EMPLOYEE HANDBOOK

FALL 2015
# CACC EMPLOYEE HANDBOOK

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ACCREDITATION AND DISCLAIMERS

Accreditation

Central Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate in Science degree, the Associate in Applied Science degree, the Associate in Occupational Technology degree, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions regarding the accreditation of Central Alabama Community College.

Central Alabama Community College's associate degree in nursing program is accredited by the Accreditation Commission for Education in Nursing (3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, 404-975-5000, www.acenursing.org).

Disclaimer Statement

Any policy in this Handbook that is contrary to the language or intent of policies found in the current Alabama Community College System Policies found at www.accs.cc is null and void. This Handbook cannot be all inclusive of institutional policies and procedures; however, those policies that have not been included or that have been inadvertently omitted may still be considered to be binding.

The Alabama Community College System Board of Trustees and the entities under its direction and control are equal opportunity employers. It is their policy to provide equal opportunity for employment and advancement to all applicants and employees without regard to race, color, national origin, religion, age disability, marital status, or gender, as provided in federal and state law.

No employee or applicant for employment or promotion, including applicants for presidential, full-time faculty, and other administrative and supervisory positions, shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, sex, age, or any other protected class. Inquiries concerning Title IX should contact the Human Resources Director at 34091 U.S. Hwy 280, Childersburg, Alabama 35044.

An employee with a disability who requires special materials, services or assistance, should contact the Human Resources Director. For TDD users in Alabama, the Alabama Relay Center is available by calling (800) 548-2546.
CACC HISTORY, MISSION, GOALS, AND ORGANIZATION

**History**

Central Alabama Community College was created by action of the Alabama State Board of Education on February 23, 1989. The board action consolidated Alexander City State Junior College (ACSJC) and Nunnelley State Technical College (NSTC).

Prior to consolidation, the State Legislature’s approval of Act No. 93 on May 3, 1963, established Alexander City State Junior College. The first classes were held on September 30, 1965, in the old Russell Hospital with an opening enrollment of 442 freshmen.

In September 1966, ACSJC was moved to its permanent location on Cherokee Road. Alexander City State Junior College was first accredited by the Southern Association of Colleges and Schools in December of 1969.

Nunnelley State Technical College in Childersburg was also a direct result of Act No. 93. The College officially opened on March 7, 1966, with an opening enrollment of 35 full-time students. Nunnelley State Technical College earned accreditation by Southern Association of Colleges and Schools in December of 1973.

Coosa Valley School of Nursing began as the Sylacauga Hospital School of Nursing in 1921 as a diploma program. The school was reorganized in 1951 and continued to operate as a hospital diploma program until 1994, when CVSON introduced an associate degree nursing program and became part of Central Alabama Community College. CVSON relocated from Sylacauga to the Childersburg campus in January of 2001.

Classes began at the Talladega Center during the spring of 2006 with an opening enrollment of 130 students. The College began offering classes in Millbrook at Stanhope Elmore High School in 2015.

Today, all locations offer resources and expertise which address the education and training needs of Central Alabama.

**The Alabama Community College System Board of Trustees**

Alabama’s Junior, Technical, and Community Colleges were under the control of the Alabama State Board of Education from the conception of the system in the 1960s until May of 2015 when The Alabama Community College System Board of Trustees was appointed by the Governor as the governing board for the Alabama Community College System. The Board, upon the recommendation of the Chancellor, is authorized to make rules and regulations for governing the Alabama Community College System.
College Foundation

Central Alabama Community College dissolved its 501(c)(3) Foundation. Contributions can be made directly to the College and are tax deductible. Contributions are subject to audit by State Examiners.

Locations

CACC has locations in Alexander City, Childersburg, and Talladega with physical facilities that support all applicable academic and technical programs. The College also teaches classes in Millbrook at Stanhope Elmore High School. CACC teaches high school students who are dually enrolled in high school and college at several high school campuses throughout the College’s service area.

The main campus in Alexander City Campus is located 35 miles from the Childersburg Campus and 45 miles from the Talladega Center. The Childersburg Campus is 20 miles from the Talladega Center.

The Alexander City Campus is located at 1675 Cherokee Road in Alexander City, Alabama. The Childersburg Campus is located at 34091 U.S. Highway 280 in Childersburg, Alabama. The Talladega Center is located at 1009 South Street East in Talladega, Alabama. The Millbrook Center is located at Stanhope-Elmore High School at 4300 Main Street in Millbrook.

Service Area

Central Alabama Community College service area includes the following counties: Clay County (western one-half), Coosa County, Elmore County (shared with Ingram State Technical College and Trenholm State Community College), Shelby County (eastern one-half), Talladega County, and Tallapoosa County (southeastern corner south of Hwy 50 and east of HWY 49) shared with Southern Union State Community College.

Mission

Central Alabama Community promotes student success in comprehensive and diverse academic and career learning environments to advance quality of life through economic, community and workforce development.

Vision

Central Alabama Community College will be the community’s preferred higher education choice for lifelong learning, cultural enrichment and community development opportunities.
Values

Central Alabama Community College values:

- Customer sensitivity and commitment
- Outcomes-oriented and accountable
- Integrity and respect
- Instructional excellence
- Comprehensive and relevant curricula
- Personal & social development
- Partnership and collaboration
- Inclusiveness and transparency
- Accessibility and affordability
- Student-centered and sensitive
- Effectiveness and efficiency
- Community responsiveness and development
- Life skills enhancement

The Central Alabama Community College Organizational Chart

The Organizational Chart (Appendix A) is developed by the President and is updated on a regular basis. The Chart designates College employees and the reporting order of employees.

The Chancellor

For the purpose of assisting the Alabama Community College System Board of Trustees in carrying out its authority and responsibility for the Alabama Community College System, the Board has the authority to appoint a Chancellor who will also be chief executive officer of the Alabama Community College System Office. The Chancellor shall serve at the pleasure of the Alabama Community College System Board of Trustees and perform such duties as assigned by the Alabama Community College System Board of Trustees. The authority and responsibility for the operation, management, control, supervision, maintenance, regulation, improvement, and enlargement of System institutions shall be vested in the Chancellor, subject to the approval of the Alabama Community College System Board of Trustees.

Alabama Commission on Higher Education

State Board of Education Policy 104.01 states the State Board of Education and any successor board which governs The Alabama Community College System shall stand in the same relationship to the Alabama Commission on Higher Education (ACHE) as do university boards of
trustees. The Chancellor shall stand in the same relationship to the Alabama Commission on Higher Education as do presidents of the universities.

**College Administration**
The College Administrative team consists of the President, Executive Vice President, Provost, Dean of Instruction, and Dean of Students.

**COLLEGE COMMITTEES**

The College’s committees are major vehicles for furthering the mission and purpose of Central Alabama Community College. Faculty, staff, administrators, and students participate in the governance of the College through the committee structure. All committees are advisory in nature to the administration, but may assume policy-making duties upon request by the President. Members are expected to become engaged in those activities under their committee’s purview.

Committee appointments are based upon expertise and/or experience and employment status with the College. Administrators recommend committee appointments. Assignments and chairperson appointments are generally made for one year by the President and are reviewed annually by the administrators. Ad Hoc committees are appointed on an as-needed basis to address specific issues.

**Admissions Appeals Committee**

The Admissions and Academic Appeals Committee will periodically review the admissions policies and procedures of the college and will make appropriate recommendations to the Dean of Students. The committee may evaluate the credentials of students denied admission or readmission in those instances in which published admissions criteria do not clearly apply. This committee serves as an appeal body for students denied admission or readmission because they do not meet established academic standards of progress. The Committee will meet once each fall semester with additional meetings as needed and minutes will be distributed to all members and administrators as well as the Institutional Effectiveness Office. The committee will be appointed annually by the President.

**College-Wide Safety and Security Committee**

The College-Wide Safety and Security Committee makes recommendations on safety and security issues and develops policy and procedures to address all safety and security concerns for students, faculty, staff, IT, and other interests of CACC. The committee will be appointed annually by the President.

**Conduct and Discipline Committee**

To ensure that students adhere to the prescribed policies and regulations of the college, all students are expected to abide by stated policies and regulations of the college, as well as to
observe common courtesy and etiquette. All college-related student misconduct that necessitates disciplinary action shall be referred to the conduct and discipline committee by the Dean of Students. The committee will be appointed annually by the President.

**Academic/Technical Discipline Committees**

The Central Alabama Community College Discipline Committees function as a committee of the whole allowing broad-based and equal input from all full-time faculty from all campuses and instructional sites. Discipline specific committees are made up of all full-time faculty in the discipline and are charged with reviewing the curriculum for standardization college-wide and making curriculum and instructional recommendations. Specifically, committees must:

1. Ensure the utilization of the college wide and/or state syllabi within each discipline
2. Maintain a uniform grading system
3. Ensure the maintenance of academic integrity
4. Develop programs of study
5. Monitor changes in the state curriculum (www.accs.cc)
6. Recommend textbook changes to the Dean of Instruction
7. Recommend learning resource materials to Campus Librarians and division chairpersons
8. Recommend instructional technology
9. Recommend changes to curriculum and/or programs to the Dean of Instruction
10. Report annually the use and recommendations concerning student learning outcomes and program outcomes

**Disability Services Committee**

The Disability Services Committee is composed of faculty, staff, and students that serve as an advisory committee to the ADA Coordinators. Its primary focus of the committee is to assist in formulating college policies related to students with disabilities and to assist in the resolution of issues arising from concerns of students with disabilities, which cannot be resolved through the ADA Coordinators. The Disability Committee falls under the administrative jurisdiction of the division of student services. The committee meets once per year in the fall semester, with additional meetings scheduled as needed. The Committee is appointed by the President on an annual basis and will serve for one academic year. Minutes of each meeting are distributed to members of the committee, the President, the Dean of Students, and the Institutional Effectiveness Office. The committee will be appointed annually by the President.

**Executive Council**

The Executive Council is composed of the President, Executive Vice President, Provost, and the College Deans. The Council will meet quarterly with additional meetings scheduled as the need arises. The Council will meet to make budget, policy, and operational decisions that benefit the entire College. As necessary, the Council will approve recommendations made from the
President’s Cabinet or College functional units. The President will serve as the chair of the Council and may change the Council membership as needed.

**Faculty Council**

The Central Alabama Community College Faculty Council provides an avenue of communication with school administrators to provide representation of faculty concerns. The administration will also be given the opportunity to address and provide solutions for faculty concerns. The Council membership is determined by a vote of the faculty.

**Instructional/Curriculum Committee**

The Instructional Standing Committee is composed of the division chairs/directors and the chair of the Faculty Council. The purpose of the Committee is to provide an additional avenue for faculty to provide input into governance of the College. The committee approves curriculum additions, deletions, and changes to instructional programs. The chair is elected annually and will serve on the President’s Cabinet.

**President’s Cabinet**

The President’s Cabinet is a strategic planning committee composed of representatives from all functional units of the College. With input from across the College, the Cabinet will review and revise the College mission, goals, and strategic plan and provide guidance to all functional units of the College. The President will appoint ad-hoc committees as necessary to accomplish College goals. Committee members will serve as liaisons to their respective functional areas providing relevant information throughout their departments. The President will serve as the chair of the committee and will provide the membership with an agenda at each meeting. The Cabinet will meet on a monthly basis, or as the President wishes, and minutes will be distributed to all members. The Cabinet will be appointed annually by the President.

**Program Advisory Committees**

Each career technical and nursing program of the College shall establish a Program Advisory Committee. The Program Advisory Committee will include representatives from business and industry, economic development authorities, and chambers of commerce. Each member should be able to provide expertise to the program and employment assistance to graduates. Membership on each committee must be submitted to the Dean of Instruction for final approval by the President. The role of these committees is to advise and make recommendations concerning curriculum, equipment, technology advancements, and employment opportunities. The Program Advisory Committee provides a vehicle for productive communication on how the College can better serve the business and industry community. A current list of advisory committee members should be submitted to the Dean of Instruction no later than September 30 of each year. Each committee member’s name, job title, mailing address, email address and phone number must be included. Programs with one instructor should have five or more committee members while programs with more than one instructor should have seven or more committee members. Advisory meetings
should be scheduled at least twice per year and notification of the meeting schedule should be provided to the Dean of Instruction. Agendas should be developed prior to each meeting and submitted to Instructional Services. Minutes shall be kept of all meetings with copies submitted to the Dean of Instruction and Institutional Effectiveness Office. A chair shall be appointed for each advisory committee.

**Scholarship/Financial Aid and Honors Committee**

The Scholarship and Financial Aid Committee is appointed annually by the President and is composed of faculty, staff, and students. This committee is charged with assuring the most comprehensive financial assistance program possible, reviewing all policies and procedures concerning scholarship/financial aid programs, providing oversight to the Financial Aid Office, coordinating the compilation of all information concerning student financial aid statistics, and making recommendations to the President of the appropriate distribution and awards of all institutionally controlled scholarship and financial aid resources. The Scholarship and Financial Aid Committee will meet once per semester with additional meetings scheduled as the need arises. Minutes of meetings will be distributed to each committee member. Copies of minutes will also be housed in the Financial Aid Office as well as in the Institutional Effectiveness Office.

