

Summer 2007

Volume 1, Issue 2

# ECTC- H R News

Elizabethtown  
Community &  
Technical College

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Resources  
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## Faculty and Staff Tuition Assistance

The faculty and staff tuition assistance program provides faculty and staff the opportunity to take six credit hours per term, with a maximum waiver and/or defrayal of 18 credit hours per academic year at any KCTCS college or public postsecondary institution. Tuition waiver or defrayal is not available for audited, non-credit, continuing education, or community education courses.

Employees with their supervisor's approval may take one course for credit per term or combined summer session during the employee's normal working hours. All time away from work must be made up within that regular workweek, resulting in no net loss of work time for which the faculty or staff member shall be paid. Scheduling of classes and make up time shall be approved in advance by the employee's supervisor.

To participate in the employee education program:

- Complete Employee Tuition Waiver Form
- Return approved form to Human Resources

The tuition assistance program may be used by faculty and staff at the following institutions: Morehead State University, Eastern Kentucky University, Murray State University, University of Louisville, Northern Kentucky University, University of Kentucky, Kentucky State University, Western Kentucky University, KCTCS.

### Dependent/Spouse Tuition Assistance

Regular full-time faculty and staff in the KCTCS personnel system are eligible for a tuition waiver for their spouse and dependent children( age 23 or less) taken at KCTCS colleges. The tuition waiver shall be for a maximum of six credit hours per academic term. Tuition waiver or defrayal is not available for audited, non-credit, continuing education, or community education courses.

To participate in the Dependent/Spouse Tuition Assistance program:

- Complete Employee Tuition Waiver Form
- Return completed form to Human Resources

Additional information can be found in KCTCS Administrative policy # 2.10.

Forms <http://www.elizabethtown.kctcs.edu/facstaff/hr/olforms/olforms.htm>





## Employee Discount Program

Faculty and Staff can purchase discount tickets to the Louisville Zoo, Paramount's Kings Inland, Cincinnati Zoo, Six Flags Kentucky Kingdom, Newport Aquarium, Indiana Beach, Beech Bend Park, Holiday World, Dollywood, Dollywood's Splash Country and Cedar Point at a discount price through the System Office Human Resources. Additional information and order forms <http://www.kctcs.edu/employee/hr/employeediscountprogram.htm>

## ECTC Identification Cards

We will be making employee identification cards June 5-15, 2007 and August 1-17, 2007, 8:30-4:00 in HR, room 115 Administration Building.

## Performance Planning Evaluation Preparation

It is time to begin the performance planning and evaluation for FY 2007-2008. The new review period begins on July 1, 2007 and ends on June 30, 2008. Performance planning documents for 2007-2008 are found on our website at <http://www.elizabethtown.kctcs.edu/facstaff/hr/olforms/olforms.htm>.

## Holiday

Independence Day                      Wednesday                      July 4, 2007

Congratulations and Welcome to New and Current Employee's

## New Staff

Please welcome:

Angela Dorrough- Office Assistant - CEDC beginning April 16, 2007

Angela Woodward- Workforce Liaison-CEDC beginning June 1, 2007

## Promotions- Staff

Congratulations!!

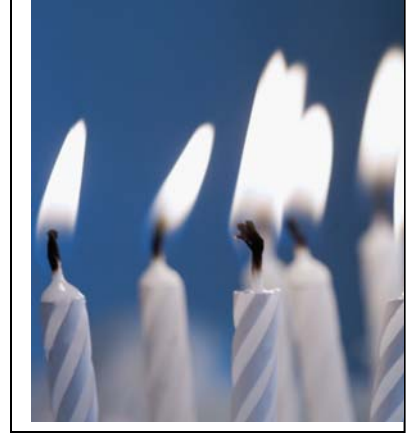
Familiar faces new position

Debbie Bryan- Senior Administrative Assistant –Presidents Office

Rozanne Jordan- Administrative Assistant-ADN. Nursing Department

Cathy Riggs-Workforce Liaison-CEDC beginning June 1, 2007

# Celebrations



Happy Birthday!

## June

Judy Hart- June 3	Susan Firestone-June 4
Anthony Slone- June 4	Deborah Bryan-June 5
William Cole- June 7	Shannon McCullough- June 7
Dean Nason-June 8	Linda Howard-June 9
Edward Harris-June 11	Desheng Zhu- June 12
Ryan Case-June 14	Mike Mills-June 14
Marty Sutherland-June 15	Richard Holman-June 15
Dora Thomas-June 16	Michael Coyle-June 16
Volta Amey-June 16	Linda Glover-June 17
Douglas Brockman-June 19	Fred Del Monico-June 20
Gwyn Sutherland-June 24	Grant Logsdon-June 24
Sandy E Howard-June 25	Rebecca Owens-June 25
Carol Brown-June 25	Charles Spataro-June 26
Laura Gross-June 27	Derek Smith-June 27
Nathaniel Prince-June 28	

Happy Birthday!

