenses	2,058,798	2,105,187	4,163,986	4,111,905	52,081	1.27%
NON-OPERATING REVENUE (EXPENSES)						
State appropriations (less 3% hold back)	0	1,116,298	1,116,298	1,082,118	34,180	3.16%
Federal grants	72,197	1,070,568	1,142,765	179,688	963,077	535.97%
State grants	0	150,173	150,173	19,892	130,281	654.94%
Other grants	0	0	0	0	0	0.00%
Property taxes	18,510	26,700	45,210	44,418	791	1.78%
Investment earnings	53,584	115,579	169,163	119,067	50,096	42.07%
Gifts	0	1,000	1,000	3,700	(2,700)	(72.97)%
Gain (loss) on sale of assets	0	0	0	0	0	0.00%
Total Non-Operating Revenues (Expenses)	144,291	2,480,317	2,624,608	1,448,883	1,175,725	81.15%
CHANGES IN NET POSITION	3,953,741	1,139,125	5,092,866	4,328,458	764,408	17.66%

Budget to Actual Revenues 09/30/2024 (25%)



Budget to Actual Expenses 09/30/2024 (25%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
September 30, 2024
Fiscal Year Benchmark: 25%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE EARNED
NET TUITION AND FEES <i>Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances</i>	9,886,823	5,030,056	51%	4,856,767
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	249,901	62,657	25%	187,244
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>	3,746,425	1,430,044	38%	2,316,381
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	315,200	39,931	13%	275,269
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i>	6,817,134	1,674,445	25%	5,142,689
GRANT REVENUE <i>State Grants, Federal Grants</i>	4,389,712	1,536,169	35%	2,853,543
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,943,190	284,701	10%	2,658,489
TRANSFERS IN <i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>	133,162	133,162	100%	0
TOTAL REVENUES	28,481,547	10,191,166	36%	18,290,382

NOTE: We have recognized 36% of budgeted revenues. We have recognized 51% of our budgeted revenues from tuition and fees, comprised of a portion of summer 2024 and fall 2024, net of estimated bad debt. The operating budget includes transfers in from prior year reserves to support one-time projects which do not meet criteria for inclusion in the capital budget, as amended.

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE SPENT
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>	6,744,677	1,041,166	15%	5,703,512
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,797,862	359,064	20%	1,438,798
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	3,498,135	762,152	22%	2,735,983
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	4,686,980	1,085,940	23%	3,601,040
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>	3,066,706	817,011	27%	2,249,695
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,822,584	473,169	12%	3,349,415
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	604,460	195,983	32%	408,477
GRANT EXPENSE <i>State Grants, Federal Grants</i>	4,241,416	617,001	15%	3,624,416
TRANSFERS OUT <i>General funds-current year transfers to capital</i>	0	0	0%	0
TOTAL EXPENSES	28,462,820	5,351,485	19%	23,111,335

NOTE: We have obligated 19% of our budgeted expenses at 25% into the fiscal year. September payroll and credit card expenses are NOT INCLUDED as they were not yet available at the time of this report. Budgeted increase in Net Position is a result of awarded funding sources exceeding estimates, as amended.

CHANGES IN NET POSITION	18,728	4,839,681
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Three Rivers College
 Capital Budget - Unaudited
 September 30, 2024
 Fiscal Year Benchmark: 25%

FUNDING SOURCES	BUDGET	SOURCES TO DATE	SOURCES TO DATE %	SOURCES TO BE EARNED
RESTRICTED				
<i>State appropriations</i>	10,000,000	0	0%	10,000,000
<i>Insurance proceeds</i>	1,000,000	0	0%	1,000,000
<i>ARPA grant proceeds</i>	901,420	901,420	100%	0
UNRESTRICTED				
<i>General funds - prior year transfers in (Reserves)</i>	2,076,356	128,033	6%	1,948,323
<i>General funds - current year transfers in</i>	0	0	0%	0
TOTAL FUNDING SOURCES	13,977,776	1,029,453	7%	12,948,323

USES OF FUNDS	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
<i>Campus improvements</i>	250,000	0	0%	250,000
<i>Westover Administration Building repairs</i>	350,000	0	0%	350,000
<i>Libla Family Sports Complex</i>	450,000	42,543	9%	407,457
<i>Baseball Clubhouse</i>	266,000	0	0%	266,000
<i>Bess Activity Center repairs</i>	1,000,000	0	0%	1,000,000
<i>2509 Three Rivers Blvd (former license bureau)</i>	20,000	0	0%	20,000
<i>Student Housing</i>	10,194,369	0	0%	10,194,369
<i>Public safety remodel</i>	50,000	0	0%	50,000
<i>Fleet vehicles</i>	90,987	85,490	94%	5,497
<i>Dexter external location purchase</i>	405,000	0	0%	405,000
<i>CDL training center purchase</i>	901,420	901,420	100%	0
TOTAL EXPENSES	13,977,776	1,029,453	7%	12,948,323

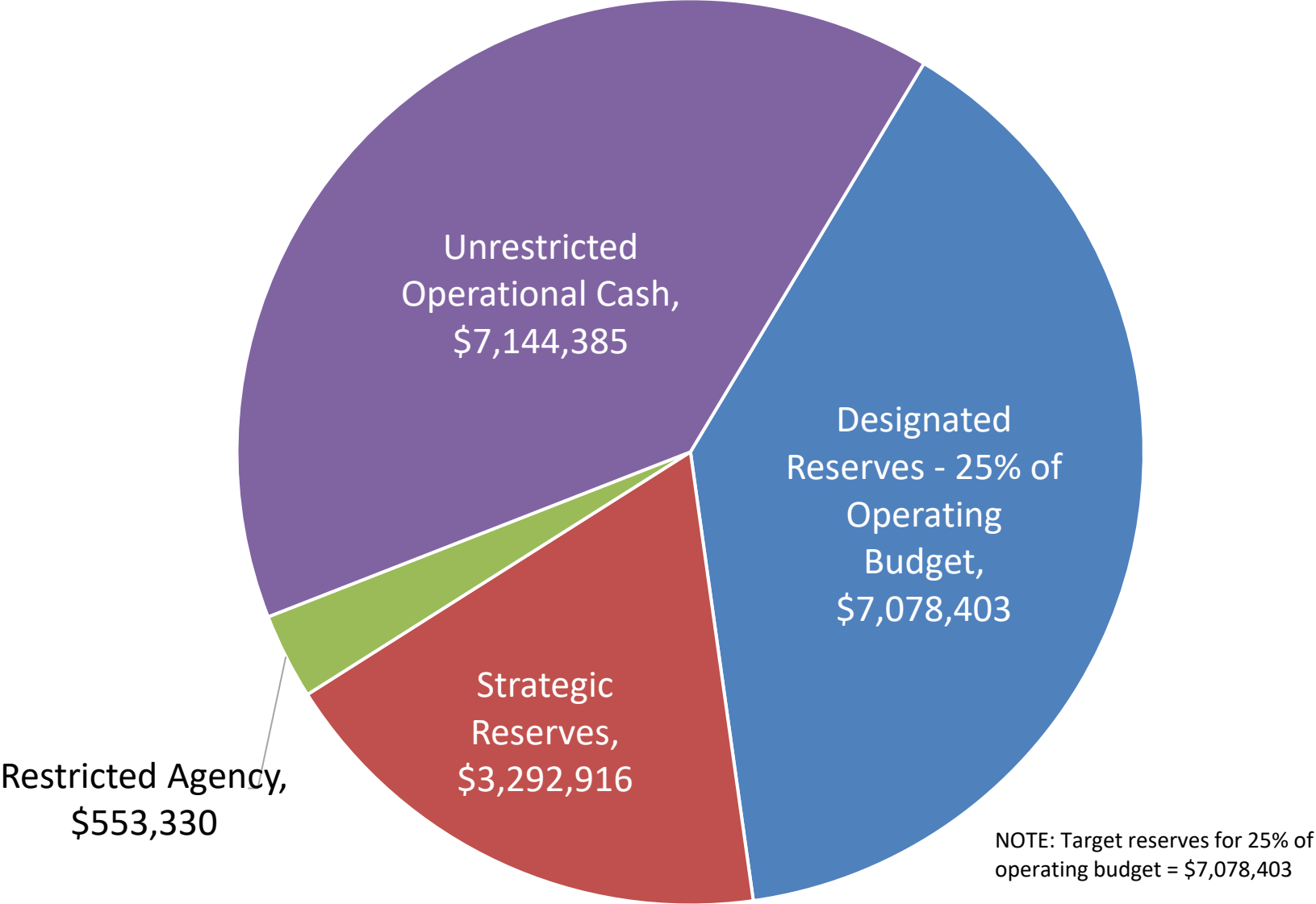
NET SURPLUS (DEFICIT)	0	0		
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**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