**Diversity Steering Committee**

The Diversity Steering Committee is committed to increased understanding of issues of diversity, equity and inclusion among both employees and students.

**Sick Leave Bank Committee**

The Sick Leave Bank Committee is responsible for managing the sick leave bank in accordance with System directives. The College’s Sick Leave Bank Committee consists of five members. One member shall be the President or designee. Four members shall represent the participating members of the sick leave bank. Members shall be elected by secret ballot of the sick bank members at the beginning of each leave year. The President shall be responsible for conducting the election and ensuring the confidentiality of the secret ballot process.

No representative on the committee shall serve longer than five years. For more information, contact the President’s Administrative Assistant.

**Strategic Analysis Team**

The College’s Strategic Analysis Team (SAT) will actively participate in developing the College Plan for Career and Technical Education. The SAT includes: chairs of the career and technical education program advisory committees; college faculty and staff representatives, to include individuals responsible for decisions related to instructional technology; institutional advisory council representatives; labor representatives, students, local Workforce Investment Board representatives, and special populations advocates, and any other members the College deems appropriate. The SAT shall meet a minimum of one time annually.
**Student Development Committee**

The Student Development Committee is composed of faculty, staff, and student representatives and is appointed by the President annually. The committee is charged with the general responsibility of promoting student development. The Committee is primarily concerned with activities, policies, and procedures which fall under the administrative jurisdiction of the division of student services in the areas of student activities, counseling services, academic advising, registration, pre-college orientation, and social-environmental matters. The committee meets once per year in the fall semester, with additional meetings scheduled as needed. Minutes of each meeting are distributed to members of the committee, the President, the Dean of Students, and the Institutional Effectiveness Office.

**Banner User Group**

The Banner Core Team, which meets monthly and is chaired by the Chief Information Officer, is composed of end users from all departments that utilize the SCT Banner software. It is a broad spectrum of individuals that covers every area of the college and meets at alternating campuses to allow general attendance. This team meets at alternating campuses to allow general attendance. This team meets to discuss current updates on work in progress, issues, problems and new initiatives that will be implemented in the near future. By meeting monthly and including Technology Services staff and both faculty and administrators, it allows the College to maintain an open line of communication and a current understanding of improvements in the ERP software that serves and benefits students and employees alike. Minutes are maintained by the CIO in the Technology Services Department.

**COMPLIANCE WITH FEDERAL LAW**

**Americans with Disabilities Act (ADA)**

Central Alabama Community College seeks to comply fully with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendment Act (ADAAA) of 2008. The College strives to create a welcoming environment for all and will work in good faith to meet the needs of persons with special needs. Disclosure of disability is voluntary. Any employee with an ADA request should contact Human Resources and complete the Employee Fact Sheet and Accommodations Request Form (Appendix B). Tina Shaw, the Human Resources Director, serves as the ADA Coordinator for College employees. An Employee Fact Sheet and Accommodations Request Form must be completed identifying accommodations requested and other pertinent information so that the employee may perform the essential job duties of the position. Documentation of disability is required. The employee is responsible for any cost related to obtaining the appropriate documentation to support his/her need for reasonable accommodation. Information release forms are available from the Human Resources Office to
assist the employee in obtaining official documentation of disability from physicians or other agencies.

The College is not required to lower performance standards in order to accommodate an employee’s disability. The form will be housed in the employee’s ADA file in the Human Resource Office. The ADA file is a separate file and is not reflected in the Personnel file. The ADA prohibits discrimination against qualified persons regardless of their disability. The prohibition applies to job application procedures; the hiring, advancement, or discharge of employees; employee compensation; job training, and other terms, conditions, and privileges of employment. Employers are required to take reasonable steps to accommodate the disabilities of qualified applicants or employees, unless it would cause the employer undue hardship.

The statute explicitly states that individuals who currently engage in the illegal use of drugs or individuals currently using alcohol or drugs are not covered under the ADA policy. The employment title will be enforced by the Equal Employment Opportunity Commission, the Attorney General, or through private lawsuits.

It is the policy of Central Alabama Community College to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).

**Employee Responsibility Regarding Students with Disabilities**

It is the policy of Central Alabama Community College that no qualified person with a disability shall be subjected to discrimination because of the disability under any program or activity conducted or sponsored by the College. Central Alabama Community College seeks to provide accessible, affordable, quality education; promote economic growth; and enhance the quality of life in its service area and beyond. Moreover, the college strives to foster a welcoming environment to all of its students and works in good faith to meet the needs of our students.

Disclosure of a disability is voluntary. However, if a student with a disability has a need related to his/her condition and would like to request reasonable accommodations; he/she must contact the ADA Coordinator to schedule an appointment to complete a Request for Services Application/Intake Form to inform the official of his/her needs. The student must provide reasonable notice of the need for accommodations to the ADA Coordinator on the campus where he/she is enrolled. The ADA Coordinator for the Alexander City campus is Tiffanie Character, whose office is located on the first floor of Building A (phone: 256-215-4269). The ADA Coordinator for the Childersburg campus and the Talladega Center is Associate Dean of Students Glenda Bland whose office is located in the Administration Building on the Childersburg campus (phone: 256-378-2038). At the Talladega Center, students may report to the administrative office to schedule a time to meet with the ADA Coordinator. Students at the Millbrook location may contact Tiffanie Character at the Alexander City campus (phone: 256 215-4269) to schedule a time to meet to discuss reasonable accommodations.
Before most accommodations can be made, the student must present documentation of his/her disability. The documentation must be dated within the last three years. If the disability is of a physical nature, the documentation must come from the appropriate medical doctor. If the student has a learning disability, the evaluation should include test results and a statement of the disability from an appropriate mental health professional, testing agency or medical physician. It is the student’s responsibility to provide documentation of his/her disability. The student is responsible for any cost related to obtaining the appropriate documentation to support his/her need for reasonable accommodations.

In providing reasonable accommodations, an educational institution is not required to waive or modify program requirements or lower academic standards that are reasonable and nondiscriminatory. Once the student presents the proper documentation to the ADA Coordinator and is certified to receive reasonable accommodations, the ADA Coordinator will complete a Disability Certification Form, which lists the reasonable accommodations to be provided. After registering for classes each semester, the student will schedule a meeting with the ADA Coordinator. The Disability Certification Form will be reviewed, and the ADA Coordinator will complete a Reasonable Accommodation Form for each class to give to the student. It will be the responsibility of the student to present these forms to his/her instructors, preferably within the first week of class, so that accommodations may be provided as early as possible. Reasonable accommodations are not retroactive, thus it is important that students meet with the ADA Coordinator and provide documentation of any disabilities as soon as possible. In order to receive accommodations at the College, students should follow the procedures listed below.

1. The student must schedule an appointment to meet with the ADA Coordinator on the campus where he/she is registered to discuss his/her need for reasonable accommodations.
2. During the appointment, the student will complete the Request for Services Application/Intake Form.
3. During (or after) the appointment, the student must provide proper documentation of his/her disability to the ADA Coordinator. Please see the ADA Accommodations Forms for Students (Appendix C) which includes documentation criteria.
4. After being approved to receive reasonable accommodations at the College, the ADA Coordinator will complete a Disability Certification Form which lists the reasonable accommodations to be provided.
5. At the beginning of each term of enrollment, the student must schedule a meeting with the ADA Coordinator. The Coordinator will review the Disability Certification Form and complete Reasonable Accommodation Form(s) for the student to present to his/her instructors.
6. The student should present the Reasonable Accommodation Form(s) to the instructor(s) during the first week of class. After the instructor signs the form, the student must return the form to the ADA Coordinator who will copy the form and provide a copy to the instructor.
7. Steps 5 and 6 will be repeated for each new term of enrollment with Central Alabama Community College.

If a student has a concern regarding reasonable accommodations and services received at the College, the student should contact the ADA Coordinator on the campus where the student is enrolled in classes. If the instructor has a question or concern regarding a student with a disability, he/she should contact the ADA Coordinator at the appropriate location.

Prior to final exam and before assigning a final grade, the instructor is responsible for meeting with the student to complete an Instructor’s End of Term Accommodation Report (Appendix D). This mandatory report confirms that reasonable accommodations were made for the student in the class. Both the instructor and the student must sign the agreed-upon report. This report should be returned by the faculty member to the ADA Coordinator for the student’s ADA file. Any instructor or other employee having questions about handling of disabilities regarding a student should contact the ADA Coordinator for the respective campus or site.

Jeanne Clery Disclosure of Campus Security Policy


Accident and incident reports should be made to the following College officials using the College’s Incident Report Form (Appendix E).

<table>
<thead>
<tr>
<th>Alexander City Campus</th>
<th>Childersburg Campus</th>
<th>Talladega Center</th>
<th>Millbrook Site</th>
</tr>
</thead>
</table>
Emergency Phone Numbers

“911”

<table>
<thead>
<tr>
<th>Alexander City Campus</th>
<th>Childersburg Campus</th>
<th>Talladega Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Security Office Administration Building 246-596-1611</td>
<td>Campus Security Office Administration Building 256-378-2026</td>
<td>Office of Director 256-480-2069</td>
</tr>
<tr>
<td>AFTER 4:00 P.M. Evening Supervisor 256-215-4302</td>
<td>AFTER 4:00 P.M. Evening Supervisor 256-378-2002</td>
<td></td>
</tr>
</tbody>
</table>

Central Alabama Community College Crime Statistics 2011-2013

<table>
<thead>
<tr>
<th>Criminal Offense</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Sex Offenses – Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses – Non-forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
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<td>1</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Hate Crimes</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arrests</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Illegal Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Any person who witnesses any situation which fits the above described categories shall make herself/himself available to make written statements and otherwise assist college officials and law enforcement officers in the investigation of the situation. Central Alabama Community College employees or students who file a false report, knowingly make a false statement about, or interfere with the investigation of any situation of the nature described above may be subject to disciplinary action by the College.

For a printed copy of the Crime Statistics Report and/or a copy of the Central Alabama Annual Security Report, please contact the Office of Student Services at (256) 215-4275.

Information on registered sex offenders in Alabama can be obtained at http://dps.alabama.gov/Community.


**The Campus Sexual Violence Elimination Act (Campus Sav Act)**

*Know your right and the responsibilities of Central Alabama Community College.*

In March of 2013, Congress passed the campus sexual violence elimination act as part of the reauthorization of the violence against women act (Campus Sav Act). The new law is aimed at increasing transparency by expanding the types of sexual violence incidents that must be disclosed in the Annual Security Report (ASR) submitted by colleges and universities. The new law represents a regulatory emphasis on specific categories of sexual abuse suffered by members of the college community. There are four central components.

- Identification of Campus Security Authority Personnel
- Creation of a Campus Sexual Assault Victim Bill of Rights
- Expansion of Sexual Crime Reporting on Campus
- Development of Standard Operating Procedures for Handling Incidents of Sexual Violence
Policy Statement

All individuals have the right to a safe campus environment free from threats of violence. Harming another person by committing any form of domestic violence, dating violence, sexual assault, or stalking, as defined under Alabama State Law, is strictly prohibited.

New Protections under the Law

- Offenses against national Origin
- Offenses against gender identity
- These categories cover the commission of a hate crime, based on whether the individual was victimized because of their status or because of their perceived status.
- Offenses of domestic violence: offenses against a current or former spouse or cohabitant
- Offenses of dating violence: violence against a person in a romantic or intimate relationship
- Offenses against stalking: conduct that would cause a reasonable person to fear for his/her or another’s safety or behavior that causes substantial emotional distress

Identification of Campus Security Authority Personnel

Who is Campus Safety Authority (CSA)?

A campus safety authority is defined as any administrator or staff person who has responsibility for a student or campus activity outside of the classroom including campus security officers, athletic coaches, Division of Student Services staff, professional staff, and staff advisors in student clubs and organizations.

Who is not a campus safety authority CSA?

A faculty member or instructor who does not have responsibility for a student or campus activity beyond the classroom is not a CSA. The following positions are also not considered campus safety authority: clerical staff, bookstore staff, facilities or maintenance staff.

Campus Sexual Assault Victim Bill of Rights

- The victim has the right to be notified of their options as it applies to notification of law enforcement.
- The victim has the same rights as the accused to have others present at an administrative/disciplinary hearing.
- The victim shall be informed of the outcome and sanctions of any administrative/disciplinary proceeding.
• The victim shall be notified of available counseling services.
• The victim shall have the right to reasonable changes to academic and campus work arrangements.
• The victim shall have the opportunity and assistance to speak or choose not to speak to anyone regarding the outcome.
• The victim shall have the right to confidentiality.

