Collin County Community College District

Human Resources

PROCEDURES AND GUIDELINES FOR FACULTY AND STAFF

Purpose & Overview

Faculty Procedures and Guidelines

Faculty Load Manual

> Department Chair Information

> Course Banking Procedures

Full-time Faculty Compensation

Faculty Evaluation Guidelines

Instructional Staff Roles

> Credentials

> Program for Oral English Proficiency

Council on Excellence *(Intranet)*

Faculty Resource Guide

Sabbatical Leave Packet

Benefits, Compensation, and Payroll Procedures and Guidelines

Collin County Community College District

[Benefits Information and Guidelines](#)

   [What's New (Including recent e-mailed memos)](#)

   [Beginning Employment](#)

   [Insurance](#)

   [TexFlex](#)

   [Retirement](#)

   [Tax Sheltered Annuities/Investments](#)

   [Leaves of Absences](#)

   [Miscellaneous Benefits](#)

   [Ending Employment](#)

   ["How to…"](#)

      [Obtain your CCCCD Faculty/Staff ID card](#)
      [Find a network health care provider in your insurance plan](#)
      [Change your Primary Care Physician (PCP)](#)
      [Make changes to your insurance](#)
      [Apply for coverage through the EOI process](#)
      [Change your address with CCCCD, ERS (insurance), TRS/ORP (retirement)](#)
      [Change your beneficiary(ies) with ERS, TRS/ORP](#)
      [Change your name with CCCCD, ERS, TRS/ORP](#)
      [Start a TSA (Tax Sheltered Annuity/Investment) 403(b) account](#)
      [Stop or change your TSA (Tax Sheltered Annuity/Investment) contribution](#)
      [Get help with GroupWise e-mail system](#)
      [Get help with other computer issues](#)

[Compensation and Payroll Procedures - All Employees](#)

[Compensation Practices and Guidelines for Staff and Administrators](#)

[Frequently Asked Questions](#)

[Position Analysis Request (PAR) Procedures](#)

[PAR Form](#)

Employment / Hiring Procedures and Guidelines

[Search Committee Guidelines for Administrative and Faculty Positions](#) *(Intranet)*

[Staff Employee Selection Guidelines](#)

[Guidelines for Hiring Temporary Agency Employees](#)

Employee Relations Procedures and Guidelines

[Formal Steps of Positive Discipline ("FOSA")](#)

[Resolution of Employee Concerns](#) *Board Policy: DGBA (Local)*

[Grievance Procedures for Filing, Processing, and Resolving Alleged Discrimination Complaints (Students and Employees)](#)

[Complaint Form](#)

[Performance Evaluation Form for Staff and Administrators](#)

Business Procedures and Guidelines

[Business Procedures](#) *(Quick Reference Guide) (Intranet)*

[Appropriate Use of Information and Technological Resources](#) *Board Policy (Intranet)*

[Other Information Technology Procedures](#) *(Intranet) including:*

    HelpDesk, Network Accounts, Remote Access
    Accessing & Using Mainframe Computing Resources
    Long Distance Codes; Telephone Changes; Voice Mail
    Web Services

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HR Home