October 2, 2024

	<u>09/03/24</u>	<u>10/02/24</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	600.00	600.00
Petty Cash	200.00	200.00
Vending Machines	137.00	137.00
Business Office	1,688.00	1,688.00
<i>Total Cash Funds</i>	2,625.00	2,625.00
<i>General Accounts</i>		
Southern Bank - General Funds	4,239,629.58	3,514,673.19
Southern Bank - Credit Cards	90,042.95	56,328.53
<i>Total General Accounts</i>	4,329,672.53	3,571,001.72
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	25,555.72	24,972.09
Federal Clearing Account	-	3,545,786.16
<i>Total Restricted Accounts</i>	25,555.72	3,570,758.25
TOTAL CURRENT FUND	4,357,853.25	7,144,384.97
PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	5,147,763.49	5,167,825.20
<i>Total Bank Accounts</i>	5,147,763.49	5,167,825.20
<i>Certificates of Deposit</i>		
People's Community Bank #0625	5,203,493.88	5,203,493.88
<i>Total Certificates of Deposit</i>	5,203,493.88	5,203,493.88
TOTAL PLANT FUND	10,351,257.37	10,371,319.08
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	540,976.59	553,329.50
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	-	-
TOTAL AGENCY FUND	540,976.59	553,329.50

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$18,069,034 AS OF 10/02/2024**



THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF September 30, 2024

<u>CD#</u>	<u>BANK</u>	<u>RATE</u>	<u>DATE</u>	<u>TERM</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
8070625	People's Community Bank	5.290	11/21/24	3 mths	5,147,763.49	Contingency
Total Contingency Fund					<u>5,147,763.49</u>	

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF September 30, 2024

<u>CD#</u>	<u>BANK</u>	<u>RATE</u>	<u>DATE</u>	<u>TERM</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Total Agency Fund CD's					<u>\$ -</u>	

Three Rivers College
CD Report
As of September 30, 2024

Investment CDs

Bank Account Interest Rate

Bank	Account	Interest Rate
Southern Bank	all except Federal Funds	91-day T-bill minus 40 basis points

CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
Total				-

Responses

<u>Bank</u>	<u>Term</u>	<u>Rate</u>	<u>APY</u>	<u>Amount</u>	<u>Type of Investment</u>
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CDs Transferred

Endowment CDs Redeemed for Investment

CDs Maturing

Bank	Certificate Number	Endowment	Amount
Total			-

Endowment CDs Transferred to Endowment Trust
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CDs Maturing

Bank	Certificate Number	Endowment	Amount
Total			-

THREE RIVERS COMMUNITY COLLEGE
Summary of Checks Issued
Months of September 2024

Current Fund:	General Fund - Southern Bank	\$ 2,493,902.86
Housing Fund:	Rivers Ridge - Southern Bank	-
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>25,907.06</u>
	Grand Total	<u><u>\$ 2,519,809.92</u></u>

This is to certify that the above is supported by invoices, purchase orders, and other pertinent data on file in the College Business Office. Approved by the Board of Trustees, this 16th day of October 2024.

_____ Chairman, Board of Trustees

_____ Secretary, Board of Trustees

**THREE RIVERS COMMUNITY COLLEGE
BID REPORT
AS OF OCTOBER 4, 2024**



THREE RIVERS COLLEGE

Consideration and Approval of the College Financial Report



THREE RIVERS COLLEGE

President's Report



THREE RIVERS COLLEGE

Move into Executive Session



THREE RIVERS COLLEGE

Items for Consideration, Discussion and Vote

VI.1 **Consideration and approval: Update to Policies**

BACKGROUND INFORMATION--HISTORY

Policies are reviewed on a regular basis and updated as necessary to maintain currency and compliance. The following changes have been made to PP 4810, PP4330, GAP1200-PR4870 Pregnant workers has been referenced in the policy grid.

POSSIBLE ALTERNATIVES

Do not approve the proposed policy changes.

FINANCIAL IMPLICATIONS

NA

ADMINISTRATIVE RECOMMENDATIONS

Administration recommends the approval of the policy as presented.

**THREE RIVERS COLLEGE
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4800 Employee Welfare	
Title: PP 4810 ADA and Reasonable Accommodation	Page 1 of 2
Associated Policy: GAP 1200 Equal Opportunity	
Associated Regulations: PR 4810 ADA and Reasonable Accommodation; PR 4870 Pregnant Workers	
References: Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 07-14-2010	Last Revision: 10-16-2024

Three Rivers College complies with, and fully supports Section 504, of the Rehabilitation Act of 1973 and the American’s with Disabilities Act of 1990. Therefore, no one will be denied an employment opportunity, or otherwise discriminated against during the application; interview, selection, and hiring process because he/she has a disability, or has a relationship with a disabled person.

Selection, hiring, and placement decisions are based solely on the qualifications of the candidate such as education, experience, and skills that match the requirements for the job. To allow for a fair and equitable hiring process, Three Rivers College will make reasonable accommodations to any person with a known disability. If hired, reasonable accommodation will be made to ensure that the employee can perform the tasks of the job.

If an applicant is in need of a reasonable accommodation to enable them to apply for employment; the applicant must make it known at the time of application. Information provided during the application and hiring process is confidential, and will not be considered in evaluating a candidate’s qualification for employment.

Three Rivers College does not discriminate on the basis of a disability against an otherwise qualified individual in any program, service or activity offered by the college. The college is committed to ensuring that no otherwise-qualified individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services; however, accommodations cannot result in an undue burden to the college or fundamentally alter the essential functions of the job. Employees are encouraged to contact their respective 504/ADA coordinator if assistance is desired, to discuss accommodation needs. The Director of Human Resources is the TRC 504/ADA coordinator for employees, located in the Office of Human Resources, Westover Building; 573-840-9695.