The Campus SAV Act adds the following offenses to the list of criminal statistics that must be reported.

• **Domestic Violence:** “a felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies; or any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

• **Dating Violence:** “violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.”

• **Stalking:** “engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.”

**Important Definitions**

**CONSENT (Section 13A-6-70)**

It is a violation of State law to commit a sexual act without the consent of the individual. The law states that the lack of consent results from: 1) Forcible compulsion, and the 2) Incapacity to consent. A person is deemed incapable of consent if they are: forced, threatened, unconscious, drugged, less than 16, mentally or developmentally disabled, mentally incapacitated, physically helpless, chronically mentally ill, or believe they are undergoing a medical procedure. Remember you should:

• *Know your own limits and communicate what you don’t want.*
• *Say “no” out loud if you do not feel comfortable.*
• *Do not be afraid to tell someone to “stop.”*
• *Remember “NO” means no!*
• *If they don’t stop when you tell them to, they have committed a sexual assault.*

**SEXUAL ASSAULT (Section 13A-6-65)**

Sexual assault can be broadly defined as sexual contact that occurs without the explicit consent of
the recipient. For example, touching, fondling, kissing, and other unwanted sexual contact can be classified as sexual battery. There are specific legal definitions related to sexual assault. These include:

- Sexual intercourse against a person’s will is rape.
- Sexual intercourse with a minor more than three years younger is unlawful sexual intercourse.
- Perpetrators of sexual assault can be strangers, friends, and acquaintances, family members, or male or female.
- Perpetrators may commit sexual assault by means of overt physical violence, threats, coercion, manipulation, pressure, or tricks. Often, sexual assault involves psychological coercion and taking advantage of an individual who is incapacitated or under duress, and therefore is incapable of making a decision on his or her own.

**RAPE: Section 13A-6-61**

A person commits the crime of rape if he or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or if he or she, being 16 years old or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old. (Rape in the first degree is a Class A Felony.)

**DOMESTIC VIOLENCE: Section 13A-6-130**

A person commits domestic violence when he or she commits an offense against a current or former spouse or cohabitant, parent, child, any person who has or had a dating or engagement relationship with the defendant. Domestic violence in the first degree is a Class A felony.

**Dating Violence**

- **Forcible sex offenses:** Any sexual act directed against another person, forcibly
- **Non-forcible sex offenses:** Any sexual act that includes incest and statutory rape

**STALKING: Section 13A-6-90**

Stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to feel fear. A person who intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, is guilty of the crime of stalking.

**Bystander**

An active bystander is someone who intervenes to interrupt behaviors in social situations that could lead to sexual violence.
BYSTANDER INTERVENTION

An active bystander is someone who intervenes to interrupt behaviors in social situations that could lead to sexual violence. Effective intervention is the community responsibility of every person. Individuals are encouraged to speak out against attitudes that promote sexual violence and become more supportive of survivors. There are five stages to effective bystander intervention:

1) notice the problem,
2) understand that the problem demands action,
3) feel responsibility to act,
4) choose what form of assistance to provide, and
5) respond.

Tips for Safe Bystander Intervention

1. Remember intervention doesn’t have to be confrontational, say something or do something to call attention to the situation.
2. Remain calm, and speak up and challenge inappropriate behavior.
3. Tell someone if you believe he/she is acting inappropriately. Challenge inappropriate jokes or conversations.
4. Attempt to calmly reason with the perpetrator or distract him/her.
5. Ask others in the area for assistance with group intervention.
6. Assist the victim by walking him/her to his/her car or to a safe area until assistance arrives.
7. Call CAMPUS SECURITY, 256 596-1611 or 911.

Steps for Reporting Offenses

A victim of a sexual or domestic offense crime including sexual assault, domestic violence, dating violence, or stalking should immediately report it to Campus Security by calling 256-596-1611. Campus Security will contact local police officials who will conduct a full investigation of the crime and a report will be filed by the investigating officer. All information will be kept confidential by Alabama State Law. The victim will be informed of the steps of the investigation as well as the steps of the judicial system. The Dean of Students, Dr. Sherri Taylor, Title VII and Title IX Compliance Officer, will be notified immediately of any above listed alleged crimes. In the event that campus security is not readily available, victims should immediately seek out the assistance of the nearest identified Campus Safety Authority (CSA) who will assist the victim in reporting the incident and receiving assistance and support.

- Assistance will be provided in reporting a crime to off-campus law enforcement by campus authorities.
- In the event of a sexual crime, assistance is available in the Office of Student Services in Alexander City, the Office of Student Services in Childersburg, and the Office of the
Student Services Specialist at the Talladega Center for making referrals to crises services and counseling services.

- A victim may wish to obtain orders of protection or no contact orders. Campus Security will provide assistance and direction to any victim who requests direction on how to file these orders. Central Alabama Community College will enforce any and all orders of protection and no contact issued by local jurisdictions.

**Standard of Proof Required for Administrative/Disciplinary Hearings**

The standard proof in disciplinary hearings goes to the preponderance of the evidence. This type of evidence means that the information presented in the case is more likely true than not true; there must be greater than 50% probability that the evidence is true. The probability can be as close as 51% vs 49% and meet this standard as opposed to guilty beyond reasonable doubt, which is the standard for criminal cases.

**Prevention Tips**

- Date people you know and trust.
- Be cautious when meeting people through social media.
- Tell someone when you are going out on a date.
- Set limits and boundaries.
- Avoid drugs and alcohol.

**Warning Signs of Dating/Relationship Violence**

- You feel isolated from friends and family.
- Your significant other has angry outbursts.
- Your significant other threatens to harm you or is very jealous of you.
- Your significant other is cruel to animals or children.
- Your significant other belittles you, makes fun of you, or tries to control you.

**Campus Resources**

- Division of Student Affairs educational workshops and awareness programming
- Ongoing prevention and awareness programs for students and employees
- Counseling/Support Referrals
- Student Handbook
- The Office of Student Services (The office is a designated “Safe Place” to ask questions, seek assistance, and make confidential referrals.)
- Information to empower bystander intervention, including safe and positive options.
- Central Alabama Community College Office of Safety and Security which is in the Office of Student Services at each College location.
Community Resources

- Crisis Services Helpline - rape/sexual assault services: (256) 716-1000
- Alabama Coalition against Domestic Violence: (334) 832-4842
- Alabama Statewide Domestic Violence Hotline: (800) 650-6522
- National Domestic Violence Hotline: (800) 799-7233
- National Resource Center on Domestic Violence: (800) 537-2238
- Bradford Health Services: (800) 879-7272
- Cheaha Regional Mental Health Services: (256) 245-2201

Compliance Officer
Dr. Sherri Taylor, Dean of Students
Title VII and Title IX Coordinator
Central Alabama Community College
Alexander City, AL 35010
(Phone) 256/215-4273
staylor@cacc.edu

Office for Civil Rights
U.S. Department of Health and Human Services
Sam Nunn Atlanta Federal Center, Suite 16T70
61 Forsyth Street, S. W.
Atlanta, Georgia 30303-8909
Voice Phone (800) 368-1019
FAX (404) 562-7881
TDD (800) 537-7697

Drug-Free Workplace Policy
In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of Federal contracts and grants, the following policy is in effect for Central Alabama Community College:

1. The unlawful manufacture, distribution, dispensation, or use of a controlled substance is prohibited by the College on any property owned, leased, or controlled by the College or during any activity conducted, sponsored, or authorized by or on behalf of the College. A "controlled substance" shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802) or in the Alabama Uniform Controlled Substance Act (Code of Alabama, Section 20-2-1, et seq.).

2. Central Alabama Community College has and shall maintain a drug-free awareness program to inform employees about:
a. The danger of drug abuse in the workplace;

b. Central Alabama Community College’s policy of maintaining a drug-free workplace;

c. Any available drug counseling, rehabilitation, and employee assistance program; and

d. The penalties that may be imposed upon employees for drug abuse violations.

3. All employees of Central Alabama Community College shall comply with paragraph 1 above.

4. Any employee who is convicted by any Federal or state court of an offense which constitutes a violation of paragraph 1 above shall notify the President in writing of said conviction within five (5) days after the conviction occurs. Conviction, as defined in P.L. 100-690, shall mean "a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both."

5. In the event of a report of a conviction pursuant to paragraph 4 above where the employee is working in a project or a program funded through a Federal contract or grant, Central Alabama Community College shall notify in writing within ten (10) days any Federal agency to whom such notification by Central Alabama Community College is required under P.L. 100-690.

6. In the event an employee violates paragraph 1 above or receives a conviction as described in Paragraph 4 above, the respective employee shall be subject to appropriate disciplinary action which may include, but is not limited to, termination of employment. Central Alabama Community College shall also reserve the right to require said employee, as condition of continued employment, to satisfactorily complete a drug treatment or rehabilitation program of a reasonable duration and nature.

7. Central Alabama Community College shall make a good faith effort to ensure that paragraphs 1-6 above are followed.

8. Each employee of Central Alabama Community College shall receive a copy of this policy.

In order to remain in compliance with agreements/contracts with clinical facilities, personnel within the Division of Nursing and Allied Health are subject to additional background checks and/or drug screenings prior to assigned clinicals as well as randomly. Truck Driving Instructors
must have an annual screening and are also subject to random drug screenings as determined by the state.

**Equal Opportunity in Education and Employment**

Central Alabama Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulation issued thereunder, to the end that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Central Alabama Community College to be in accordance with Title IX of the Education Amendments of 1972 which provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

Central Alabama Community College is committed to equal opportunity in employment and education and does not discriminate on the basis of sex, race, age, color, religion, or national origin, or against qualified persons with disabilities. Central Alabama Community College complies with non-discrimination regulations under Title VI and Title VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; and Section 504, Rehabilitation Act of 1973.

As a member of the Alabama Community College System under the guidance of the Alabama Community College System Board of Trustees, Central Alabama Community College is an equal opportunity employer. It is College policy to provide equal opportunity for employment and advancement to all applicants and employees without regard to race, color, national origin, religion, age, disability, marital status, or gender, as provided in federal and state law and State Board policy. Inquiries concerning any of these policies may be directed to Human Resources, Central Alabama Community College, 34091 US Highway 280, Childersburg, Alabama 35044.

**Family Education Rights and Privacy Act (FERPA)**

FERPA affords students certain rights with respect to their education records. Maintaining confidentiality of student records is the responsibility of faculty, staff, and the student. Directory information as listed in the Disclosable Directory Information section below is available to the general public unless the student notifies the Office of Student Services in person or in writing before the last day to add classes.

When a student reaches the age of 18 or begins attending a postsecondary institution, regardless of age, FERPA rights transfer from the parent to the student. Parents must obtain a signed consent from their student to receive non-directory information. The Office of Enrollment Services keeps that consent on file, and the authorization is flagged on the Student Records System. The parent(s), guardian, or whomever is receiving the permission, along with the student,
must come to the Office of Student Services to sign the consent form. The Office of Enrollment Services keeps a copy of the consent form in the student’s admission file. If a parent contacts a college employee regarding information on their child, the College employee must check for this authorization prior to releasing information. If the authorization does not exist, the College employee must not discuss the student with the parent and must advise the parent that his/her child must give the College written authorization to discuss his/her concern(s).

Any information provided by the student to the College for use in the educational process is considered a student educational record:

1. Personal information
2. Enrollment records
3. Grades
4. Schedules

Student educational records may be:

1. A document in the Office of Enrollment Services
2. A computer printout in an office
3. A class list on instructor’s desktop
4. A computer display screen
5. Notes taken during an advisement session.

Posting of grades either by the student’s name or social security number without the student’s written permission is a violation of FERPA. This includes the posting of grades to a class website and applies to any public posting of grades for students taking distance education courses.

Instructors and others who post grades should use a system that ensures that FERPA requirements are met. This can be accomplished either by obtaining the student’s written permission or by using code words or randomly assigned numbers that only the instructor and individual student should know.

Notification of grades via a postcard violates a student’s privacy rights.

Notification of grades via e-mail is not recommended. There is minimal guarantee of confidentiality on e-mail outside the interoffice e-mail system. The College would be held responsible if an unauthorized third party gained access, in any manner, to a student’s educational record through any electronic transmission method.

CACC provides a secure web application (MyCACC) for students to view their academic record. In addition to the user ID, a student must also supply a PIN, which is a second level of security, to view these records.

Letters of recommendation should not contain information from the student’s educational record unless a signed release from the student has been obtained. Statements made by a person making a recommendation that are made from the person’s personal observation or knowledge do not
require a written release from the student. If personally identifiable information obtained from a student’s education record is included in the letter of recommendation (grades, GPA, etc.), the writer is required to obtain a signed release from the student which: specifies the records that may be disclosed; states the purpose of the disclosure; and identifies the party or class of parties to whom the disclosure can be made.