## July

Charles Brown-July 2	Dianne Bratcher-July 3
Jean Dudgeon-July 4	Meleah Hicks-July 4
Anna Dunkelberger-July 5	Velvet Streble-July 7
Laura Bowles-July 8	Carole Butler-July 10
Mary Allard-July 13	Sara Freeman-July 14
Regina Rainwater-July 14	Sandi A Howard-July 15
Michelle Simpson-July 15	Kay Bell-July 16
Traci Clemons-July 19	Patty Hawkins-July 19
Wayne Sisk-July 21	Jo Yates-July 21
Jennifer Douglas-July 23	Alec Berenbaum-July 24
John Chism-July 24	Judy Akers-July 26
Alberto Moreno-July 26	Bernice Bennett-July 28
Ron Molgaard-July 28	Jane Masse-July 30

**Congratulations!**

## **Years of Service Anniversaries.**

### June

Paul Redmond- June 7	Michael Burns- June 7
Carla Allen- June 7	Betty Pierce-June 15
Lisa Cantrell-June 16	Patricia Walsh-June 16
Darrin Powell-June 16	Jack Dilbeck-June 16
Connie Kintner- June 20	Sharon Hays-June 26

## July

Doug Adams-July 1,	Volta Amey-July 1
Melvin Bailey-July 1	Christy Ballenger-July 1
Beth Cahaney-July 1	Stephen Clemons-July 1
Anna Dunkelberger-July 1	Joy Gardner-July 1
Stu Gross-July 1	Michael Meanor-July 1
Mary Rigney-July 1	Sharon Spratt-July 1
Judy Wieman-July 1	Judy Akers-July 7
Fred Del Monico-July 8	Meleah Hicks-July 8
Patrick Jagers-July 10	Jason Fuller-July 11
Bert Hay-July 12	Charles Miller-July 14
Patricia Donahue- July 15	Linda Glover-July 16
Ron Molgaard-July 16	Robert Pawley-July 16
Bryan Smith-July 16	Thomas Davenport-July 17
Ernie Weaver-July 17	Whitney Taylor-July 19
Regina Rainwater-July 24	



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## KCTCS 2006-200 Holiday Schedule

KCTCS observes the following holidays and institutional closing days, except where continuous service is essential, in accordance with KCTCS Administrative Policies and Procedures:

2.14.2.9 - Holiday Leave

2.14.2.14 - Suspension of Institutional Operations

2.15.1.8 - Compensation for Overtime Hours Worked; Work Performed during Holidays, Institutional Closing, and Emergency Closing

Human Resources Procedure No. 8 - Holiday Leave, Emergency Leave, and Institutional Closings

Please refer to the above policies and procedure for additional information regarding holiday leave and institutional closings.

Designated employees may be assigned to work during holidays and institutional closings to perform essential services and will be compensated according to the provisions specified in the policies and procedure.

Regular part-time employees who work less than 50% or more on an annualized basis are not eligible for paid leave during holidays and institutional closings. In addition, temporary full-time employees and temporary part-time employees are not eligible for paid leave during holidays and institutional closings.

### KCTCS 2007-2008 Holiday Schedule

<b>Holiday</b>	<b>Date</b>
<b>Independence Day</b>	Wednesday, July 4, 2007
<b>Labor Day</b>	Monday, September 3, 2007
<b>Thanksgiving Day</b>	Thursday, November 22, 2007
<b>Day After Thanksgiving Day</b>	Friday, November 23, 2007
<b>Day Before Christmas Eve</b>	Friday, December 21, 2007
<b>Christmas Eve</b>	Monday, December 24, 2007
<b>Christmas Day</b>	Tuesday, December 25, 2007
<b>Institutional Closing</b>	Wednesday, December 26, 2007
<b>Institutional Closing</b>	Thursday, December 27, 2007
<b>Institutional Closing</b>	Friday, December 28, 2007
<b>Institutional Closing</b>	Monday, December 31, 2007
<b>New Year's Day</b>	Tuesday, January 1, 2008
<b>Martin Luther King Day</b>	Monday, January 21, 2008
<b>Presidents Day</b>	Monday, February 18, 2008
<b>Good Friday (1/2 day)</b>	Friday, March 21, 2008
<b>Memorial Day</b>	Monday, May 26, 2008
<b>Independence Day</b>	Friday, July 4, 2008