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Associated Regulations: PR 4810 ADA and Reasonable Accommodation; PR 4870 Pregnant Workers	
References: Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 07-14-2010	Last Revision: 10-16-2024

DOCUMENT HISTORY:

- 07-14-2010:** Initial approval of policy PP 4810 ADA and Reasonable Accommodation.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 10-16-2024:** Inclusion of reference for PR 4870 Pregnant Workers.

**THREE RIVERS COLLEGE
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4300 Leave	
Title: PP 4330 Shared Sick Leave	Page 1 of 6
Associated Regulations: PR 4320 Authorized Types of Leave; PR 4780 Pregnant Workers	
References:	
Addendum: Application for Use of the Three Rivers College Sick Bank	
Responsible Administrator: Director of Human Resources	
Initial Approval: 11-12-2009	Last Revision: 10-16-2024

1. All personnel eligible for sick leave at Three Rivers College may elect to participate in a voluntary sick leave contingency plan. The personnel eligible to join this plan, hereinafter referred to as the Three Rivers College Sick Bank, will include any employee of the college receiving sick leave benefits under board policy. The Three Rivers College Sick Bank will be deemed to be in operation when a minimum of 20 people elect to participate in the plan.

2. To participate in the Three Rivers College Sick Bank, the employee must fill out an application form and donate an initial two days of sick leave during the initial enrollment period or during any subsequent open enrollment period. The initial enrollment period for the sick bank shall start on the date of hire for the employee and continue through the ten business days that follow. Subsequent enrollment periods may be held at the discretion of the sick bank committee if the event is deemed necessary with a majority vote of the sick bank committee and published to all full-time, benefit eligible employees. Should the employee not have two days of sick leave to donate during the initial enrollment period, the application will be held until such time the days are accumulated. As personal days are given in lump sum, a donation of two personal days shall also be acceptable at the time of initial application for membership.

3. Membership in the Three Rivers College Sick Bank will be continuous upon a member joining unless a member specifically revokes his or her membership. Individuals may withdraw from the Three Rivers College Sick Bank at any time by submitting a written request to the presiding member of the governing committee. Any sick days contributed to the bank will be forfeited upon withdrawal. Any member who chooses to withdraw may join during any open enrollment period; however, they must again contribute the two initial days of sick leave from their own accumulated total of days.

4. The Three Rivers College Sick Bank will be maintained in the following manner:

In addition to the initial donation of two days, each participating member will be required to donate an additional day per year after his/her initial donation of two days unless it is determined by the governing committee that no contribution is

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needed for a given year. Additional assessments may be recommended by the governing committee but must be approved by a simple majority vote of the membership of the Three Rivers College Sick Bank. It is recommended that approximately 500 days be maintained in the Three Rivers College Sick Bank for a given year.

5. To be eligible to draw from the Three Rivers College Sick Bank, a member must be an employee of the college receiving sick leave benefits under board policy, must have used all accumulated leave, and must have been off work for three consecutive days without pay. The member must further have been a member of the Three Rivers College Sick Bank plan for a minimum of thirty (30) days prior to submitting a request for withdrawal of days. The thirty (30) day minimum membership requirement begins after the initial two days have been donated. In the event that a member is physically or mentally unable to apply for sick bank days, the immediate next of kin may apply on the member's behalf. If no next of kin is available, a legally appointed guardian or conservator or an individual acting under a legal power of attorney may apply. Application for sick bank days should be made no later than thirty (30) days after depletion of all other available leave days.

6. The Three Rivers College Sick Bank is to be used only for an employee illness or injury in which a written statement from the attending physician certifies that the illness or injury is of such a nature that the person affected is unable to perform his or her duties. There must be a reasonable expectation that the individual will be able to return to work and an estimated day of return will be verified by the physician. This excludes uncomplicated pregnancy as it is not considered an illness or injury but a normal life process.

7. Employees who are granted sick bank days will continue to accrue their regular sick days, vacation days (if applicable), and service credit for retirement during the time that they are on sick leave. In addition, they will receive credit for any holidays, or applicable school vacations which occur during the sick leave period. Any accrued sick leave or vacation days accumulated while utilizing sick bank leave will be subtracted from the total requested sick bank days.

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8. Grants of sick bank days are not contingent upon repayment of days used or waiver of other employment benefits or rights. If the employee returns to work early any unused Sick Bank days will be returned to the Sick Bank.

9. The Three Rivers College Sick Bank will be administered by a governing committee consisting of two members of the faculty elected from its members, two members of the non-exempt staff elected from among its members, two members to represent the administration of the college elected from among the members of the administration and exempt (non-teaching) staff, and one board member to be appointed yearly by the college board. NO governing committee member may serve more than two consecutive three-year terms. The governing committee will meet as needed but will meet at least once yearly, within the first 60 days of the beginning of the fall semester, to select officers (chair, vice chair, secretary) from among their membership. In the event of the resignation of a member of the governing committee of the sick bank the chair of the appropriate employee group will select a member of their group to serve the remainder of the resigning member’s term.

10. The governing committee of the Three Rivers College Sick Bank will make all decisions as to eligibility and number of days granted within the following parameters:

No withdrawal in excess of (40) forty days shall be made without the majority consent of the governing committee of the Three Rivers College Sick Bank.

In all cases, the total number of days granted shall be at the discretion of the governing committee within the limits expressed above, with the further provision that no more than eighty (80) days during any one twelve-month period will be granted.

11. Requests for withdrawal of banked days from the Three Rivers College Sick Bank will be made as follows:
 - A. An official Three Rivers College Sick Bank withdrawal form will be completed and forwarded to the presiding member of the governing

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committee of the Three Rivers College Sick Bank. A copy of this form may be found as the last page of this document.

- B. An initial physician’s statement detailing the nature of the illness or injury will be required. This statement should include information that will aid the governing committee in its decision to grant sick bank days.
- C. If required, the applicant may be asked to meet with the Sick Bank committee in order to explain the reasons for their sick day withdrawal request.
- D. Upon receipt of the required form and physician’s statement, the governing committee will meet and the request will be either approved or denied by a majority vote of the committee. In either case, the applicant will be notified in writing of the board’s decision within ten (10) business days of receipt by the governing board of the applicant’s written request.

A member of the governing committee with a conflict of interest shall abstain from voting.

- E. All decisions of the governing committee of the Three Rivers College Sick Bank will be final.
- F. If an extension of days is needed, the same basic procedure as in parts “A” through “E” above will be followed. An additional statement from a physician will be required. A member currently receiving sick bank days may apply for additional days; days granted will be dated in such a manner as to assure that there will be no gap in sick-day coverage.
- G. It will be the responsibility of the presiding member of the governing board to keep all applications, supporting documents, and physician’s statements submitted by or on behalf of the member strictly confidential. All submitted documents will become the property of the governing committee of the Three Rivers College Sick Bank; the security of all

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documents will be maintained. Documentation will be securely maintained long term in the Human Resources office.

12. All requests granted for withdrawal of sick bank days will be provisional to the extent that they will be subject to constant review by the governing committee of the Three Rivers College Sick Bank. In the event that the time of illness or injury is extensive, the governing committee may require additional medical evidence from a physician or medical facility at appropriate intervals.

13. All college employees upon termination of employment from Three Rivers College will cease being members of the Three Rivers College Sick Bank upon the effective day of their termination from college employment, and all days donated by the individual will be forfeited.