If this letter is kept on file by the person writing the recommendation, it would be part of the student’s education record, and the student has the right to read it unless he/she has waived that right to access.

College employees should follow college policy regarding the release of information to the media. The official spokesperson for the College is the Coordinator of Public Relations. Nothing in FERPA allows the College to discuss a student’s educational record publicly – even if a lawsuit has made the information a matter of public record. A college official may not assume that a student’s public discussion of a matter constitutes implied consent for the College official to disclose anything other than directory information in reply.

In accordance with FERPA, a college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. This includes such purposes as:

1. performing appropriate tasks that are specified in his /her position description or by a contract agreement;
2. performing a task related to a student’s education;
3. performing a task related to the discipline of a student;
4. providing services for the student or the student’s family, such as health care, counseling, job placement, or financial aid.

Parental Access to an Eligible Student’s Education Records

FERPA applies to education records at all levels of education: primary, secondary and postsecondary. Up to the time the student attains the age of 18 or attends an institution of higher education, regardless of age, FERPA rights reside with the parents. Once the student attains the age of 18 or attends an institution of higher education, regardless of age, FERPA rights transfer to the student. The term “eligible student” is used in the law to denote this transfer of rights to the student.

At the postsecondary level, FERPA rights have transferred to the student and parents have no rights under FERPA to inspect their student’s education records. The right to inspect resides solely with the student.
Records may be released to parents without a signed consent from the student or under certain exceptions (1) health or safety emergency, (2) where the student has been found in violation of the institution’s code of conduct relating to the use of alcohol or a controlled substance if the student is under the age of 21, or (3) by submission of evidence that the parents declare the student as dependent on their most recent Federal Income Tax form. The release to parents of education records under any of these exceptions is a permissible release. Thus, under FERPA, an institution is not required to disclose information from the student’s education records to any parent of a dependent student. It may, however, exercise its discretion to do so. It is strongly recommended that a statement of the institution’s policy regarding parental access and disclosure be clearly stated in any FERPA policy.

Legitimate educational interest does not convey inherent rights to any and all student information. The law differentiates between educational interest and personal or private interest; determinations are made on a case-by-case basis. Educational interest does not constitute authority to disclose information to a third party without the student’s written permission.

To avoid violations of FERPA rules, **DO NOT:**

1. at any time use the entire Social Security number of a student in a public posting of grades;
2. ever link the name of a student with the student’s social security number in any public manner;
3. leave graded tests in a stack for students to pick-up by sorting through the papers of all students;
4. circulate a printed class list with student name and social security number or grades as an attendance roster;
5. discuss the progress of any student with anyone other than the student (including parents) without the consent of the student;
6. provide anyone with lists of students enrolled in your classes for any commercial purpose;
7. provide anyone with student schedules or assist anyone other than a college employee in finding a student on campus.

**Records Not Open to Student Inspection**

Student educational records are defined as those records, files, documents, and other materials that contain information directly related to students and are maintained by the College. Specifically excluded from the definition of “educational records” and not open to student inspection are the following:
• Records of instructional, supervisory, and administrative personnel which are the sole possession of the maker and accessible only to the maker or a substitute

• Records of campus security;

• Records which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional capacity or assisting in that capacity and which are created, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment or who could not be involved officially within the College, but such records are available to a physician or appropriate professional of the students’ choice.

Although all students have the right to review their educational records, the law (§99.12) further outlines the following exceptions of items not open to inspection by a student:

• Financial information submitted by parents;

• Confidential letters and statement of recommendations, placed in the records prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected;

• Confidential letters and statement of recommendation, placed in the records after January 1, 1975, to which the students have waived their right to inspect and review and that are related to the students' admissions, application for employment or job placement, or receipt of honors;

• Education records containing information about more than one student; however, in such cases the College must permit access to that part of the record which pertains only to the inquiring student.

Disclosable Directory Information:

The following is a list of public information which may be made available to the public by the College without prior consent of the student, and is considered part of the public record of the student’s attendance.

1. Student’s name
2. Student’s address (local and permanent)
3. Telephone listing
4. Date and place of birth of student
5. Major field of study
6. Student’s participation in officially recognized activities, clubs, organizations, and athletic
teams sponsored by the College
7. Honors
8. Photographs made at college events on or off campus
9. Weight and height of athletic team members
10. Dates of attendance of student
11. Degrees and awards received by the student
12. The school most recently/previous attended by the student

Employees should release this information to inquiring individuals or agencies unless the student
has signed a Request to Prevent Disclosure Form (Appendix F) in the Office of Enrollment
Services. This order will remain in effect for one year from the date of submission and must be
updated annually. Photos may be used for publicity and recruitment purposes. Directory
Information may be denied when it is deemed by the Dean of Students that it is not in the best
interest of the student or the College. Employees should always check with the Office of
Enrollment Services regarding a student’s directory information status before releasing such
information.

Identification of Individuals Responsible for Student Records

The College has designated the following officials as being responsible for student records within
their respective areas:

Dean of Students: The Dean of Students will see that all students upon acceptance to the College
will have an individual student record file containing all admissions criteria needed for acceptance
to the College. This office is charged with the responsibility of continuously maintaining all
students' files in a safe and orderly manner, updating all records needed on the individual student,
and updating and maintaining an adequate backup system for student records.

Director of Financial Aid: The Director of Financial Aid has the responsibility of maintaining an
adequate and up-to-date student record file on all students receiving any state or federal financial
assistance.

The Associate Dean of Student Services is ultimately the custodian of student records.

The Executive Vice President/CFO has the responsibility to make sure that all FERPA provisions
are met related to release of financial information concerning individual students.

To review records, students and former students may go to the respective office of record (ex.
Office of Enrollment Services, the Business Office, Financial Aid Office), present a valid photo
identification and ask to review the record. If it is an inappropriate time to retrieve the record on
short notice, students may be requested to complete a Request to Review Education Records Form
(Appendix G). Because of various circumstances, the College may delay to a maximum of 45
calendar days the release of the records for review. The College is not required to provide access to records of applicants for admission who are denied acceptance, or, if accepted, do not attend.

**Providing Records to Third Parties:**

CACC shall obtain written consent from students using the *Student Authorization to Release Educational Records* Form (*Appendix H*) before disclosing any personal identifiable information from their education records. Such written consent must: specify the records to be released, state the purpose of the disclosure, identify the party or class of parties to whom disclosure may be made, and be signed and dated by the student.

According to FERPA guidelines, CACC may release students’ education records to the following without prior written consent from the student:

1. To officials within the College who have been determined by the College to have a legitimate educational interest in the records. School officials include counselors/advisors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional and clerical staff who directly relate to the administrative tasks of the College, and College attorneys. A school official has a legitimate educational interest if the official is performing a task that is specified in his/her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of a student. When doubt is raised by the Dean of Students/Associate Dean of Students about an individual's "need to know" or legitimate educational interest in having access to specific information, the issue shall be decided by the President of the College.

2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.

3. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.

4. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.

5. To organizations conducting certain studies for or on behalf of CACC.

6. To accrediting organizations to carry out their accrediting functions.

7. To parents of eligible students who claim the students as dependent for income tax purposes.
8. Determining the dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents’ most recent Federal Income Tax Form.

9. To appropriate parties in a health or safety emergency subject to a determination by the President or Deans.

10. To personnel complying with a judicial order or lawfully issued subpoena, provided that the Associate Dean of Student Services makes a reasonable attempt to notify students in advance of compliance.

11. The College is not required to notify an alleged victim of any crime of violence of the results of any college disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime; however, the President may choose to do so.

NOTE: CACC is not required to notify students if a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, orders the College not to disclose the existence or contents of the subpoena.

Scholarships – Employee Role

All scholarships are awarded by the Scholarship and Financial Aid Committee.

Harassment and Discrimination Policy

Central Alabama Community College is committed to providing a positive, discrimination-free educational and working environment. Central Alabama does not discriminate on the basis of race, color, disability, sex, religion, creed, national origin, gender stereotyping, age, or any other characteristic protected by state or federal law, in its programs and activities.

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Definition of Sexual Harassment:

For these purposes, “harassment” includes, but is not limited to: slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual’s sexual orientation, race, color, gender, religion, national origin, gender stereotyping, age, disability, or any other characteristic protected by state or federal law. Sexual harassment may involve the behavior of a woman or man. The victim does not have to be of the opposite sex. Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or
educational relationship to a personal one. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature. Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to:

a. Physical assault,

b. Direct or implied threats that submission to or rejection of requests for sexual favors will affect a term, condition, or privilege of employment or a student’s academic status,

c. Direct propositions of a sexual nature,

d. Subtle pressure for sexual activity,

e. Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following: (1) comments of a sexual nature; or (2) sexually explicit statements, questions, jokes, or anecdotes;

f. Repeated conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed that includes one or more of the following:

g. Touching, patting, pinching, hugging, or brushing against another’s body;

h. Commentary of a sexual nature about an individual’s body or clothing, or

i. Remarks about sexual activity or speculations about previous sexual experience(s);

j. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not;

k. Displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or educational environment, and serve no educational purpose related to the subject matter being addressed;

l. Gender stereotyping or harassment about gender identification.

Resolution of Harassment and Discrimination Complaints

The procedure for reporting a complaint is as follows:

1. Any member of the College community who believes that he or she has been the victim of consensual relationships, sexual harassment or illegal discrimination may bring the matter to
the attention of any academic or administrative officer, vice president, dean, associate dean, director, supervisor, or advisor. When a complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the designated administrator, who shall be designated by the President to coordinate the investigation of such complaints. The President and the Vice Chancellor for Legal and Human Resources of the Alabama Community College System Office shall be promptly notified of the complaint.

2. The complainant should present the complaint as promptly as possible after the alleged sexual harassment or discrimination occurs. The complainant should submit a written statement of the allegations. Retaliation against a student or employee for bringing a sexual harassment or discrimination complaint is prohibited. Retaliation is prohibited and itself a violation of this policy and may be grounds for disciplinary action.

3. It is the intention of this policy to resolve complaints of sexual harassment and illegal discrimination as quickly as possible. Except in extraordinary cases, all complaints will be investigated and resolved within forty-five (45) days of receipt. Every possible effort shall be made to ensure confidentiality of information received as part of the investigation. Complaints will be handled on a need to know basis, with a view toward protecting the interests of both parties.

4. The investigation record shall consist of formal and informal statements from the alleged victim, the alleged offender, witnesses, and others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. The investigation will afford the accused a full opportunity to respond to the allegations. If the results of the investigation and informal resolution of the complaint are accepted by the alleged victim and he or she desires no further action against the alleged harasser, the complainant will sign a statement requesting that no further action be taken.

**Formal Action**

1. If the complaint cannot be resolved on an informal basis, the complainant may file a formal complaint. Each complainant has the right to proceed with or withdraw from the formal complaint procedure once it has been submitted. The issues involved in the complaint should not be changed once the charge has been made. However, administrative procedures may be revised to accommodate issues arising during the investigation which were not known to the complainant or the institution when the initial complaint was filed.

2. Complaints against students will be handled according to usual and customary student discipline procedures in effect at the institution.
3. In the event of complaints against employees, the appropriate administrator will notify the accused in writing of the complainant’s decision to take formal action. Formal action will consist of the Title IX procedures as set forth below.

The original and two copies the appropriate form must be filed with the appropriate administrator (depending on the complainant’s work area assignment) within 30 calendar days following the date of alleged violation(s) of the Title IX regulation. Personnel whose work assignment is outside the authority of the above-named administrator should file a form with the Dean of Instruction or the Dean of Students. The alleged violation(s) must be clearly and specifically stated. The complainant is advised to keep a copy of all forms.

The Dean of Instruction or the Dean of Students will immediately notify the President of receipt of the Grievance Form. The Dean or her designee will have 30 calendar days following date of receipt of the Grievance Form to investigate, study complainant’s allegations, hold a formal hearing, and make a written report of findings to complainant. A copy of the Grievance Form must be provided to the President. The complainant’s copy must be mailed to his/her home address by certified mail, return receipt requested.

The complainant must, within 15 calendar days following receipt of the Dean’s (or designee’s) report, file with the President a written notice of acceptance or appeal of the report. If a notice of appeal is filed, an appeal form must be used. The complainant must state clearly and specifically on the appeal form the objections to the findings and/or decision of the Dean. Copies of the appeal form must be provided to the President. If the complainant fails to file notice of appeal by the end of the 15th calendar day following receipt of the Dean’s report, the right to further appeal will be forfeited.

1. The President will have 30 calendar days following date of receipt of complainant’s notice of appeal to investigate and study the complainant’s allegations and the report of the Dean of Instruction or the Dean of Students and make a written report of findings to the complainant. The Grievance Form must be used for the report. Copies of the appeal form must be provided to the Chancellor. The complainant’s copy must be mailed to his/her home address by certified mail, return receipt requested.

