



Employee Services

HR Partners

Welcome aboard our team! We are pleased to have you working with the Alamo Colleges.

The HR Partners serve as an initial contact for employees and supervisors with questions and concerns regarding employee relations, employment law, policy and procedures, complaints, on-boarding, compensation, coaching, performance, and training.

Name	Title	College	Phone	E-mail
Roberto Echevarria	Dir. of Employee Svcs.		485-2165	rechevarria1@alamo.edu
Rebecca Duran	HR Partner	St. Philip's College	486-2165	rduran42@alamo.edu
Fernando Espinoza	HR Partner	District	485-0231	jespinoza30@alamo.edu
Donn Kraft	HR Partner	San Antonio College	486-0105	dkraft@alamo.edu
Lori Manning	HR Partner	Northeast Lakeview College	486-5368	lmanning@alamo.edu
Leo Pacheco	HR Partner	Palo Alto College	486-3909	lpacheco@alamo.edu
Jessica Sacal-Trent	HR Partner	Northwest Vista College	486-4111	jsacal-trent@alamo.edu

You can find Alamo Colleges Policy and Procedure information at <http://www.alamo.edu/district/policies/>. Here are some of the most common questions and answers to get you started.

If you have an item that isn't answered below, your supervisor will be happy to assist!

- **Leave** – D.5.3.1 (Procedure) Holidays, Leaves and Absences

Eligible employees accrue paid leave on the first day of each pay period. Sick leave and bereavement leave are available to new employees immediately, but vacation leave and personal leave may not be granted to employees until after the completion of the initial 90 days of employment.

Full-time College District Employment Vacation Leave Accrual

From 0 to 5 years 3.33 hours per pay period From 5+ to 10 years 4 hours per pay period
From 10+ to 15 years 5 hours per pay period 15+ years 6 hours per pay period

- **Dress** – D.4.3.1 (Procedure) Personal Appearance and Uniforms

All College District employees are expected to arrive for work in appropriate, professional attire. Some basic essentials of appropriate dress include the need for the individual and for clothing/uniform to be neat and clean. Managers and supervisors have a responsibility to determine a professional standard of dress for their work area. Management may make exceptions for special occasions. Employees who do not meet the professional standard may be sent home to change and will not be paid for time off. An employee who is unsure of dress standards that are appropriate for the particular workplace should check with his/her manager or supervisor for clarification.

- **Workweek** – D.2.5.1 (Procedure) Hiring Authority, Status, Assignments and Duties

The College District shall have a standard work week for all full-time employees, that is specified as a seven-day period beginning at 12:00 a.m. on Saturday and ending at 11:59 p.m. the following Friday. All full-time employees shall work a minimum of 40 hours per week. Because flexibility is critical to the diverse functions of a complex institution the schedule for a forty-hour work week is 8:00am to 5:00pm Monday through Friday but may vary between and even within units depending on the needs of the department, the duties and responsibilities of the individual employees or when the Alamo Colleges are operating on a 4-day work-week schedule. The determination of work schedules is the responsibility of and shall be at the discretion of the immediate supervisor subject to approval of the next level administrator.

○ **Attendance and Punctuality – D.4.4 (Policy) Attendance and Punctuality**

Regular and punctual attendance is essential to the efficient and orderly operations of the College District and to the students we serve. Each employee shall report to work as scheduled. Employees are expected to report to work on time and to complete their assigned work schedule.

○ **Breaks/Lunch – Supervisors, at their discretion, may provide rest periods for employees. Rest periods are not required by law, and the district neither encourages nor discourages the practice. Normally, all full-time employees are provided with one meal period from 30 to 60 minute in length each work day. Supervisors can schedule meal periods to accommodate operating requirements.**

○ **Notice of Additional Employment – D.2.4.3 (Procedure) Conflict of Interest: Assignments and Outside Activities**

Full-time College District employees may not have full-time employment or assignments, paid or unpaid, outside the College District.

They may, however, in addition to their primary assignment, have (1) additional employment or other assignments or activities outside the College District; or (2) additional adjunct or CE teaching assignments as an adjunct or CE instructor within the College District, provided:

1. It does not interfere with or detract from the employee's primary assignment;
2. Except as provided in C.2.7.1, any employment or other activity outside the College District does not result in the use of College District property, facilities or personnel;
3. Assignments to perform work for another College District department do not result in the use of departmental property, facilities, or personnel of the department of an employee's primary assignment;
4. The additional work is not performed during duty hours of the employee's primary or other College District assignments, which for full-time employees is 40 hours per week from 8:00am to 5:00pm Monday through Friday or in accordance with an approved alternative schedule (D.2.5.1), unless otherwise approved by the employee's President/Vice Chancellor.
5. The equivalent of the total of all additional internal and external work is less than the level that would be eligible for fringe benefits;
6. It does not bring the employee into conflict with the interests of the College District or the State of Texas;
7. Except as provided in C.2.7.1, the employee shall not use his/her affiliation with the College District in connection with outside employment or activities including the endorsement of goods or services, whether the endorsement is compensated or not;
8. The activity is disclosed in writing (utilizing the link below) to the employee's supervisor at least one full month before the start of the proposed outside work assignment or, in the case of outside teaching assignments, at least one full month before the start of the Alamo Colleges semester (fall, spring or summer);

○ **Progressive Discipline – D.9.1 (Policy)**

- The goal of the College District's disciplinary program is to improve the employee's work performance and to ensure conformance with established work rules. It is, therefore, the philosophy of the College District that disciplinary action should be corrective, rather than punitive. Progressive discipline allows for employees to be informed of changes required for their performance or behaviors and to be provided with opportunities to correct those situations.

○ **Notice of Charge or Arrest – D.4.11 (Policy) Notification of Misdemeanor and Felony Offenses**

- An employee who is arrested for, or otherwise charged with any of the following shall notify the immediate supervisor of the arrest or charge and shall provide a description of the specific offense for which the employee is arrested or charged within three business days of the arrest or charge:
 - 1. an offense classified as a felony under the Texas Penal Code or federal law;
 - 2. an offense involving moral turpitude as defined in Policy D.4.9;
 - 3. operating a motor vehicle while intoxicated as described in Texas Penal Code Chapter 49 (DWI); or
 - 4. any offense involving inappropriate use or disclosure of identifying information of another person (including students) without the other person's consent.