14. An official copy of the Three Rivers College Sick Bank guidelines will be on file in the Rutland Library for employee review. The Three Rivers College Sick Bank option will be listed in the Employee Handbook and available for review on the College website. It is incumbent upon the employee to request participation and to comply with all guidelines.

15. In the event that the Three Rivers College Sick Bank is dissolved for any reason, all sick days in the bank will be restored to current members of the Three Rivers College Sick Bank on a prorated basis.

16. Any changes in or amendments to the Sick Bank guidelines outlined above shall be recommended by the governing committee and approved by a majority vote of the members.

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DOCUMENT HISTORY:

- 11-12-2009:** Initial approval of policy PP 4330 Shared Sick Leave.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 03-22-2017:** Minor language edits for clarification. Replacing faculty, professional staff, and support staff handbooks with employee handbook and website for listings of the Shared Sick Bank.
- 02-20-2019:** Clarification of the employee’s initial start date, classification of exempt and non-exempt employees, and sick bank eligibility requirements.
- 11-17-2021:** Clarification of Shared Sick Bank membership start date and use of the Shared Sick Bank for employee illnesses, as well as the addition of a clause relating to committee members with conflicts of interest.
- 10-16-2024:** Initial approval and inclusion of reference for PR 4780 Pregnant Workers regulation.

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Primary Policy: GAP 1200 Equal Opportunity	
Associated Policies: PP 4810 ADA and Reasonable Accommodation; GAP 1210 Civil Rights	
Associated Regulations: PR 4810 ADA and Reasonable Accommodation; PR 4210 Works Hours of Employment	
References: Pregnant Workers Fairness Act (PWFA) 42 U.S.C. § 2000gg, <i>et. seq.</i> ; S. 1658/H.R. 3110; Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act)	
Addendum: "Request Form"	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 10-16-2024	Last Revision:

Three Rivers College complies with the Pregnant Workers Fairness Act, 42 U.S.C. § 2000gg, *et. seq.* Pursuant to this Personnel Regulation [PR 4870 Pregnant Workers], the College will provide reasonable accommodations to the known limitations related to the pregnancy, childbirth, or related medical conditions of a qualified employee, unless such accommodation would impose an undue hardship on the operation of the College. The College will not take an adverse action in the terms, conditions, or privileges of employment against a qualified employee on account of the employee requesting or using a reasonable accommodation to the known limitations related to the pregnancy, childbirth, or related medical conditions of the employee.

This Regulation [PR 4870 Pregnant Workers] provides for accommodations for qualified employees regardless of whether the employee is experiencing a pregnancy-related disability pursuant to the Americans with Disabilities Act. For accommodations for disabilities under the Americans with Disabilities Act, see PR 4810, *ADA and Reasonable Accommodation*.

Pursuant to PP 4810 and PR 4810, *ADA and Reasonable Accommodation*, and GAP 1210, *Civil Rights*, the College will not otherwise discriminate against employees or applicants on the basis of pregnancy, childbirth, or related medical conditions.

The College does not deny employment opportunities based on the need to make a reasonable accommodation to the known limitations related to the pregnancy, childbirth, or related medical condition of a qualified employee. The College does not take adverse actions in terms, conditions, or privileges of employment against a qualified employee on account of the employee requesting or using a reasonable accommodation for known limitations related to pregnancy, childbirth, or related medical conditions. The College prohibits discrimination or retaliation against an employee for opposing unlawful discrimination under this Regulation and the Pregnancy Worker’s Fairness Act. The College further prohibits the coercion of individuals in the exercise of their rights under the Regulation and the Pregnancy Workers Fairness Act.

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References: Pregnant Workers Fairness Act (PWFA) 42 U.S.C. § 2000gg, <i>et. seq.</i> ; S. 1658/H.R. 3110; Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act)	
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Definitions:

Known Limitation: physical or mental condition related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions that the employee or employee’s representative has communicated to the employer, whether or not such condition meets the definition of disability under the Americans with Disabilities Act.

- a. Known: the employee or the employee’s representative has communicated the limitation to the employer.
- b. Limitation: a physical or mental condition related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions, of the specific employee in question.
- c. Physical or mental condition: an impediment or problem that may be modest, minor, and/or episodic. The physical or mental condition may be that an employee affected by pregnancy, childbirth, or related medical conditions has a need or a problem related to maintaining their health or the health of the pregnancy. The definition also includes when an employee is seeking health care related to pregnancy, childbirth, or a related medical condition itself. The physical or mental condition can be a limitation whether or not such condition meets the definition of disability under the Americans with Disabilities Act.
- d. Consideration of Mitigating Measures: The determination of whether an employee has a limitation shall be made without regard to the ameliorative effects of mitigating measures. The non-ameliorative effects of mitigating measures, such as negative side effects of medication or burdens associated with following a particular treatment regimen, may be considered when determining whether an employee has a limitation.

Pregnancy, Childbirth, or Related Medical Conditions:

- a. Pregnancy and childbirth: the pregnancy or childbirth of the specific employee in question include, but are not limited to, current pregnancy; past pregnancy; potential or intended

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pregnancy (which can include infertility, fertility treatment, and the use of contraception); labor; and childbirth (including vaginal and cesarean delivery).

- b. Related medical conditions: medical conditions relating to the pregnancy or childbirth of the specific employee in question which might include, but are not limited to, termination of pregnancy, including via miscarriage, stillbirth, or abortion; ectopic pregnancy; preterm labor; pelvic prolapse; nerve injuries; cesarean or perineal wound infection; maternal cardiometabolic disease; gestational diabetes; preeclampsia; HELLP (hemolysis, elevated liver enzymes and low platelets) syndrome; hyperemesis gravidarum; anemia; endometriosis; sciatica; lumbar lordosis; carpal tunnel syndrome; chronic migraines; dehydration; hemorrhoids; nausea or vomiting; edema of the legs, ankles, feet, or fingers; high blood pressure infection; antenatal (during pregnancy), anxiety, depression, or psychosis postpartum depression, anxiety, or psychosis; frequent urination; incontinence; loss of balance; vision changes; varicose veins; changes in hormone levels; vaginal bleeding; menstruation; and lactation and conditions related to lactation, such as low milk supply, engorgement, plugged ducts, mastitis, or fungal infections.

Employee’s Representative: a family member, friend, union representative, health care provider, or other representative of the employee.

Qualified Employee: an employee as defined in 42 U.S. Code § 2000gg(3), including an applicant for employment, with a known limitation and:

- a. An employee who, with or without reasonable accommodation, can perform the essential functions of the employment position. With respect to leave as an accommodation, the relevant inquiry is whether the employee is reasonably expected to be able to perform the essential functions, with or without a reasonable accommodation, at the end of the leave, if time off is granted, or if the employee is qualified as set out in paragraph (f)(2) of this section after returning from leave.