2. The complainant must, within 15 calendar days following receipt of President’s report, file with the President a written notice of acceptance or appeal of the report. If notice of appeal is filed, an appeal form must be used. The complainant must state clearly and specifically on the form the objections to the findings and/or decisions of the President. Copies of the form must be provided to the Chancellor. If the complainant fails to file notice of appeal by the end of the 15th calendar day following receipt of the Presidents report, the right to further appeal will be forfeited.
3. The Chancellor will have 30 calendar days following the date of receipt of the complainant’s notice of appeal to investigate, study complainant’s allegations and the report of the President, hold a formal hearing, and make a written report of findings to the complainant. Copies of the form must be provided to the Dean of Instruction or the Dean of Students. The complainant’s copy must be mailed to his/her home address by certified mail, return receipt requested.

**NOTE:** If the last day for filing notices of appeals falls on either Saturday, Sunday, or a legal holiday, the complainant will have until the close of the first working day following the 15th calendar day to file.

**NOTE:** It is the intent of the policy to provide for a prompt and thorough investigation of any complaints. The time limits set forth within these guidelines are subject to change as needed to ensure satisfactory conclusion of the investigation.

### Consensual Relationship Policy (for students and staff/employees)

Central Alabama Community College believes that it is important that employees display moral and ethical behavior through their personal conduct and their job performance. At CACC, consensual amorous relationships, which might be appropriate in other circumstances, are **inappropriate** between an employee and any student for whom the employee has responsibility. Relationships between students and employees can negatively affect the trust in the educational process. There is an element of power in the relationships between an employee and student, and it is important that employees in positions of authority not abuse the power with which they are entrusted. If any employee or student believes he/she has been a victim of discrimination or sexual harassment, he/she should contact the Title IX Coordinator at the College. The Title IX Coordinator at Central Alabama Community College for students is the Dean of Students. Employees should report alleged discrimination or sexual harassment to the Human Resources Director.

### Lactation Policy

Students who are nursing may contact the Office of Student Services at each campus location to arrange a designated time and private place to express their breast milk while on campus. The Office of Student Services will make arrangements for the student upon request and requires a minimum of 24 hours’ notice in order to reserve a private location for the student.

### Gender Neutral Restroom Policy

Restrooms and locker rooms are designated separately for women, or men or gender neutral. Gender neutral restrooms are identified as such and may be used by either gender. An individual using the other biological gender’s restroom shall be subject to discipline. Gender
neutral restrooms are available and located at the Alexander City Campus, Childersburg Campus, and Talladega Center. Gender neutral restrooms are located as follows:

- Alexander City Campus - George C. Wallace Administration Building
- Childersburg Campus - Administration Building
- Talladega Center – Main Building

**Room Assignments for Overnight Travel Events**

Room assignments for overnight travel events are made on the basis on the biological sex of individuals. If separate facilities are available at the time of the event, these separate, individual facilities may be made available as alternative overnight accommodations.

**PERSONNEL POLICIES AND PROCEDURES**

**Hiring Process For Full-Time Positions**

All personnel vacancies will be posted for all personnel vacancies, full-time and part-time, temporary and non-temporary, for all salary schedules. The vacancy notice shall be posted in an area in plain view at each institution’s main campus and all instructional sites at least fourteen (14) calendar days before the position is to be filled. Personnel vacancies on Salary Schedules B, C, and D are posted at least (21) twenty-one calendar days before the position is to be filled.

These posting requirements shall not be implemented to alter, abridge, or replace practices and procedures set out in the Uniform Guidelines.

The vacancy notice shall include, but is not limited to, the following:

- A. Job description and title;
- B. Required qualifications;
- C. Salary schedule and amount;
- D. Information regarding the location for submitting applications;
- E. Information regarding any deadlines for receipt of applications;
- F. Any other relevant information.

When a personnel vacancy occurs during an academic term and is not a supervisory, managerial, or newly created position, the vacancy notice may be posted not less than seven (7) calendar days before the position is to be filled.

Posting of personnel vacancies shall not be abridged or delayed except in circumstances of dire emergency. Under such emergency conditions, any delay in the posting of notices shall be only temporary in order to reasonably meet the emergency conditions that may arise.
Any such emergency conditions and posting(s) must be documented in writing to the Chancellor no later than the end of each academic term.

(These guidelines are issued in compliance with the requirements of Act 98-147.)

CLASSIFICATION OF PERSONNEL

A faculty member is a full-time instructor, counselor, or librarian who has the minimum qualifications which were previously established by the Alabama State Board of Education and whose salary is derived from Schedule D.

An administrator is any professional staff person whose salary is determined from Salary Schedules A, B, C1, C2, or C3 previously adopted by the Alabama State Board of Education.

A support person is any support or technical staff person whose salary is determined from Schedules E or H previously adopted by the Alabama State Board of Education, or who is paid on an hourly basis.

Human Resources will distribute appropriate paperwork to new employees. Timely completion of this paperwork and returning it to Human Resources is essential to being paid in a timely manner.

TYPES OF EMPLOYMENT

Employees may be full-time, part-time, temporary or permanent. Full-time employees work the standard college week and are employed on semester, three-month, six-month, nine-month, or twelve-month letters of appointment. These employees are eligible for leave and other benefits described in this handbook.

Permanent part-time support staff are employed on a three-month, six-month, nine-month, or twelve-month basis and usually on a schedule that represents a fractional part of the full-time employees’ schedule. These employees accrue leave on a proportionate basis. Participation in the retirement system depends upon the part-time ratio worked. Permanent part-time employees who work less than twenty (20) hours per week do not accrue leave and do not earn the healthcare insurance allotment.

Permanent part-time faculty are employed on a semester, nine-month, or twelve-month basis and usually on a schedule that represents a fractional part of the full-time employees’ schedule. Faculty that are less than full-time do not accrue leave. Participation in the retirement system depends upon the part-time ratio worked.

Temporary part-time employees are hired for less than the normal contract/appointment period. Adjunct instructors are classified as temporary since employment is on a per course basis and
only for one semester at a time. Temporary employees do not accrue leave or qualify for other staff benefits.

**CONFLICT OF INTEREST AND ETHICS**

*State Policy 615.01 specifies:*

Honesty and professional integrity are expected of all employees. It would be a serious violation of this trust if the interests of any institution under the direction and control of the Alabama Community College System Board of Trustees were to be disregarded in the course of performing professional duties. The use of official position and influence to further personal gain or that of families or associates is unacceptable behavior.

All employees have the right to acquire and retain status of a professional, personal, or economic nature. In a community as diverse and complex as the institutions that comprise The Alabama Community College System, there is always the possibility that the pursuit of individual interest may result in a conflict with those of the employing institution. This places an important responsibility on faculty and staff to recognize potential conflicts and prevent them. It is not expected that every employee will have a complete and current knowledge of the laws and regulations that apply to conflict of interest. However, all persons, particularly those with significant exposure to potential conflict of interest situations, should develop sensitivity to this issue and seek guidance when appropriate.

**Scope of Policy**

The above policy applies to all employees of Central Alabama Community College (CACC), full-time and part-time, and is inclusive of the following provisions:

**Definitions**

**Conflict of Interest**

The term “conflict of interest” in this policy refers to situations in which financial or other personal considerations compromise, or have the appearance of compromising, an individual’s professional judgment and ability to perform his or her responsibilities to CACC. Employees should not only consider situations that are unacceptable, but should also consider gray areas that might involve the appearance of conflict. The appearance of a conflict can be just as serious and damaging.

**Relative**

For the purposes of this policy, relative includes the following: spouse, dependent, adult child and his or her spouse, parent, spouse’s parents, sibling and his or her spouse, of an employing authority.
Substantial Financial Interest

The ownership of an interest of more than 5% in a company is considered a substantial financial interest. However, any ownership or management role in a company, e.g., officer, creates an appearance of conflict equivalent to owning a substantial financial interest.

Conflict of Interest in Employment and Business Practices

Employees must not allow a personal or outside interest to interfere with their duties and responsibilities to CACC. Even the appearance of a conflict of interest should be avoided. Any arrangements or relationships that may pose a conflict should be disclosed. Although not an all-inclusive list, examples of conflicts of interest that should be disclosed under this policy include:

- Conducting business with an individual or entity in which you or your relative have a personal, managerial or substantial financial interest;

- Maintaining an external consulting or other business or employment relationship with a supplier, vendor or competitor of CACC which would impair your independence of judgment in the performance of your duties at CACC;

- Competing with CACC, or competing with other external vendors for CACC business, whether as an individual, as an employee of another organization, or through a separate entity owned or operated by you or your relative that exists outside of your employment duties with the College;

- Directly supervising or evaluating the work of a relative;

- Unauthorized use of confidential, privileged or proprietary information obtained in connection with your position, or use of such information for your personal benefit or the personal benefit of another;

- Making use of any CACC asset, including the CACC name and trademark, resources, or supplies outside the scope of employment;

- Participating in any way in any negotiation or transaction between CACC and a business entity in which you or your relative has a personal, managerial or substantial financial interest;

- Participating in any decision, such as decisions concerning initial appointment, retention, termination, promotion, salary, or leave of absence, that involves either a direct benefit or a detriment to a relative;

- Soliciting personal gifts or special favors from individuals or entities that provide, or seek to provide, services or supplies to CACC.
Conflict of Commitment

Employees owe professional loyalty to CACC and shall be alert to the possibility that outside obligations, financial interests, or employment can affect that commitment. Any involvement in personal business ventures shall be conducted outside the work environment and not during times when the employee is required or expected to perform the duties and responsibilities of his or her position.

Faculty and staff must be careful that their work for others does not conflict with their obligations and commitments to CACC. Faculty members who seek to be educators at other institutions concurrent with their holding a full-time position at CACC must seek permission from the President in advance. All full-time employees holding positions outside of the institution must seek permission from the President in advance. Full-time faculty and staff may not hold other full-time concurrent positions elsewhere, except as part of an approved leave and/or where advance permission has been granted.

Personal Conflicts of Interests

Faculty or staff should take all reasonable steps to avoid a conflict of interest or the appearance of a conflict of interest in his or her work that could arise from a relationship with a relative employed by CACC or with whom CACC has contracted to provide goods or services. In particular, a faculty or staff member shall not participate in any decision that involves either a direct benefit or a detriment to a relative, as defined under this policy. When in doubt concerning the possibility of a personal conflict of interest, consult Human Resources or your immediate supervisor.

Disclosure

If an employee believes or suspects that a conflict of interest may exist, it should be disclosed to the employee’s immediate supervisor, who shall then make disclosure to Human Resources.

Remedial Action for Non-Compliance

Failure to disclose conflicts of interest under this policy may be cause for disciplinary action in accordance with the Employee Conduct Code (pages 74-75) as stated in the Employee Handbook and State Policies 615.02, 205.03, and 205.04.

Employment of Relatives

Central Alabama Community College complies with State Policies 205.03: Employment of Relatives; 205.04: Disclosure of Employment of Relatives; and 205.05: Supervision and Evaluation of Relatives.
All applicants for employment must disclose certain relationships to employees in the Alabama Community College System or to any member of the Alabama Community College Board of Trustees. Upon initial employment, all employees must complete a Family Relationship Disclosure Form (Appendix I). A revised form must be completed within 15 days of a change of circumstances relating to this information. Additionally, a revised form should be completed if an employee changes positions at the College. All applicable relationships will be reported to the Chancellor’s office as required, to be reviewed for possible conflicts of interest.

**CRIMINAL BACKGROUND CHECKS**

A criminal background check shall be conducted on all applicants and current, full-time and part-time, employees at Central Alabama Community College. Non-paid volunteers must also have a criminal background check. Individuals convicted of a felony or crime involving moral turpitude will not be eligible for employment. Employees hired in violation of this policy will be subject to termination in accordance with the Students First Act. Applicants and current employees convicted of a felony or crime involving moral turpitude must obtain a recommendation from the President for the Chancellor’s approval that the applicant or current employee is suitable for employment. Factors to be considered in determining whether the individual is suitable include, but are not limited to: (a) the proximity or remoteness in time of the conduct; (b) the risk of harm to persons or property of the institution; (c) the likelihood of the recurrence of the questioned conduct; or (d) any extenuating circumstances. Current employees determined to be unsuitable for employment based on a felony conviction or conviction of a crime involving moral turpitude shall have the right to appeal directly to the Chancellor. Within 10 days, any employee convicted of a felony or crime involving moral turpitude subsequent to a criminal background check must report the conviction to the President.

In order to remain in compliance with agreements/contracts with clinical facilities, personnel within the Division of Nursing and Allied Health are subject to additional background checks and/or drug screenings prior to assigned clinicals as well as randomly.

**EMPLOYMENT OF FULL-TIME FACULTY**

Full-time faculty appointments are for nine months. Summer employment for faculty is determined by student need. Appointments for administrative and support personnel are for the period September 1 through August 31, unless otherwise specified. Written appointments are issued at the beginning of the employment periods covered by the letters of appointment.

