

***THE NETTLEMAN INSTITUTE
OF
SURVEYING ENGINEERING TECHNOLOGY***



EMPLOYEE/FACULTY HANDBOOK

Effective: May 1, 2021

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Welcome

We are delighted you are joining our team of dedicated professionals. Every one of the faculty, staff, and support members at NISSET are here to help students advance their careers, improve students' quality of life, and enable students to learn new techniques that will enrich their lives.

Until now, almost every land surveying program in the country has been hosted at large, state-supported institutions. Often, small programs such as land surveying, geomatics, and GIS have struggled to receive the support required for such a specialized program because those state intuitions focus their energy on larger, more lucrative programs.

NISSET was created for one purpose: to provide the absolute best education and training available – anywhere in the world – to future land surveyors that will support and grow the national economy for decades to come. At NISSET, land surveying is our sole focus. Our purpose is to provide the knowledge required to succeed in a rapidly changing world. Welcome to our program and our team!

EQUAL OPPORTUNITY EMPLOYER

The Nettleman Institute of Surveying Engineering Technology (NISSET) is an equal opportunity employer and seeks to provide equal employment opportunities without regard to race, color, religion, national origin, sexual preference, disability, sex, or age.

It is the intent of NISSET to provide reasonable accommodations to personnel with disabilities to allow them to perform the duties required for employment.

These policies are subject to change as required by state, regional or federal regulations. Changes are always made to provide quality education and successful graduates to the community.

Vision

To empower the next generation of Professional Land Surveyors by offering land surveying higher education programs that teach everything a new graduate must know to practice competently through always-accessible, affordable, and beautifully designed distance education courses.

Mission

To provide practical, timeless, online education that EMPOWERS the next generation of Professional Land Surveyors to advance their careers

Program History

The Nettleman Institute of Surveying Engineering Technology was founded by Dr. Charles "Tony" Nettleman in 2019. He has been a land surveyor for his entire professional life, beginning work with his grandfather, Walt Robillard, in 2001. Since then, Dr. Nettleman has attended or taught at leading geomatics programs including

University of Florida, New Mexico State University, Troy University, Florida International University, Florida Atlantic University, and Texas A&M - Corpus Christi. After serving as a professor for over a decade, Dr. Nettleman grew to believe that public universities were not adequately meeting the needs of the land surveying community, so he founded The Nettleman Institute of Surveying Engineering Technology. NISSET was built to teach students from all walks of life including students who work part-time and full-time, students who are not located near a surveying program, and students who would like to further their education beyond their current holdings. The program was first approved by the Texas Workforce Commission in 2019.

Strategic Plan

In order to fulfill NISSET's vision of becoming a hub of land surveying learning throughout the nation, we have adopted a five-year plan that allows us to scale the institute to meet our vision without borrowing money or comprising the experience of our current students. A copy of the Strategic plan is available upon request.

Institutional Approval and Accreditation

The certificate program taught by The Nettleman Institute for Surveying Engineering is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, and the Texas Higher Education Coordinating Board, Austin, Texas.

POLICIES

1. Full-time/Part-time Staff Employees

A full-time employee is one whose major source of income comes from NISSET and works a minimum of 30 hours per week.

A part-time employee is one who works fewer than 30 hours per week and whose major source of income does not come from NISSET and shall not be eligible for sick/personal leave privileges.

Sometimes an employee is hired to fill-in during vacations or sick leave of others. These employees will be hired only as needed and are not eligible for paid vacation, sick/personal leave, etc.

2. Discrimination

Employees are selected without regard to race, color, sex, religion, sexual preference or disability.

3. New Hires

Newly hired employees shall serve a probationary period not to exceed 30 days. During this period, the administration shall:

- a. Decide if the employee fulfilled the qualifications of the job.
- b. Determine if there is a possibility of improvement or if the employee should

be terminated.

4. Schedule

The schedule of the employees will be determined upon hiring to provide for work hours, vacations, and sick leave. The administration may change, make substitutions, reduce, or lengthen hours to meet the needs of the students and class schedules, as necessary.

5. Vacation

Faculty vacation with pay shall be the same as the school holidays/vacations listed for students each year except for days designated for in-service training.

Staff employees shall become eligible for the following vacation with pay beginning at the time of employment. All vacation time must be approved by the administration in advance.

Please note: One week equals 5 days.