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- b. An employee shall be considered qualified if they cannot perform one or more essential functions if:
- i. Any inability to perform an essential function(s) is for a temporary period, where "temporary" means lasting for a limited time, not permanent, and may extend beyond "in the near future";
 - ii. The essential function(s) could be performed in the near future. This determination is made on a case-by-case basis. If the employee is pregnant, it is presumed that the employee could perform the essential function(s) in the near future because they could perform the essential function(s) within generally 40 weeks of its suspension; and
 - iii. The inability to perform the essential function(s) can be reasonably accommodated. This may be accomplished by temporary suspension of the essential functions and the employee performing the remaining functions of their position or, depending on the position, other arrangements, including, but not limited to: the employee performing the remaining functions of their position and other functions assigned by the covered entity; the employee performing the functions of a different job to which the covered entity temporarily transfers or assigns the employee; or the employee being assigned to light duty or modified duty or participating in the covered entity's light or modified duty program.

Essential functions: the fundamental job duties of the employment position the employee with a known limitation holds or desires.

Reasonable Accommodation: Reasonable accommodations under this Regulation include modifications or adjustments to:

- i. A job application process that enables a qualified applicant with a known

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- ii. limitation to be considered for the position such qualified applicant desires;
- ii. The work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified employee with a known limitation to perform the essential functions of that position;
- iii. Enjoy equal benefits and privileges of employment as are enjoyed by its other similarly situated employees without known limitations; or
- iv. Permit the temporary suspension of an essential function if the employee is a qualified employee and such employee is unable to perform one or more essential functions with or without a reasonable accommodation.

Interactive Process for Requesting an Accommodation

The interactive process is an informal process between the College and the employee in order to identify the employee’s known limitation related to pregnancy, childbirth, or related medical condition, the adjustment or change at work that is needed due to the limitation, and potential reasonable accommodations. Qualified employees are responsible for making the College aware of their limitation related to pregnancy, childbirth, or related medical condition. The College may initiate an interactive process in order to determine the appropriate reasonable accommodation needed for the qualified employee’s known limitation.

In order to request an accommodation for any pregnancy, childbirth, or related medical condition, the qualified employee or the employee’s representative must communicate:

1. The employee has a limitation related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions; and
2. The employee needs an adjustment or change at work due to the pregnancy, childbirth, or related condition.

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This communication must be made to a supervisor, a manager, someone who has supervisory authority for the employee or who regularly directs the employee’s tasks (or the equivalent for an applicant), human resources personnel, or another administrator at the College, or to the College’s compliance officer for employees of the College (hereinafter collectively “Superior”). The College’s Compliance Officer for employees is:

Kristina McDaniel
Director of Human Resources
Phone: 573-840-9695
Email: kristinamcdaniel@trcc.edu

The Superior will either grant the qualified employee’s request for a reasonable accommodation, or will communicate the employee’s request to the Office of Human Resources for consideration. The Superior or Human Resource Officer may ask the employee to provide self-confirmation of pregnancy or lactation. Reasonable accommodations that might be granted directly by the Superior employee include, but are not limited to:

1. Allowing an employee to carry or keep water near and drink, as needed;
2. Allowing an employee to take additional restroom breaks, as needed;
3. Allowing an employee whose work requires standing to sit or whose work requires sitting to stand, as needed;
4. Allowing an employee to take breaks to eat and drink, as needed; or
5. Allowing a reasonable time and/or place to pump at work, other modifications related to pumping at work, or a time to nurse during work hours.

Upon receipt of a request for an accommodation under this Regulation, the College may engage in an interactive process with the qualified employee in order to identify the known limitation, identify the necessary adjustment or change at work, and identify potential reasonable

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accommodations. The College will evaluate each request on a case-by-case basis to determine whether to grant the requested reasonable accommodation, or whether supporting documentation is needed to evaluate the request. If it is reasonable to do so under the circumstances in order to determine whether the employee has a physical or mental condition related to, affected by, or arising out of pregnancy, childbirth or related medical conditions and needs an adjustment or change at work due to the limitation, the Office of Human Resources may request the minimum reasonable documentation from a health care provider in order to:

1. Confirm the physical or mental condition;
2. Confirm that the physical or mental condition is related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions; and
3. Describe the adjustment or change at work that is needed due to the limitation.

The supporting documentation requested by the Office of Human Resources may vary depending on the nature and extent of the known limitation and the requested adjustment or change at work due to the limitation.

The Office of Human Resources will discuss the employee’s requested adjustment or change at work due to the limitation and may discuss possible alternative adjustments or changes at work with the employee. The College is not required to provide an accommodation that will cause the College undue hardship by incurring significant difficulty or expense.

The College is committed to engaging such interactive process without unnecessary delay, and may offer a qualified employee an interim reasonable accommodation during the interactive process.

An employee with a known limitation related to pregnancy, childbirth, or related medical conditions is not required to accept an accommodation. However, if such employee rejects a

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Responsible Administrator: Director of Human Resources	
Initial Approval: 10-16-2024	Last Revision:

reasonable accommodation that is necessary to enable the employee to perform an essential function of the position held or desired or to apply for the position, or rejects the temporary suspension of an essential function if the employee is qualified, and, as a result of that rejection, cannot perform an essential function of the position, or cannot apply, the employee will not be considered "qualified."

Any medical information obtained during the interactive process will be maintained on separate forms and in sperate medical files and will be treated as a confidential medical record. The fact that an employee is pregnant, has recently been pregnant, or has a medical condition related to pregnancy or childbirth is medical information. Superiors and Human Resources employees will disclose that an employee is receiving or has requested an accommodation under this Regulation or has limitations for which they requested or are receiving a reasonable accommodation under this Regulation only when it is necessary to facilitate an accommodation.

Breastfeeding Accommodations in the Workplace

The College will provide a reasonable break time for an employee to express breast milk for such employee’s nursing child for 1 year after the child’s birth each time such employee has need to express the milk. The College provides this break in a location, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. See PR 4210 Work Hours of Employment for information on lactation accommodation. To request break time to express breast milk in a private location, please following the reasonable accommodation process within this Regulation.

A reasonable break to express breast milk will not be considered hours worked if the employee is completely relieved from job duties during the entirety of such break.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4800 Employee Welfare	
Title: PR 4870 Pregnant Workers	Page 9 of
Primary Policy: GAP 1200 Equal Opportunity	
Associated Policies: PP 4810 ADA and Reasonable Accommodation; GAP 1210 Civil Rights	
Associated Regulations: PR 4810 ADA and Reasonable Accommodation; PR 4210 Works Hours of Employment	
References: Pregnant Workers Fairness Act (PWFA) 42 U.S.C. § 2000gg, <i>et. seq.</i> ; S. 1658/H.R. 3110; Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act)	
Addendum: "Request Form"	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 10-16-2024	Last Revision:

Document History:

10-16-2024: Initial Approval of PR 4870 Pregnant Workers, pursuant to Pregnant Workers Fairness Act (PWFA) 42 U.S.C. § 2000gg, *et. seq.*



THREE RIVERS COLLEGE

Consideration and Approval of all Personnel Actions and Associated Documents

Consideration of Personnel Action
Employment of Personnel
Part-time Nursing Secretary in Sikeston

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – Replacement for Angela Seabaugh

_____ Federal Program: _____

_____ Special Program _____

NAME: Zoreonta Moore

POSITION TITLE: Part-time Nursing Secretary in Sikeston

SALARY: \$13.00 per hour

FULL-TIME _____ PART-TIME: X

9 months _____ 10 months _____ 11 months _____ 12 months X

Other: _____

STARTING DATE: September 25, 2025

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AA	Three Rivers College Poplar Bluff, MO	Business Administration
BS	Arkansas State University Jonesboro, AR	Business Administration

EXPERIENCE

<u>05/2024 - present</u>	<u>Consolidated Youth Services Jonesboro, AR</u>	<u>Youth Support/Supervising</u>
<u>12/2022 – 05/2024</u>	<u>Arkansas State University Jonesboro, AR</u>	<u>Student Work Study</u>
<u>05/2022 – 08/2022</u>	<u>Canvass America Scott County, MO</u>	<u>Political Canvasser</u>

10.16.24

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Instructor, Communication & Language

BACKGROUND INFORMATION

HISTORY

Wesley Montgomery has been employed full-time as an Instructor, Communication and Language since August 2021. Prior to full-time, Mr. Montgomery served in a part-time capacity as an Adjunct Instructor as well as Part-time Tutor. He has submitted his request for resignation, effective December 31, 2024.