**Faculty Summer Employment**

Full-time instructors, counselors, and/or librarians employed on nine-month Letters of Appointment are not automatically guaranteed summer employment. The following guidelines have been established by Central Alabama Community College to ensure an equitable procedure for selection of personnel for summer semester employment and fiscal responsibility. The full-time teaching load for academic faculty for summer semester is 12 to 13 semester hours or
equivalence approved by the President. A full-time teaching load for technical faculty is 25 contact hours per week or equivalence approved by the President. Summer employment teaching appointments will be offered up to 100% of a full summer appointments as specified by the current faculty salary table of the Alabama Community College System and will be prorated downward according to teaching credit hours assigned. The number of classes offered will be based on the needs of the College. Scheduled classes which do not enroll eight or more students will be canceled unless an exception is specifically approved by the Dean of Instruction.

A rotational system based upon seniority within each discipline determines summer employment eligibility. Seniority is defined as the faculty member with the longest employment at the college within that faculty member’s assigned discipline. Faculty cannot request courses within a discipline if the faculty member has not taught on a regular basis in the discipline during the immediate preceding academic year.

A. Full-time instructors within the discipline who have taught on a regular basis in the field during the immediate preceding academic year have the option to teach adequately enrolled classes (as deemed by the Dean of Instruction) as the classes were originally scheduled with no adjustment in the schedule.

B. If full-time instructors within the discipline do not agree to teach adequately enrolled classes as originally scheduled, full-time instructors within the discipline who have taught on a regular basis in the field during the immediate preceding academic year have the option to request the overload of another full-time instructor in the discipline or the class of an adjunct within the discipline in order to reach their originally scheduled load not to exceed full load. If multiple full-time instructors have requested another full-time instructor's overload or an adjunct's class, the requests will be considered in order of seniority. If the seniority for the faculty members within the discipline is the same, the order will be determined through a random selection process. Full-time instructors must choose overloads of full-time instructors before choosing adjunct loads to ensure that the College has adequate staff to cover all classes and serve the needs of the students. If a full-time instructor does not wish to take the available overload or adjunct class, the instructor's schedule will remain as originally scheduled. Class days and/or times will not be changed. Instructors can only request an overload class or adjunct class of another instructor up to the original load scheduled for the summer not to exceed a full load.

C. If adequately enrolled overload classes and/or adjunct classes are not available, all adequately enrolled classes across all campuses will be considered in a rotation system within the discipline. The rotation system will be as follows. The most senior full-time faculty within the discipline who has taught on a regular basis in the discipline during the immediate preceding academic year will pick one class to teach for the summer, the second most senior full-time faculty within the discipline will pick one class to teach followed by the third most senior full-time faculty within the discipline. This rotation will continue until each full-time faculty has reached their original load scheduled for the summer not to exceed full load or until there are no
longer any classes from which to choose. The rotation of any full-time faculty member
with the same seniority will be determined through a random selection process. If
classes are still available after this process, adjuncts and overloads will be scheduled
by the Dean of Instruction. Class days and/or times will not be changed.

**ADJUNCT INSTRUCTORS**

Applications for adjunct instructors are accepted throughout the year and are maintained on file in
the Human Resources office for one year. Credentials are evaluated by the Dean of Instruction to
determine qualifications. Adjunct instructors must meet the minimum qualifications set forth by
the College, Alabama Community College System Office, and the Southern Association of
Colleges and Schools Commission on Colleges. In the event of unusual circumstances
concerning qualifications, the determination will be made by the Dean of Instruction. Neither
non-probationary status nor seniority is attained through adjunct employment. Employment is on
a semester-to-semester basis.

The division chairperson/director is responsible for the orientation of adjunct instructors relating
to course syllabi and objectives, grading standards, and all instructional policies and procedures.

Adjunct instructors are evaluated at least once an academic year through use of student
assessment of instruction forms and classroom observation forms. Originals are reviewed and
signed by all appropriate personnel, then filed in Human Resources.

In addition to initial competency assessment, adjunct clinical instructors are evaluated at least
once in an academic year by students. In addition, the director or a designee will also conduct a
clinical site observation. Originals are reviewed and signed by all appropriate personnel, and are
maintained in Human Resources. Periodic skills assessment may be done by an outside agency.

**DUTY CALENDAR**

The normal work week for full-time, non-instructional personnel employed by System institutions
is at least forty (40) hours. Days that the institution is officially open are duty days for full-time,
non-instructional employees of each institution.

Employees shall be allowed the following official holidays on which days the institutions shall be
closed: New Year’s Day, Martin Luther King/Robert E. Lee Birthday, National Memorial Day,
Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving
Day, Christmas Eve and Christmas Day.

In addition, the President of each institution shall designate five other days on which the institution
will be closed in the official, approved calendar of the institution.
WORK SCHEDULE

Each full-time support or administrative person is expected to maintain a weekly schedule that includes 40 hours on campus, excluding the lunch period. Salary Schedule E, H, hourly and Federal Program employees are required to complete timesheets.

Work Schedule Policy for Full-Time Faculty

Each full-time instructor, librarian, or counselor employed on Schedule D is required to maintain a weekly schedule that includes a minimum of 35 hours on campus excluding lunch breaks or other activities considered time off-the-clock.

Office hours per week should be scheduled to serve students. Office hours cannot begin before 7:30 a.m. unless faculty are teaching classes scheduled before 8:00 a.m. If classes are scheduled before 8:00 a.m., office hours should be scheduled a maximum of 30 minutes prior to class. A total of at least three hours, office hours or in-class hours, must be scheduled on campus on each of the five work days (Monday through Friday during Fall and Spring terms and M-Th during Summer term). If an instructor teaches an overload, these overload hours should be scheduled outside the regularly scheduled thirty-five hours (excluding lunch and breaks) per week.

Faculty schedules must be approved each term by the Division Chairperson or Associate Dean of Health Science and Dean of Instruction and posted on the faculty member’s office door. Any deviations must be approved by the Dean of Instruction. Faculty teaching online courses are required to schedule online hours to assist students enrolled in Internet courses. Faculty schedules will be retained in the Dean of Instruction’s Office and should be posted on the faculty member’s office door.

FACULTY JOB RESPONSIBILITIES

Faculty members are directly responsible to the appropriate Division Chairperson. Faculty are required to meet classes as scheduled and devote adequate planning time to provide quality instruction for the prescribed time. Faculty members are expected to conduct class in a professional manner and in a pleasant/helpful atmosphere. All classes will meet according to the time and date scheduled unless prior approval from the Dean of Instruction for change has been granted. Every attempt should be made by a faculty member to contact the Division Chair and/or Dean prior to a scheduled class when that instructor anticipates being late or absent. Faculty anticipating absences should request approval from the Division Chair and the Dean of Instruction. Faculty should notify students of any cancelled or missed classes through the use of email and Moodle as appropriate and file leave through the College’s leave process. A notice of cancellation must be placed on the classroom door of a traditional class that is cancelled. If an instructor must be absent for an extended amount of time, arrangements should be made through the Division Chair to cover classes. Instructors cannot pay a substitute to cover missed classes.
Faculty are required to disseminate an approved college-wide course syllabus to each student in each course at the beginning of the semester but must also provide students with a daily/weekly schedule of course work.

In keeping with the College’s policy of assisting students and promoting student success, faculty are encouraged to assist students outside of class whenever possible. This may entail arriving early and staying beyond the scheduled time for the class.

Faculty members are required to complete all job responsibilities as outlined in the annual job description.

**INSTRUCTOR LOAD AND HOURS**

The duties of an instructor are determined by the President, with the understanding that good professional judgment will be exercised. The number of preparations, the number of students taught, and the number of contact hours are considered in determining instructor loads. No distinction is made between day, extended day, weekend, evening, and off-campus programs. Personnel are employed to provide education for those enrolled, regardless of the day and time of day. Each full-time academic instructor at any institution under the authority, direction, and control of the Alabama Community College System Board of Trustees shall teach 15 to 16 credit hours per term or the equivalent for the academic year, fall and spring semesters. The full-time teaching load for academic faculty for summer semester is 12 to 13 semester hours or equivalence approved by the President. A full-time teaching load for technical faculty for fall, spring, and summer is 30 contact hours per week or equivalence approved by the President.

The President will determine equivalent credit hours for non-teaching assignments in accordance with guidelines established by the Chancellor.

**OVERLOAD CLASSES**

**Full-time Academic Faculty**

Full-time academic instructors may be employed to teach one additional course and/or lab per term for pay if approved by the President.

The overload course must be taught outside the normal 35-hour work week of the instructor. A faculty member is considered a full-time instructor, for purposes of overload classes and pay, once that instructors teaching assignment is 15 or 16 credit-hours, depending on the credit-hours assigned to courses in specific disciplines or areas. For example, a science instructor teaching four (4) courses of four credit-hours each would be granted overload pay beginning with the seventeenth credit-hour in addition to the 35 hour work week. An English instructor teaching five (5) three-credit-hour courses would be granted overload pay beginning with the sixteenth credit-
hour in addition to the 35 hour work week. Proposed faculty overloads not in accordance with these standards must be approved by the Chancellor.

**Full-time Technical Faculty**

A technical faculty members’ overload should be contact hours exceeding 30 contact hours per week in fall and spring semesters and 25 contact hours per week in summer term. Classes taught by adjunct, part-time, or full-time faculty teaching overloads may be remunerated on an hourly rate or per credit hour rate, which varies according to the type of program or courses taught.

**FAIR LABOR STANDARDS ACT**

Chancellor’s Guidelines for Overtime Work by Nonexempt College Employees:

**Definition of Non-Exempt Employee**

Nonexempt employees, which include most E and H schedule employees, are employees whose positions do not meet the Fair Labor Standards Act (FLSA) tests for exemption from the overtime provisions, and the employee must be compensated for overtime. The FLSA includes provisions that are applicable to all employers employing covered employees, including the requirements relating to the posting of notices, the preservation and location of records, and the record keeping requirements for employers of employees to whom both the minimum wage provisions or the minimum wage provisions and the overtime pay provisions of the Act apply. Nonexempt employees perform work, other than that performed by bona fide executive, administrative, or professional employees (including academic administrative personnel) and the activities directly and closely related to such work. Where it is more difficult to determine the status of a particular employee, a careful analysis of the employee’s duties that are directly and closely related to the work described as executive, administrative, or professional will usually be necessary in arriving at a satisfactory determination of the employee’s status. Job descriptions and employment conditions should be periodically reviewed to ensure that the status of an employee is current with the provisions of the Act.

**When a Nonexempt Employee May Be Required to Work Overtime**

A. A nonexempt employee may, upon mutual agreement of the employee and College, work more than forty (40) hours during a workweek. An *Overtime Agreement* Form should be approved prior to working overtime. *(Appendix J)*

B. A nonexempt employee may be required to work more than forty (40) hours in any workweek if (a) the College directs the employee to do so, and (b) an "emergency condition" exists. For purposes of this procedure, an "emergency condition" exists if in the opinion of the College President one or more of the following is present:

1. A situation which endangers or potentially will endanger the physical, mental, or
emotional health or safety of property for which the College is ultimately responsible, and the performance of overtime work would or reasonably may be expected to contribute to the reduction of said danger or perceived danger.

2. A situation in which the performance of necessary overtime work will increase the effectiveness of college registration, enrollment, orientation, graduation, or commencement activities, but under such circumstances that a given employee shall not be required to work overtime unless the College has previously taken reasonable action to obtain the services of all other qualified employees who were willing and able to voluntarily perform services of the nature of the work required of the employee.

3. A situation in which the performance of overtime work will or may reasonably be expected to significantly contribute to the success of College goals or efforts to obtain College or program accreditation from recognized accreditation agencies or organizations, but under such circumstances a given employee shall not be required to work overtime unless the College has previously taken reasonable action to have the work performed during normal working hours and determined that reasonably good planning would not have ensured the timely performance of the work so as to avoid an "emergency" concerning accreditation; or

4. A situation in which the performance of overtime work is reasonably necessary in order for the College to respond to the legal directives of governmental agencies or bodies which are "external" to the Alabama Community College System Board of Trustees or any Alabama state college; i.e., a situation where there is a need for assistance in retrieving court-ordered documents.

C. As an alternative to requiring an employee to work more than forty (40) hours during a workweek in which an emergency situation exists, the College President or his/her designee may adjust the schedule of one or more employees so as to require such employee(s) to work a greater number of work hours than normal for one or more workdays and a lesser than normal number of work hours for one or more other workdays during the workweek in which the emergency condition exists.

(Reference: 29 USCA sec. 207(a); 29 CFR 778.102)

Nonexempt Employees - Holidays and Weekends

A. Any employee whose workweek does not ordinarily include a Sunday and who works on a Sunday shall be compensated at the rate of one and one-half (1 ½) times his or her normal rate for each hour worked on the given Sunday. This rate shall apply whether or not the workweek exceeds forty (40) hours.