Eligibility:

Less than One Year of employment: One week of vacation
One – Four years of employment: Two weeks of vacation
Five – Nine years of employment: Three weeks of vacation
Ten or More years of employment: Four weeks of vacation

Unused vacation time will not be paid upon separation from NISSET. Unused vacation time must be used within each appropriated year and will not accrue to the following year.

Days of anticipated absence shall be reported to the administration in advance for arrangements to be made to cover various responsibilities when necessary.

A *Day Away Form* will be signed and submitted by the employee for each day of absence *or* notification and acceptance of absence by administration may take place through the *Outlook* Calendar. This provides evidence of agreement and a method of tracking remaining days of paid vacation/sick leave.

6. Sick/Personal Leave

After employment of one-year, full-time staff employees are entitled to utilize paid sick/personal leave as outlined to a maximum of five school days.

Only full-time staff employees and full-time faculty are eligible for paid vacation, sick/personal leave as outlined above.

Employees requiring a leave of absence with regard to pregnancy are eligible for a maximum leave of six weeks without pay.

7. Continuing Education and In-Service Training

Each staff employee is encouraged to attend in-service opportunities or other appropriate training programs per year as required or requested.

In-Service and Professional Growth

All faculty members are required to attend a minimum of 1 In-Service training per year at the annual conference. NISSET will pay for the three-day opportunity for faculty to meet other professionals, learn the latest trends and technology, and have an opportunity to participate in the society's projects.

All faculty and staff members are required to attend an online FERPA (Family Educational Rights and Privacy Act) training course provided by the US Department of Education. Course is available here: <https://studentprivacy.ed.gov/training/ferpa-101-colleges-universities>

8. Performance Reviews

Staff and faculty performance reviews will take place each year. These evaluations will be conducted by the administration for all full-time and part-time employees. Copies of these reviews will be made available to the employee concerned upon request. Any additional discussion must take place within 24 hours of the review.

Faculty members will also be evaluated with teacher reviews completed by the students and evaluated by the administration at the end of each course. All employee reviews are confidential.

9. Tenure

NISSET is a small Institute and does not offer tenure opportunities for faculty.

10. Promotion

All positions that are open within NISSET are available to any employees. Positions are posted and any qualified applicant is invited to apply.

11. Access to Files

All employees of NISSET may review their personnel files upon request to the administration. Faculty members do not have access to student files at any time. Only certain staff members have access to student files. These individuals are assigned by nature of their job description by the Director.

10. Sexual Harassment

It is NISSET's policy to prohibit sexual harassment of one employee by another employee, supervisor, or student. Sexual harassment utilized as leverage of grades, projects, assignments, or favors is specifically prohibited. The purpose of this policy is not to regulate our employees' and/or students' personal morality. Rather, it is to ensure that, in the workplace, classroom or anywhere on the premises, or online no one may harass another individual.

An employee who believes he or she has been subject to unlawful discrimination

based on sex shall bring his or her written grievance to the administration. The administration shall immediately investigate the allegations contained in the complaint to determine if there has been a violation of the NISSET' Title 45 compliance efforts. If the administration determines that discrimination is indicated steps will be taken to bring NISSET into compliance. In the event that the administration determines no discrimination has occurred, or if the remedial steps recommended by the administration are unacceptable to the aggrieved party, then, should the aggrieved party decide to proceed further, the following steps shall be taken:

- 1) The aggrieved party shall submit to the Board of Governors exceptions to the findings of the administration specifically designating his or her objections thereto.
- 2) Such written exceptions shall request that the Board of Governors review, investigate, and resolve the matters contained in the complaint.
- 3) The Board will hold hearings, hear testimony, and examine documents in connection with the complaint. Such hearings shall be conducted to afford the aggrieved party full procedural due process, including the right to appear in person and with counsel.
- 4) The decision of the Board shall order whatever remedial steps are necessary, if any, to bring NISSET in compliance with Federal regulations.
- 5) The aggrieved party shall be notified in writing of the decision of the Board and any steps to be taken by NISSET.

The grievance procedures shall be completed within 30 days of notification.

Sexual harassment is defined as unwelcome sexual advances or requests, or other verbal or physical conduct of a sexual nature or involving gender discrimination or disparagement, where submission to, endurance of, or rejection of such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may be committed by a person of either sex against a person of the opposite or same sex.

13. Hate Speech

Any speech, action, gesture, etc. directed toward individuals that could be deemed as harassment is improper. NISSET affirms its posture in the prevention and elimination of any such harassment by faculty, staff, and administrator. It is NISSET' policy that any practice or behavior that constitutes harassment or discrimination will not be tolerated.