FINANCIAL IMPLICATIONS

This is a full-time, faculty position.

ADMINISTRATIVE RECOMMENDATION

Accept Mr. Montgomery's resignation and proceed with review of the position and the appropriate replacement process.

10.16.24

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Accreditation Coordinator/Executive Assistant, Chief Institutional Effectiveness Officer

BACKGROUND INFORMATION

HISTORY

Ashley Vernon has been employed full-time as the Executive Assistant to the Chief Institutional Effectiveness Officer since July 2018. In January of 2022, the additional responsibilities of Accreditation Coordinator were added to the position. Ms. Vernon has submitted her request for resignation, effective October 18, 2024.

FINANCIAL IMPLICATIONS

This is a full-time, non-exempt staff position.

ADMINISTRATIVE RECOMMENDATION

Accept Ms. Vernon's resignation and proceed with review of the position and the appropriate replacement process.

10.16.24

10/01/2024

To whom it may concern,

Please accept this as my formal letter of resignation from my position at Three Rivers College. My last day of employment will be October 18, 2024.

I appreciate the time I have spent at Three Rivers College, but I now need to focus on my health and have the flexibility to explore future opportunities in other career fields.

Thank you,

Ashley Vernon



THREE RIVERS COLLEGE

APPENDIX ITEMS

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4200 Personnel Work Assignments	
Title: PR 4210 Work Hours of Employment	Page 1 of 5
Primary Policy: PP 4506 Overtime and Compensatory Leave	
Associated Regulations: PR 4506 Overtime and Compensatory Leave; PR 4510 Benefits; PR 4870 Pregnant Workers	
References: IRS 26 CFR Parts 1, 54, 301; Patient Protection and Affordable Care Act; S. 1658/ H.R. 3110 Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act); 29 USC Ch. 8 Fair Labor Standards Act; Pregnant Workers Fairness Act (PWFA) 42 U.S.C. § 2000gg, <i>et. seq.</i>	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 06-30-2010	Last Revision: 10-16-2024

The College President is authorized to establish workdays and work hours for all College employees. Each department’s hours of operation will be determined by the supervisor and appropriate cabinet member. Supervisors are responsible for creating and monitoring a work schedule for each employee that maintains their position and maximizes the efficiency of the department.

The Three Rivers College normal workweek is Monday through Friday, as set out below:

Exempt Employees (Whose Regularly Assigned Duties Do Not Include Teaching):

For full-time exempt employees whose regularly assigned duties do not include teaching, the normal workday begins at 8:00 a.m. and ends at 5:00 p.m. with one hour for lunch. Full-time exempt employees are expected to work a minimum of 40 hours per week. Exempt employees may be required to work more than 40 hours per week when deemed necessary. During the summer, generally from June through July, the College normally operates a four-day workweek. All full-time exempt employees will work an 11-hour day, from 7:00 a.m. to 6:00 p.m., including one hour for lunch, Monday through Thursday.

Hours of work may vary for all part-time exempt employees whose regularly assigned duties do not include teaching. “Part-time” employees are those who work less than thirty (30) hours per week as assigned by their supervisor.

If an exempt employee whose regularly assigned duties do not include teaching is hired to teach a course, and that course meets during the employee’s regularly scheduled day, the employee shall make up time missed during the regular work day in order to teach the course.

Non-Exempt Employees (Whose Regularly Assigned Duties Do Not Include Teaching):

A normal workday for full-time non-exempt employees whose regularly assigned duties do not include teaching consists of nine (9) consecutive hours of work (normally 8:00 a.m. to 5:00 p.m.) to include a sixty (60)-minute unpaid duty-free lunch, for a forty (40)-hour workweek. The hours include College holidays or paid leave within a single workweek. It is expected that the work

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4200 Personnel Work Assignments	
Title: PR 4210 Work Hours of Employment	Page 2 of 5
Primary Policy: PP 4506 Overtime and Compensatory Leave	
Associated Regulations: PR 4506 Overtime and Compensatory Leave; PR 4510 Benefits; PR 4870 Pregnant Workers	
References: IRS 26 CFR Parts 1, 54, 301; Patient Protection and Affordable Care Act; S. 1658/ H.R. 3110 Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act); 29 USC Ch. 8 Fair Labor Standards Act; Pregnant Workers Fairness Act (PWFA) 42 U.S.C. § 2000gg, <i>et. seq.</i>	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 06-30-2010	Last Revision: 10-16-2024

hours established be maintained. Any changes to an employee’s normal work schedule must be approved in advance by the supervisor and appropriate cabinet member.

During the summer, generally from June through July, the College normally operates on a four-day workweek. All non-exempt full-time employees will work an 11-hour day, from 7:00 a.m. to 6:00 p.m., including a sixty (60)-minute unpaid duty-free lunch, Monday through Thursday.

Hours of work may vary for all part-time non-exempt employees whose regularly assigned duties do not include teaching. “Part-time” employees are those who work less than thirty (30) hours per week, as assigned by their supervisor.

Non-exempt employees may be required to work overtime when deemed necessary. Overtime begins after the non-exempt employee has worked 40 hours in a single workweek. Overtime must be pre-approved by the supervisor and appropriate cabinet member, and the employee will be appropriately compensated as required by law, either by compensating the employee with pay at one-to-one or time and one-half or by allowing the employee to accrue compensatory time. (Re: PP 4506; PR 4506). The Office of Human Resources must be notified of changes to an employee’s overtime schedule as far in advance as possible.

If a non-exempt employee whose regularly assigned duties do not include teaching is hired to teach a course, and that course meets during the employee’s regularly scheduled day, the employee shall make up time missed during the regular work day in order to teach the course. In addition, if the employee’s work hours in a workweek exceeds forty (40) when his or her non-teaching and teaching duties are aggregated, the employee will receive overtime compensation by utilizing a blended rate. The non-exempt employee will clock all hours worked for both positions. For the course taught, the non-exempt employee will be balanced at the end of the semester to ensure full compensation for the course rate as agreed upon. Should the employee clock hours and pay exceed the per course rate, the employee will receive the pay as reflected by hours recorded as approved work, even if the pay is greater than the agreed upon course rate.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4200 Personnel Work Assignments	
Title: PR 4210 Work Hours of Employment	Page 3 of 5
Primary Policy: PP 4506 Overtime and Compensatory Leave	
Associated Regulations: PR 4506 Overtime and Compensatory Leave; PR 4510 Benefits; PR 4870 Pregnant Workers	
References: IRS 26 CFR Parts 1, 54, 301; Patient Protection and Affordable Care Act; S. 1658/ H.R. 3110 Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act); 29 USC Ch. 8 Fair Labor Standards Act; Pregnant Workers Fairness Act (PWFA) 42 U.S.C. § 2000gg, <i>et. seq.</i>	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 06-30-2010	Last Revision: 10-16-2024

Exempt Employees (All Employees with Primary Duties as Faculty):

All faculty are exempt employees under federal and state labor laws. The normal workweek shall be a minimum of forty (40) hours per week. Such 40-hour workweek is to be spent as follows: 15 hours per week of instructional time, 10 office hours per week, and at least 15 hours per week of additional duties, to include supervision of student activities, attendance at required staff meetings, chair duties, etc.