B. Any employee who works on a holiday on which the employee would ordinarily be entitled to be off shall be compensated at the rate of two (2) times his or her normal rate
for each hour worked on the holiday. Provided that, if the employee shall work the holiday and take off another day during the same workweek as an alternative to taking the holiday off, then the employee shall be entitled to only his or her normal rate of pay for all hours actually worked or taken as an alternative holiday during the subject workweek. In a situation where an employee is required by the respective College to work on a holiday on which the employee would ordinarily be entitled to be off, it shall be the discretion of the employee to take an alternative day off during the same workweek, unless the employee is disallowed by the employing College to take an alternative holiday due to an emergency condition as defined by Section II, hereof.

(References: 29 CFR 778.201; 29 CFR 778.203)

Use of Compensatory Time Off

An employee who has earned compensatory time off and requests to use such time shall be permitted by the College to use such time within a "reasonable period" subsequent to the request if the granting of such request does not "unduly disrupt" the operations of the College. Mere inconvenience is not considered to be unduly disruptive. However, a request to use compensatory time at the beginning of an academic semester or term, or to use such time during a period of final examinations or grades, may be unduly disruptive regardless of when the request is made.

Employees Working Two or More Types of Jobs

A. In a situation where an employee’s normal employment involves two or more different types of non-exempt work with the same College, the hours worked in both types of work shall count toward the determination of whether the employee has worked more than (40) hours in any workweek.

B. In the event the different assignments are subjected to different rates of pay, then the rate of pay for those hours worked over forty (40) shall be calculated on the basis of one and one-half (1 ½) times a “regular hourly rate” consisting of the weighted average of the hourly rates for both (or all) types of work assignments, or, in the alternative, the employee and the College may agree in advance that any overtime work shall be compensated on the basis of the one and one-half (1 ½) times the appropriate rate for the type of work performed after the forty-hour point is reached.

C. The above provision shall not apply where an employee voluntarily chooses to work, on an occasional, temporary, or sporadic basis, a job in addition to, and different from, his or her normal work assignment. For example, if a bookkeeper works forty hours in his or her regular job then voluntarily works an additional fifteen hours during the same week painting the gymnasium, the fifteen hours spent painting would not be considered overtime, and the employee would be compensated at whatever rate is appropriate for that job. On the other hand, if a secretary is called upon to work as part of a registration team in addition to her normal forty hour workweek, that work assignment would be considered subject to overtime, even though occasional, if it
The rationale for considering the secretary’s additional hours as overtime is that they fail to pass the test with respect to being different in nature from the employee’s normal duties, since both sets of activities would be clerical in nature. (Reference: 29 CFR 778.115; 29 CFR 778.419)

Averaging Hours Prohibited

In computing hours worked, each workweek stands alone. Hours worked in two or more workweeks may not be averaged for purposes of computing hours worked in a workweek. (Reference: 29 CFR 778.104-.105)

Working Extra Hours in a Day

An employee is not necessarily entitled to overtime pay (that is, pay at one and one-half times the normal rate), either in the form of pay or compensatory time off at one and one-half times the normal rate of compensation, for hours worked in a day beyond those normally worked in such day. However, under those circumstances described in this procedure, a nonexempt employee may be entitled to overtime compensation for hours worked during a workweek in excess of forty (40). Overtime pay must be approved in advance.

Options for Compensation

When a President or an authorized designee has determined that a need for overtime work exists, he/she shall make a request to the respective employee or employees to work overtime (for a given day or days or for the workweek). Before an employee shall agree to perform such overtime work, the President/designee shall make the employee aware of which types of compensation and/or alternative scheduling shall be available to the employee. The employee shall make it known to the president/designee which of the options presented by the President/designee the employee has selected regarding how such overtime will be treated, and the employee's selection shall be honored by the respective College. The options which are to be made available to the employee shall be from among, but need not necessarily include all of, the three options described below:

1. The employee will receive compensatory time at one and one-half (1 ½) times the rate of actual overtime hours worked for the workweek. For example: if an employee works four (4) hours of overtime, he/she will receive six (6) hours of compensatory time which can be used at employee's discretion. (See also, use of compensatory time off.)

2. The employee shall receive overtime pay at one and one-half (1 ½) times his/her normal hourly rate for each hour of overtime work performed for the workweek. For example, if an employee’s normal hourly rate computes to $5.00 per hour, he/she will receive $7.50 for each hour of overtime work performed.

3. If an employee works hours beyond the normal number of hours for a given
workday or workdays, the employee may choose to decrease the number of hours worked in another workday or workdays in that same workweek on an hour-for-hour basis, so long as reduction does not cause an undue disruption to the normal operation of the College and so long as the total number of hours worked during the week is not less than that which would have ordinarily been worked by the employee during a workweek.

The employee shall nevertheless be entitled to appropriate overtime compensation in the event that the total number of work hours for the workweek exceeds forty (40).

However, except in emergency conditions, the President/designee cannot require the employee to adjust his or her work schedule so as to use additional work hours during the same workweek as the overtime work is performed. This option shall be at the discretion of the employee, subject to the exceptions stated above. No employee shall ever be compelled or forced by a College to adjust his or her work schedule as described above except during an emergency condition. The definition of an Emergency Condition is specified in the section, “When a Nonexempt Employee May be Required to Work Overtime” on page 47 and 48 of this Handbook.

(References: 29 USCA sec. 207(o); 29 CFR 778.100; 29 CFR 778.113)

Leave and Holidays

Paid time off attributable to a holiday, or to sick, annual, personal leave, or other forms of paid leave is to be treated the same with respect to computing the total number of hours worked during a workweek. Hours taken off for a holiday or as sick, annual, personal, or other paid leave will be counted as hours worked in determining whether or not forty (40) work hours were exceeded during a given workweek.

Compensatory Time Off

A. If an employee receives entitlement to compensatory time off in lieu of overtime pay in cash, the employee shall be permitted to use accrued compensatory time within a reasonable period after it is requested if to do so would not unduly disrupt the operations of the employing institution.

B. The maximum compensatory time which may be accrued by an affected employee shall be 240 hours (160 hours actually worked). An employee shall be paid overtime compensation in cash for additional overtime hours of work.

C. Payment for accrued compensatory time upon termination of employment shall be calculated at the average regular rate of pay for the final three (3) years of employment, or the final regular rate received by the employee, whichever is higher. (Reference: 29 USCA sec. 207(o))
Time Sheets

A time sheet shall be completed for all nonexempt employees, to record hours worked, sick leave, annual leave, personal days, and holiday time. Some grants awarded to the College may also require time sheets of exempt employees. The Chief Financial Officer is responsible for developing a system for the management of this process. Time sheets may be maintained manually or through the utilization of a computerized system. A time sheet shall be completed by the employee and submitted to the immediate supervisor for approval. The supervisor shall be responsible for the review of the hours reported on the time sheet. It shall be the responsibility of the employee’s supervisor to monitor the work hours. If approved, the time sheet shall be submitted to the appropriate department for payroll purposes. The completed and approved time sheets shall be retained in accordance with applicable state and federal regulations.

Professional Development Plans

All B and C personnel are required to submit professional development plans in consultation with their respective supervisor. All D personnel are required to submit professional development plans annually in consultation with their Division Chairs/Associate Dean of Health Science. Professional development plans are optional for E and H personnel. The Professional Development Plan for Faculty can be found in Appendix K and the Professional Development Form for B, C1, C2, C3, E and H Personnel can be found in Appendix L.

Faculty Rank Increases

Faculty seeking a salary rank increase must submit a completed Faculty Rank Increase Certification Form (Appendix M). With a pre-approved Professional Development Plan and as outlined in State Board Policy 605.02, Faculty rank increases are granted upon completion of additional graduate coursework and/or graduate degrees as well as additional certifications of technical excellence. Faculty Rank Increase Certification Forms are reviewed by the Dean of Instruction and approved by the President. Rank changes only occur at the beginning of an academic year (see SBE Guideline 605.02 Advanced Degrees item I-H).

An instructor who seeks to advance in rank that requires an additional academic degree must provide a course of study with the appropriate College/university advisor signature(s) along with the Faculty Rank Increase Certification Form. This process should be initiated with the Dean of Instruction and approved by the President. This course of study must lead to the appropriate in-field requirements and degree required to advance to the next highest rank. A college/university advisor, in conjunction with the employee, may change the course of study, but the changes must lead to the same degree or in-field requirements with the same major to allow the instructor to advance to the appropriate higher rank. A course of study for obtaining a degree is defined as a complete list of all courses required by the college or university granting the degree. A course of study for in-field requirements is defined as a list of appropriate courses that meet the in-field requirement options as outlined in State Policy 605.02. If the rank change does not require the
completion of an additional degree, a plan of study must be attached with a list of courses approved by Dean of Instruction that will allow the instructor to attain the rank increase.

The Faculty Rank Increase Certification Form must be updated on an annual basis indicating progress and seeking approval for course of study changes. All approved rank increases must be completed within the time frame as indicated on the form or must be submitted for re-approval. Instructor rank may change only at the beginning of the contract/appointment year, with appropriate documentation. Instructors cannot change rank during the academic year. The College will maintain the instructors’ Faculty Rank Increase Certification Form in the individual faculty files. An approved Faculty Rank Increase Certification Form will be the only means by which an instructor can advance in rank. Instructors must meet the credential standards as stated in State Policy 605.02 to advance in rank.

POSTSECONDARY FACULTY QUALIFICATIONS

Central Alabama Community College complies with State Policy 605.02: Postsecondary Faculty Credentials. Faculty are ranked and placed based on the guidance of this policy.

STUDENTS FIRST ACT

The Students First Act was passed by the Alabama Legislature effective July 1, 2011. The Act provides for the standards and conditions under which eligible State Community College employees may attain non-probationary status; and it includes provisions relating to disciplinary actions and reassignments/transfers of College employees. The following provisions of the Act are applicable to Central Alabama Community College employees.

Probationary Instructors

All full-time instructors at CACC who are eligible to attain non-probationary status but who have not yet attained non-probationary status, shall be on probationary status unless, and until such time as, non-probationary status is attained. An eligible instructor employed by CACC shall attain non-probationary status upon the completion of six consecutive semesters in the capacity of instructor at CACC, unless the President issues a notice of termination or non-renewal to the instructor on or before fifteen (15) calendar days prior to the end of the sixth consecutive semester of employment, excluding summer terms. No probationary instructor shall attain non-probationary status during or at the completion of a summer term.

Service performed in the capacity of a classified employee may not be converted to, recognized, or otherwise credited to a probationary instructor for the purpose of attaining non-probationary status as an instructor. Nor may an instructor attain non-probationary status in or by virtue of employment in temporary, part-time, substitute, summer term, occasional, seasonal, supplemental, irregular, or like forms of employment, or in positions that are created to serve
During an instructor’s probationary period, the President may discontinue the instructor’s employment by providing the instructor with written notification of such discontinuation at least fifteen (15) calendar days prior to the effective termination date.

With regard to instructors who are in positions that do not make them eligible for the attainment of non-probationary status, the President may discontinue the employment of such an instructor at any time by providing the instructor with written notification of such discontinuation at least fifteen (15) calendar days prior to the effective termination date. If such an instructor’s employment is terminated within the period of a current written appointment for a specified period of employment, the employee will be given notice of cause and an opportunity for a hearing before the President.

Probationary Classified Employees

All classified employees at CACC who are eligible to attain non-probationary status who have not yet attained such status shall be on probationary status unless, and until such time as, non-probationary status is attained. An eligible classified employee of CACC shall attain non-probationary status upon the completion of thirty-six (36) consecutive months of probationary employment at CACC, unless the President issues a notice of termination to the employee on or before fifteen (15) calendar days prior to the end of the thirty-sixth consecutive month of probationary employment. Service performed in the capacity of an instructor may not be converted to, recognized, or otherwise credited to a probationary classified employee for the purpose of attaining non-probationary status as a classified employee. Nor may a classified employee attain non-probationary status in or by virtue of employment in temporary, part-time, substitute, summer term, occasional, seasonal, supplemental, irregular, or like forms of employment, or in positions that are created to serve experimental, pilot, temporary, or like special programs, projects, or purposes, the funding and duration of which are finite.

With regard to classified employees who are in positions that do not make them eligible for the attainment of non-probationary status, the President may discontinue the employment of such a classified employee at any time by providing the employee with written notification of such discontinuation at least fifteen (15) calendar days prior to the effective termination date.

It is the general practice of CACC to employ classified employees under an open-ended letter of appointment. However, if a classified employee is employed by virtue of a written contract for a specified period of employment, and the employment is terminated within the period of that contract for a specified period of time, the employee will be given notice of cause and an opportunity for a hearing before the President.