14. Disciplinary Measures

Disciplinary measures may include but are not limited to the following:

- Oral reprimand
- Written reprimand
- Probation
- Suspension

- Decrease in pay and/or hours
- Termination—Texas is an at will state

15. Grounds for Disciplinary Action

Grounds for disciplinary action include but are not limited to any violation described below:

- Falsification of personnel or other records.
- Reporting to work in unfit condition.
- Disloyalty to the business and/or its employees as defined by the administration.
- Absent without reasonable cause and/or proper notice of absenteeism.
- Tardiness
- Leaving work during working hours without approval of administration.
- Careless, wasteful work.
- Recklessness with equipment.
- Intimidating, coercing, rude treatment or harassment (sexual or otherwise) of students or employees
- Misuse or removal of equipment.
- Making or publishing false, or cruel statements concerning employees, students or anything or anyone related to the school.
- Theft or misappropriation of funds or property of the school, its students, or employees.
- Failure to comply with rules and requests of administration.
- Unwillingness to perform as requested by administration.
- Insubordination
- Inability to perform to the standards set by administration.
- Violation of policy as set forth in institutional handbooks pertaining to employment and performance.

16. Open Door Policy

Topics of concern may be discussed with the administration as deemed necessary. However, in many cases, the faculty and staff hold the ability and authority to resolve appropriate day-to-day issues themselves

GRIEVANCE POLICY

NISET operates under the premise of an "open door" policy. Employees with problems or concerns may approach the administration for discussion. Practical solutions can be derived in this manner.

In some cases, decisions to change and improve must be made. Final authority in making such decisions belongs to the administration. A process of appeal concerning such decisions is available to all employees of NISET.

The following method of appeal must be adhered to.

1. Employees must bring their concern to the administration. At this time, the employee's concern must be provided to the administration in writing.
2. Discussion of the issue will ensure that employees are given the opportunity to communicate their concern.
3. Given a clear understanding of the employee's perspective, the administration will, if necessary, collect additional information relating to the issue, review alternatives and make a decision.
4. The administration will meet with the employee and the final decision will be reported. Documentation of the decision will be given to the employee and a copy submitted to his/her file.

ACADEMIC FREEDOM

NISSET, like all other institutions of higher education, serves the common good, which depends on the search for truth and its open expression. The points below outline the Institute's position on academic freedom

- Faculty may teach their students the truth as they see it in their respective disciplines.
- Subject to legal constraints, the following are the responsibilities of the Academic Director planning and revising curriculum and selecting textbooks and other instructional materials and activities.
- Subject to legal constraints, the following are the responsibilities of the faculty as individuals: choosing instructional methods, evaluating learners, assigning grades, and maintaining classroom discipline.
- It is essential that instructors be free to pursue scholarly inquiry and to voice and publish their conclusions without fear of institutional censorship or discipline. Instructors are citizens and, therefore, possess the rights of citizens. These rights include, among others, the right as private citizens to speak freely outside the classroom on matters of public concern and to participate in lawful political activities.
- Prior restraint or sanctions will not be imposed upon instructors in the exercise of their rights as citizens or duties as teachers nor will instructors fear reprisal for exercising their civic rights and their academic freedom.

ACADEMIC FREEDOM RESPONSIBILITY

The academic freedom of instructors is accompanied by equally compelling obligations to their profession, their students, their Institute, and their community. Instructors must

defend the rights of academic freedom while willingly accepting the responsibilities enumerated below:

- Instructors will be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy.
- No instructor will attempt to force on students a personal viewpoint intolerant of the rights of others to hold or express diverse opinions.
- Instructors must recognize their responsibility to maintain competence and adapt to change in their disciplines through continued professional development and to demonstrate their competence through consistently adequate preparation and performance.

Instructors must recognize that the public will judge the Institute and their profession by their public conduct. Therefore, instructors will make clear that the views they express are their own and should avoid creating the impression that they speak or act on behalf of the Institute.

ACADEMIC GOVERNANCE

Both full- and part-time faculty members have a responsibility to participate in administering and implementing policy, especially as it pertains to academic affairs. Specifically, faculty members have a responsibility:

- To develop the educational programs,
- To select course materials, instructional equipment, and other educational resources,
- To systematically evaluate and revise the curriculum,
- To assess student learning outcomes, and
- To plan for institutional effectiveness.