Hours of work may vary for all part-time faculty. For full-time equivalency calculation purposes, part-time faculty (i.e. adjuncts) shall be less than thirty (30) hours per week. For purposes of calculating time worked for the provision of healthcare, for every credit hour taught, it is anticipated that a part-time faculty member shall work 75 minutes of additional duties, to include supervision of student activities, instructional preparation, student evaluation and assessment, etc.

The maximum teaching load for adjunct faculty is 12 credit hours for each fall or spring semester. The maximum teaching load for adjunct faculty may vary with summer and intersession semesters. Maximum teaching loads for summer and intersession are as follows:

A or B session – Maximum of 3 credit hours taught each session

Full session – Maximum of 6 credit hours taught.

Winter session – Maximum of 3 credit hours taught.

Adjunct instructors cannot teach an A or B session and a Full session semester at the same time. If an adjunct instructor teaches a winter session course, the summer A or B session, full session and/or the fall and spring semester maximum teaching loads may be reduced. Exceptions to this policy must have prior approval from the College President.

Work Hours of Employment and the Public School and Education Employee Retirement System

Three Rivers College is a district of the Public School Retirement System of Missouri (PSRS) and the Public Education Employee Retirement System (PEERS). For purposes of work hours for PSRS

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4200 Personnel Work Assignments	
Title: PR 4210 Work Hours of Employment	Page 4 of 5
Primary Policy: PP 4506 Overtime and Compensatory Leave	
Associated Regulations: PR 4506 Overtime and Compensatory Leave; PR 4510 Benefits; PR 4870 Pregnant Workers	
References: IRS 26 CFR Parts 1, 54, 301; Patient Protection and Affordable Care Act; S. 1658/ H.R. 3110 Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act); 29 USC Ch. 8 Fair Labor Standards Act; Pregnant Workers Fairness Act (PWFA) 42 U.S.C. § 2000gg, <i>et. seq.</i>	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 06-30-2010	Last Revision: 10-16-2024

and PEERS, hours are calculated on an hour for hour basis. Part-time certified positions shall not exceed 16.5 hours per week. Part-time non-certified positions shall not exceed 19.5 hours per week.

Adjunct faculty who are retired under the Missouri PSRS are limited to teaching no more than 17 credit hours in an academic year (summer, fall, and spring semesters).

Break Time for Nursing Mothers

The College provides all employees who are nursing mothers with reasonable break time for expressing breast milk. This extends the provisions of the Patient Protection and Affordable Care Act, the Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act), the Pregnant Workers Fairness Act, and the Fair Labor Standards Act requiring break time for nursing mothers to all College employees, exempt and non-exempt. For additional information, see PR 4870 Pregnant Workers.

Environment for Lactation Accommodation:

A lactation space is made available at the College’s main campus and external locations. The space provided or made available will be shielded from view and free from intrusion from co-workers and the public.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4200 Personnel Work Assignments	
Title: PR 4210 Work Hours of Employment	Page 5 of 5
Primary Policy: PP 4506 Overtime and Compensatory Leave	
Associated Regulations: PR 4506 Overtime and Compensatory Leave; PR 4510 Benefits; PR 4870 Pregnant Workers	
References: IRS 26 CFR Parts 1, 54, 301; Patient Protection and Affordable Care Act; S. 1658/ H.R. 3110 Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act); 29 USC Ch. 8 Fair Labor Standards Act; Pregnant Workers Fairness Act (PWFA) 42 U.S.C. § 2000gg, <i>et. seq.</i>	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 06-30-2010	Last Revision: 10-16-2024

DOCUMENT HISTORY:

- 06-30-2010:** Initially approved regulation PR 4210 Work Hours of Employment.
- 05-15-2014:** Reworked to make compliant with changes in federal statute for Health Care Recovery Act.
- 09-21-2016:** The College Board of Trustees approved the name change of the College from Three Rivers Community College to Three Rivers College.
- 01-17-2018:** Addition of required break time for Nursing Mothers for all College employees, exempt and non-exempt, per the Patient Protection and Affordable Care Act and the Fair Labor Standards Act.
- 04-20-2022:** Clarifications regarding Adjunct Instructor compensation rate if they are a non-exempt employee; and maximum faculty loads.
- 03-14-2023:** Inclusion of reference to the Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act) to further clarify current College procedure.
- 10-16-2024:** Inclusion of reference for PR 4870 Pregnant Workers and Break Time for Nursing Mothers.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4800 Employee Welfare	
Title: PR 4810 ADA and Reasonable Accommodation	Page 1 of 4
Primary Policy: PP 4810 ADA and Reasonable Accommodation	
Associated Policy: GAP 1200 Equal Opportunity	
References: Sec. 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Pregnant Workers Fairness Act (PWFA) 42 U.S.C. § 2000gg, <i>et. seq.</i> ; S. 1658/H.R. 3110 Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act)	
Addendum: "504 and ADA Accommodations Request Form"	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 07-27-2010	Last Revision: 10-16-2024

Three Rivers College complies with, and fully supports Section 504, of the Rehabilitation Act of 1973 and the American's with Disabilities Act of 1990. Therefore, the college does not discriminate on the basis of a disability against an otherwise qualified individual in any program, service or activity offered by the college. The college is committed to ensuring that no otherwise-qualified individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services. The college may provide reasonable accommodations however; it cannot result in an undue burden to the college or fundamentally alter the essential functions of the job.

Employees are responsible for initiating the request for any disability related workplace accommodation. The request for accommodation should be made in writing to the 504/ADA coordinator. The director of human resources is the 504/ADA compliance officer for the employees of the College. The request should include the following:

1. Name, phone number, and address of the employee
2. Position title and division
3. Immediate supervisor's name and extension number
4. Physical or mental condition and its duration
5. Accommodation requested
6. Brief summary of how the requested accommodation will enable the employee to perform the essential functions of the job.

The office of human resources will evaluate each request on a case-by-case basis to determine what type of documentation is necessary and if the requested accommodation is appropriate and reasonable. Documentation requested may vary depending on the nature and extent of the

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4800 Employee Welfare	
Title: PR 4810 ADA and Reasonable Accommodation	Page 2 of 4
Primary Policy: PP 4810 ADA and Reasonable Accommodation	
Associated Policy: GAP 1200 Equal Opportunity	
References: Sec. 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Pregnant Workers Fairness Act (PWFA) 42 U.S.C. § 2000gg, <i>et. seq.</i> ; S. 1658/H.R. 3110 Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act)	
Addendum: "504 and ADA Accommodations Request Form"	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 07-27-2010	Last Revision: 10-16-2024

disability and the accommodation requested. The office of human resources will discuss the request and any possible alternatives with the employee. If the accommodation is deemed appropriate and reasonable, the associated cost will be discussed with the appropriate supervisor.