DRUGS AND ALCOHOL POLICY

It is the intent of NISSET to provide a working environment as free from the use of non-prescribed drugs and alcohol as reasonably possible. The costs of alcohol and drug abuse are staggering and are manifested by accidents, tardiness, absenteeism, property damage, increased health insurance costs, decreased productivity, the cost of replacing and retraining new employees and employee theft. To curb the abuse of alcohol and drugs in the workplace, NISSET has adopted the following policy regarding drugs and alcohol. We ask for your full cooperation in implementing this policy and, just as important, educating other employees and the general public to the risk of substance abuse.

- The sale, manufacture, distribution, purchase, use, or possession of intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana or other
- non-prescribed controlled substances are prohibited while on company property, during working hours or while conducting company business outside the workplace.

- Reporting to or being at work where the use of prescribed narcotics, in the opinion of the administration, prevents the employee from performing the duties of his or her job or poses a risk to the safety of the employee, other persons or property.
- An employee who is convicted under criminal drug statute for a violation occurring in the workplace shall notify the administration no later than five (5) business days after such conviction. Failure to do so will result in instant dismissal.
- Violations of this policy will result in disciplinary action up to and including termination of employment. In lieu of termination, other disciplinary action may apply in the judgment of NISSET such as, but not limited to, suspension of an employee or requiring the employee's attendance and successful completion of an approved substance abuse assistance or rehabilitation program.

As a condition of employment, every employee must abide by the terms of this Drug and Alcohol Policy. Nothing in this policy alters the fact that all employees of NISSET are employed for an indefinite period and that such employment may be terminated with or without cause or notice at the will of either the employee or NISSET. Neither this policy nor any related policies, practices or guidelines are employment contracts or parts of any employment contract.

Due to the nature of the NISSET' operations and variations necessary to accommodate individual situations, the provisions of this policy or of any related policies, practices or guidelines may not apply to every employee in every situation. NISSET reserves the right, within the requirements imposed by the Federal Government, to rescind, modify or deviate from this or any other policy, practice or guidelines as it considers appropriate in its sole discretion either in individual or company-wide situations with or without notice.

POLICY TO COMBAT UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIALS

It is imperative that staff and faculty note that NISSET certifies the development and use of the following plan to effectively combat unauthorized distribution of copyrighted materials.

- Notify students of copyright restriction policies.
- Instructors provide materials to students for educational purposes in formats that may not be altered.
- Utilize the licensing agreements NISSET holds with various publishers that allow the instructors to provide specific materials to be utilized by students.

Faculty and staff are called on to exercise all precaution regarding compliance with prohibition and distribution of copyrighted materials. As reminder, copyright infringement is a violation of Federal Law and the alleged infringer is subject to possible legal action. In addition, using the school's computer resources for acts of copyright infringement is a violation of school policy and may result in disciplinary action including but not limited to

termination.

The exclusive rights of the copyright owner are subject to limitation by the doctrine of "fair use." See § 107. Fair use of a copyrighted work for purposes such as criticism, comment, news reporting, teaching, scholarship, or research is not copyright infringement. To determine whether a particular use qualifies as fair use, courts apply a multi-factor balancing test. See § 107.

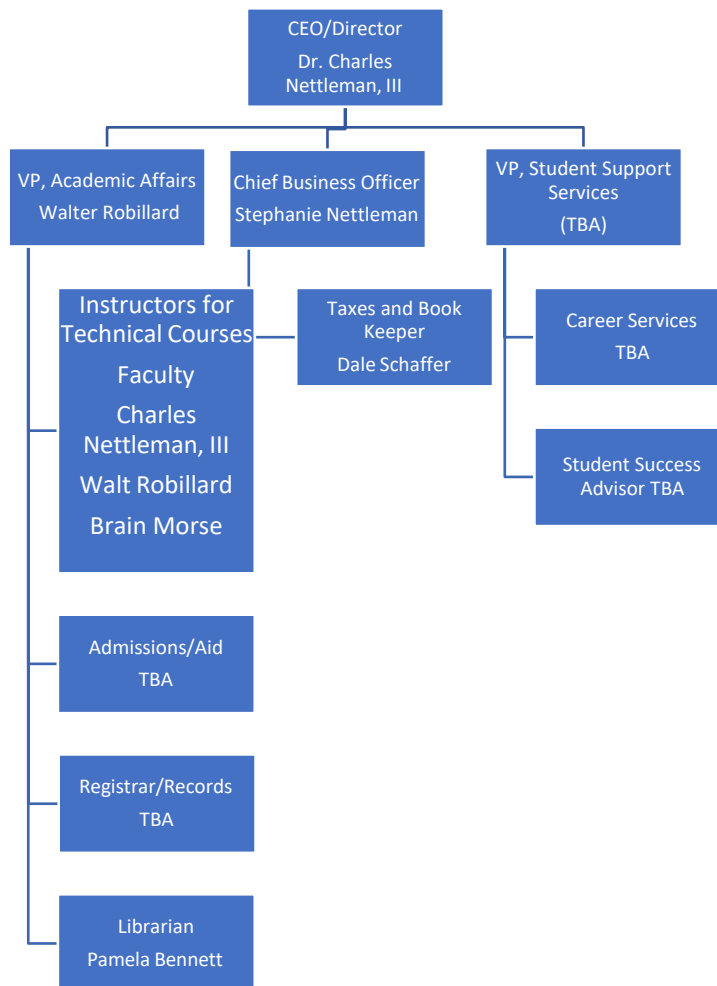
US Code § 107. Limitations on exclusive rights: Fair use