All college employees have a legal obligation to maintain confidentiality regarding another employee's disability-related information. Supervisors and human resources staff will provide information only when it is necessary to facilitate an accommodation.

Reasonable accommodation requests should consider the following factors:

1. What is the nature of the employee's condition (physical or mental)?
2. How does the condition effect the employee's workplace setting?
3. Does the condition limit one or more major life activities?
4. Will the accommodation allow the employee to perform the essential job functions effectively?
5. Will the requested accommodation alter or remove an essential function of the job?
6. What impact will the requested accommodation have on the functionality of the department?

The college is not required to provide an accommodation that will have the effect of eliminating an essential function of the job in question, or to provide an accommodation or service which is personal in nature, such as a hearing aid or wheelchair. Furthermore, the college is not required to lower performance, production or conduct standards, or to alter an employees' expected attendance requirements for the job. An employee needing to request an accommodation for a disability to enable them to perform their job should contact the office of human resources.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4800 Employee Welfare	
Title: PR 4810 ADA and Reasonable Accommodation	Page 3 of 4
Primary Policy: PP 4810 ADA and Reasonable Accommodation	
Associated Policy: GAP 1200 Equal Opportunity	
References: Sec. 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Pregnant Workers Fairness Act (PWFA) 42 U.S.C. § 2000gg, <i>et. seq.</i> ; S. 1658/H.R. 3110 Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act)	
Addendum: "504 and ADA Accommodations Request Form"	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 07-27-2010	Last Revision: 10-16-2024

Once the office of human resources receives the request for accommodation form with all the appropriate documentation; a written determination shall be made within fifteen (15) calendar days of receiving the completed request. If an accommodation is provided, the employee will be notified of an expected date of implementation. Should additional time be needed to decide, the employee will be notified of the status of the request and an estimated date will be provided.

Three Rivers College complies with Title I of the Americans with Disabilities Act (ADA) regarding service animals. Employees planning to bring their service animal to work should discuss this with their supervisor and request use of the service animal as a reasonable accommodation because of their disability. For assistance with this approval process, contact the Office of Human Resources.

Three Rivers College complies with the Pregnant Workers Fairness Act, 42 U.S.C. § 2000gg, *et. seq.* Pursuant Personnel Regulation [PR 4870 Pregnant Workers], the College will provide reasonable accommodations to the known limitations related to the pregnancy, childbirth, or related medical conditions of a qualified employee, unless such accommodation would impose an undue hardship on the operation of the College. The College will not take an adverse action in the terms, conditions, or privileges of employment against a qualified employee on account of the employee requesting or using a reasonable accommodation to the known limitations related to the pregnancy, childbirth, or related medical conditions of the employee.

Pursuant to PP 4810 and PR 4810, *ADA and Reasonable Accommodation*, and GAP 1210, *Civil Rights*, the College will not otherwise discriminate against employees or applicants on the basis of pregnancy, childbirth, or related medical conditions.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4800 Employee Welfare	
Title: PR 4810 ADA and Reasonable Accommodation	Page 4 of 4
Primary Policy: PP 4810 ADA and Reasonable Accommodation	
Associated Policy: GAP 1200 Equal Opportunity	
References: Sec. 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Pregnant Workers Fairness Act (PWFA) 42 U.S.C. § 2000gg, <i>et. seq.</i> ; S. 1658/H.R. 3110 Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act)	
Addendum: "504 and ADA Accommodations Request Form"	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 07-27-2010	Last Revision: 10-16-2024

DOCUMENT HISTORY:

- 07-27-2010:** Initial approval of regulation PR 4810 ADA and Reasonable Accommodation.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 02-28-2022:** Clarification of accommodation request process for service animals through the Office of Human Resources.
- 10-16-2024:** Reference the newly adopted Pregnant Workers Fairness Act (PWFA) 42 U.S.C. § 2000gg, *et. seq*

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1200 Equal Opportunity	
Title: GAP 1200 Equal Opportunity	Page 1 of 2
Associated Regulations: SR 2210 Admission Requirements; PR 4840 Title IX for Employees; SR 2120 Title IX for Students; PR 4810 ADA and Reasonable Accommodation; SR 2115 Disability Services for Students; PR 4870 Pregnant Workers	
References: Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq.; Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq.; The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq.; Title VII of the Civil Rights Act of 1964; Americans with Disabilities Act of 1990	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 04-14-2010	Last Revision: 10-16-2024

Three Rivers College is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted service. The college further commits itself to the policy that there shall be no unlawful discrimination or harassment against any person because of race, color, gender, sexual orientation, religion, age, disability, or national origin. The college does not sponsor non-residents for purposes of employment.

Students who believe that they have been harassed in violation of this policy should report the alleged harassment to the Chief of Student Services Officer. Employees who believe that they have been harassed in violation of this policy should report the alleged harassment to the Human Resources Office. All complaints of violation of this policy will be promptly investigated and appropriate action will be taken.

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1200 Equal Opportunity	
Title: GAP 1200 Equal Opportunity	Page 2 of 2
Associated Regulations: SR 2210 Admission Requirements; PR 4840 Title IX for Employees; SR 2120 Title IX for Students; PR 4810 ADA and Reasonable Accommodation; SR 2115 Disability Services for Students; PR 4870 Pregnant Workers	
References: Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq.; Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq.; The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq.; Title VII of the Civil Rights Act of 1964; Americans with Disabilities Act of 1990	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 04-14-2010	Last Revision: 10-16-2024

DOCUMENT HISTORY:

- 04-14-2010:** Initial approval of policy GAP 1200 Equal Opportunity.

- 09-16-2015:** Revision of position title Vice President of Student Success to Chief Student Services Officer.

- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.

- 08-19-2020:** Updates related to new Title IX Ruling.

- 09-18-2024:** Clarification to eliminate redundancy.

- 10-16-2024** Inclusion of associated regulation PR 4870 Pregnant Workers.

DAR Articles

September 7, 2024 – October 4, 2024

September 7: Thomas joins TRC women's coaching staff

September 10: Battle of the Bulls

**September 11: Rocky's Fan Fest is Sept. 22

September 12: Rocky's Fan Fest is Sept. 22

**September 13: Worley joining TRC women's basketball staff

September 14: Worley joining TRC women's basketball staff

September 17: TRC and CMU extend academic partnership

**September 20: TRC details fine arts calendar

September 20: BACK TO HIS FIRST LOVE: Ex-Raider now is GM of Dutch handball team

September 21: TRC details fine arts calendar

September 21: BACK TO HIS FIRST LOVE: Ex-Raider now is GM of Dutch handball team

September 24: TRC HOSTS INAUGURAL ROCKY'S FUN (sic) FEST

**September 25: TRC Patrons of the Arts present 'Broadway Fright Night'

**October 2: TRC scholarship awarded to Huffman for fall semester

October 3: TRC scholarship awarded to Huffman for fall semester

** - online only e-edition



THREE RIVERS COLLEGE

**Next Board Meeting is
Wednesday
November 20, 2024**



THREE RIVERS COLLEGE

ADJOURNMENT

CHAIRMAN AND SECRETARY

PLEASE SEE RECORDING SECRETARY FOR PAPERWORK