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
- The nature of the copyrighted work,
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- The effect of the use upon the potential market for or value of the copyrighted work. The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

NISSET will not provide legal indemnification or defense for employees or students who willfully violate this and other policies.

ORGANIZATION CHART FOR NISSET



POSITION DESCRIPTIONS

Position: Director (CEO)

This position is responsible for setting the strategy and vision of the company. The CEO decides, sets budgets, forms partnerships, and hires a team to steer the company accordingly. This position is also responsible for building and setting the tone of the culture of the company. The President is ultimately responsible for all aspects of NISSET including Mission & Objectives, Students & Student Outcomes, Faculty & Staff, Curriculum, and Facilities & Institutional Support.

Position: VP of Academic Affairs

The provost/vice president for academic affairs oversees the development of the strategic plan for academic affairs, assigns responsibilities for its implementation, reviews academic policies for their consistency with the strategic plan and university mission, and has responsibility for the overall evaluation of the plan's implementation and outcomes. The provost/vice president for academic affairs coordinates initiatives and ongoing programs across all areas of academic affairs and guides the establishment of annual and long-term priorities.

Position: Faculty

Faculty members serve multiple roles as teachers, mentors, colleagues, and scholars. Full-time faculty are expected not only to excel in classroom instruction but also to fulfill various responsibilities as active members of the college community.

Position: Admissions Advisor, Operations

Admissions advisor is a results-oriented, energetic person who can work in a fast-paced environment and has effective decision-making skills and customer service experience. Admissions Counselor will assist prospective students by assessing their skills and interests and guide them through the enrollment process. This position requires creativity, a high level of interpersonal communication skills, and strong computer and telephone skills.

Position: Registrar

The Registrar serves as the chief academic records officer for NISSET and oversees academic records, degree audit systems, course and classroom scheduling, registration, student information system management, enrollment certification, transcript management, graduation, and academic catalog production. The Registrar is part of a comprehensive enrollment management team with a student success focus and is responsible for matters involving compliance with the Family Educational Rights and Privacy Act (FERPA) and develops compliance policies and procedures in accordance with state and federal laws.

Position: Librarian

Academic librarianship is a people-focused role, requiring individuals to manage learning resources while keeping the library users' needs in mind. Duties include selecting, developing, cataloguing, and classifying library resources, answering readers' enquiries, liaising with academic staff, and promoting the library's resources to users.

Position: Chief Business Officer

As one of the highest-ranking executives in an academic or research organization, the chief business officer oversees strategic planning in addition to budgeting, financial management, contracts, human resources, procurement, compliance, real estate, facilities, information technology and risk management.

Position: Taxes and Bookkeeper

Bookkeeper oversees NISSET's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. They perform daily accounting tasks such as monthly financial reporting, general ledger entries, and record payments and adjustments. They also report all taxes and confirm NISSET is always in compliance with all federal, state, and local tax laws.

Position: VP of Student Support Success

The VP of Student Support Success will oversee Career Services and Student Success Advisors. The VP will ensure the advisors are assisting students in identifying direction, engaging with high impact activities / services, and accomplishing goals.

Position: Career Services

Career Services focuses on providing counseling and assistance concerning career and vocational decisions. Career Services will help with internship and job placement.

Position: Student Success Advisor

NISSET wants every one of its students to be wildly successful! The only way that can happen is with energetic, self-motivated people like you to work with each student, one-on-one, to make sure that they meet their semester and certificate goals. Many of our students are working professionals with families, jobs, and other obligations, so they need your help to stay motivated and on-track.