Non-probationary Employee.
Certain employment situations are excluded by the Act from making the attainment of non-probationary status available. Neither the President nor any Vice President of CACC shall be eligible to attain non-probationary status under the Students First Act of 2011. Nor may non-probationary status, or credit toward non-probationary status, be attained in or by virtue of employment in temporary, part-time, substitute, summer school, occasional, seasonal, supplemental, irregular, or like forms of employment, or in positions that are created to serve experimental, pilot, temporary, or like special positions, projects, or purposes, the funding and duration of which are finite.

For full-time instructors who are not excluded by the Act from the attainment of non-probationary status, the standard for the attainment of non-probationary status is completion of six consecutive semesters, excluding summer terms, of full-time employment at CACC, unless the President issues notice of termination to the instructor on or before fifteen (15) days prior to the end of the sixth consecutive semester of employment, excluding summer terms. No CACC instructor shall attain non-probationary status during or at the end of a summer term.

For full-time classified employees who are not excluded by the Act from the attainment of non-probationary status, the standard for the attainment of non-probationary status is thirty-six (36) consecutive months of full-time employment at CACC, unless the President issues notice of termination to the classified employee on or before fifteen (15) days prior to the end of the thirty-sixth consecutive month of employment.

It is also allowable under the Students First Act of 2011 for non-probationary status to be attained by other classified employees who are not excluded by the Act from the attainment of non-probationary status and whose scheduled duties require twenty (20) or more hours in each normal working week of the academic year. As with full-time classified employees, non-probationary status at the rate of hours at which the respective employee normally works per week is attained upon the completion of thirty-six (36) consecutive months of employment at CACC, unless the President issues notice of termination to the employee on or before fifteen (15) days prior to the end of the thirty-sixth consecutive month of such employment.

Service performed in the capacity of a classified employee may not be converted to, recognized, or otherwise credited to a probationary instructor for the purpose of attaining non-probationary status as an instructor; nor shall service performed in the capacity of an instructor be converted to, recognized, or otherwise credited to a probationary classified employee for the purpose of attaining non-probationary status as a classified employee.

For the purposes of attaining credit toward non-probationary status, time spent on scheduled holidays or approved paid leave is considered to be scheduled duty hours. However, time spent on unpaid leave shall not count toward non-probationary status, nor shall work weeks regularly consisting of less than twenty (20) hours of scheduled duties.

Once a CACC employee (whether an instructor or classified employee) has attained non-probationary status, a discontinuation of the employee’s employment by the College shall not be
carried out except in a manner consistent with the applicable provisions of the Students First Act of 2011 and applicable policies of the College and the Alabama Community College System.

Under the Act, the employment of a non-probationary employee may be terminated because of a justifiable decrease in the number of positions or for incompetency, insubordination, neglect of duty, immorality, failure to perform duties in a satisfactory manner, or other good and just cause, provided that the termination decision is not made for political or personal reasons. A termination for cause of the employment of a non-probationary employee shall be subject to applicable notice and hearing provisions of the Students First Act of 2011. However, the notice and hearing provisions that are applicable to a termination for cause under the Act shall not be applicable to a situation in which employment of a non-probationary employee is terminated or reduced as part of an approved reduction-in-force action conducted by the College. In such a case, the termination or reduction in employment will be carried out in accordance with the College’s approved reduction-in-force policy.

Except as expressly provided in the Students First Act of 2011, non-probationary status does not create any enforceable right or protected interest in or to a specific position, rank, work site or location, assignment, title, or rate of compensation. Under the Act, reductions in or modifications to employee compensation or benefits, or to the length or the employee’s work year, are not subject to the notice and hearing provisions of the Act provided that the action is all of the following:

a. prospective in effect;
b. based on the recommendation of the President; and
c. applied to similarly situated employees within CACC, or within designated operating divisions, departments, or employment classifications therein.

Reassignments/Transfers

Under the Students First Act of 2011, the President may reassign an instructor to any position or work location within the same campus or work site of CACC as the needs of the College require. For a non-probationary status instructor, except as required by acts of God or disasters that are beyond the reasonable control of the College, the instructor shall receive written notice of the reassignment by no later than the twentieth calendar day after the first day of classes for the respective semester. A non-probationary status instructor may not be reassigned more than once per academic year, excluding the summer term, and such a reassignment may not entail a reduction in compensation. Such reassignments are not subject to review under the Act. However, in the event of a reassignment due to an Act of God or disaster, the instructor may request a hearing before the President prior to the President’s final decision on the reassignment.

The President may reassign a non-probationary status instructor to a teaching position at a different campus or work site of CACC provided that the position to which the instructor is being reassigned is one that the instructor is qualified to hold and that the reassignment does not entail a reduction in compensation. Except as required by acts of God or disasters that are beyond the reasonable control of the College, the instructor shall receive written notice of the reassignment
by no later than the twentieth calendar day after the first day of classes for the respective semester. A non-probationary status instructor may not be reassigned to a different campus or work site more than once per academic year, excluding the summer term, and such a reassignment may not entail a reduction in compensation. Such relocations are not subject to review under the Students First Act of 2011. However, in the event of a relocation due to an Act of God or disaster, the instructor may request a hearing before the President prior to the President’s final decision on the relocation.

Non-probationary classified employees of CACC may be reassigned to any position for which the respective employee is qualified, or to any work location of CACC, provided that (1) the reassignment is without loss of or reduction in compensation, (2) written notice of the proposed reassignment is issued to the employee by the President no less than fifteen (15) calendar days prior to the final decision of the President, and (3) the reassignment is effective not less than fifteen (15) calendar days after the date of the President’s final decision. Except as required by acts of God or disasters that are beyond the reasonable control of the College, a non-probationary status classified employee shall not be reassigned to another position or another work location more than one time per academic year, excluding summer term.

A non-probationary instructor or classified employee may be involuntarily transferred to another position that provides for a lower rate of pay or a shorter term of employment subject to the following terms and conditions: (1) the employee receives written notice of the proposed transfer that meets the applicable notice requirements of the Students First Act of 2011, (2) the proposed transfer is subject to the same substantive and procedural standards and requirements that would apply to a termination action under the Act, (3) the transfer would be subject to the same appeal process as would apply to a termination action under the Act, (4) the transfer is not for political or personal reasons. Notwithstanding the foregoing requirements, a transfer or reassignment that is made as part of an approved reduction-in-force action, or that is made in order to comply with State or Federal law, would not be subject to the challenge or review procedures of the Act.

**Reduction in Force Procedures**

The Alabama Community College System Board of Trustees, at the request of the President and upon the recommendation of the Chancellor, shall determine when it is necessary for Central Alabama Community College (“CACC”) to implement a reduction-in-force procedure. Upon the formal approval by the Alabama Community College System Board of Trustees of the implementation of a reduction-in-force action, the President shall, as soon as possible, notify all employees affected by the reduction-in-force.

Reduction-in-Force for the purpose of this policy means a reduction in the total number of full-time equivalent employees made necessary by extraordinary circumstances such as, but not limited to, a lack of sufficient funds; declining workforce development needs causing a service provided to likely become, impractical or economically unreasonable; or a change in Central Alabama Community College’s mission, or administrative or ministerial function, of such a nature as to necessitate significant organizational changes.
Not every release of an employee shall be considered to be a ‘reduction-in-force.’ An isolated employee termination or non-renewal, particularly if done for just cause or as the result of a lack of satisfactory performance, shall not be considered a reduction-in-force for the purposes of these Guidelines. Reduction-in-force decisions will be made without regard for the employee’s race, color, sex, religion, national origin, age or for any other unlawful reason, including discrimination against any employee covered by the Americans with Disabilities Act of 1990.

Guidelines:

1. CACC shall identify each of its employees in terms of each employee’s job description (to include minimum qualifications) and organizational unit and shall make this information available to each employee.

2. CACC shall identify each organizational unit and each employee to be affected by the reduction-in-force to the Chancellor and the manner in which unit and employee shall be affected.

3. Temporary and/or part-time employee(s) performing the same duties as non-temporary full-time personnel shall be released prior to the release of any of the non-temporary full-time employee(s) or probationary employee(s).

4. Any probationary employee(s) performing the same duties as a respective non-probationary employee(s) shall be released prior to the release of the non-probationary employee(s).

5. The following factors shall be taken into consideration prior to the release of any full-time, non-probationary employee:
   · The requirements of any applicable court order or consent decree;
   · Seniority at CACC in the respective job classification taking into consideration minimum qualifications for the respective position;
   · Seniority at CACC in the respective organizational unit; and
   · Seniority in general at CACC.

If the reduction-in-force action is necessitated by a lack of sufficient funds from one or more funding sources other than tuition or other State funds, the President shall also take into account which particular positions are funded by the respective categorical funding source(s).

6. CACC’s Human Resources Department will provide to the employee(s) released the following assistance:
   · COBRA Insurance information;
   · TRS account information;
Information and assistance regarding employment opportunities at other two-year institutions, the Alabama Community College System office, and other affiliated agencies and organizations via the Alabama Community College System Employment Opportunities site http://www.accs.cc

7. The following guidelines shall apply for recall and retraining of full-time non-probationary employees:

- A full-time non-probationary employee terminated pursuant to this policy shall have recall rights to the position from which he/she was terminated for one (1) calendar year from the effective date of his/her termination. If the terminated employee refuses an offer of employment pursuant to this policy, his/her rights of recall are forfeited.

- If a comparable position becomes available within one (1) calendar year from the effective date of a full-time non-probationary employee’s termination he/she may request placement in the position with a retraining probationary period of six (6) months.

- Reverse order of termination applies to all recalls and/or retraining.

The person who formerly held a position which again becomes available shall be notified in writing by the President of the availability of the position for the person, provided that the person shall have ten working days after such notice to notify the President in writing of his/her acceptance or rejection of the opportunity for reemployment. Otherwise, the former employee will be deemed to have declined the offer of reemployment. The President shall have the option of delivering the written notice to the former employee by personal service, by registered or certified mail, or by first class mail. In the event that such notice is delivered by first class mail, it shall be presumed that the notice was delivered three (3) days after it was mailed by the College. In the event that the former employee’s written acceptance is sent to the President by mail, the date of postmark of the acceptance shall be deemed the date of response.

In those cases where more than one such former employee held a given type of position, the person who was last released shall have the first right of refusal in the event of a re-opening of that position. In the event that person declines the offer, or if a subsequent opening should develop, the respective opening shall be offered to those former employees who hold a right of refusal to the type of position available in reverse order from that in which the respective employees were released.

In those cases in which more than one former employee held a given type of position and were released on the same date, the former employee with the greatest seniority at CACC will be given first consideration of the opening.

If no person who formerly held a position accepts an offer to be reinstated to that position, or if there is not a person with first refusal right to the opening, the opening shall be offered to all qualified former employees who are on special consideration status in reverse order from
which the former employees were respectively released from employment. In the event that more than one qualified employee with special consideration status were released on the same date, then all such employees will be interviewed by the President, and the President shall offer the position to the former employee whom the President deems to best meet the needs of the College.

8. If the President determines that a full-time non-probationary employee who is not the senior person in a given job classification or occupational area possesses a certain license, certification, or job skill, the loss of which would be severely detrimental to the operation of CACC, the President may request review and approval by the Chancellor of an exception to the general guidelines relating to the release of full-time personnel on continuing service status. (This exception shall not be available for part-time, temporary, or probationary employees.)

With regard to any approved reduction in--force action that is carried out by CACC, the President shall file a report with the Chancellor describing each employment action taken by the president, including the manner in which each action was taken.

In the event that a proposed reduction-in-force action is submitted to the Chancellor by the President, the President shall include a statement that the College will ensure that any and all potentially affected employees who are covered by the Students First Act will receive all such due process as may be required under the applicable statute.

EMPLOYEE GRIEVANCE POLICY & PROCEDURE

Central Alabama Community College (“CACC”) recognizes that in order to efficiently and effectively carry out its mission, its employees and students must feel confident that the appropriate authorities will promptly address any valid complaint of grievance concerning the College. It is the College’s policy that all student or employee complaints that can be resolved informally be done so. Therefore, a student who has a complaint should first attempt to resolve the complaint with the student’s instructor and/or Division Chair/Associate Dean of Health Science. An employee who has a complaint should first attempt to resolve it with his/her immediate supervisor or the next highest official in his/her chain of supervision. For complaints that cannot be resolved informally, the following procedures for resolving such complaints and grievances have been adopted.

I. Initial steps to resolve a complaint

A. Employees

Any employee who wishes to make a formal complaint shall first report that complaint in writing to his/her immediate supervisor. If the complaint is about a specific occurrence, the complaint shall be made within ten (10) working days of the occurrence. If, after discussion between the
employee and the supervisor, it is determined that the complaint can be resolved immediately, the
supervisor will take action to resolve, or initiate action which will result in the resolution of the
complaint, and will submit a report within ten (10) working days of the filing of the complaint to
the President, the College’s Grievance Coordinator, and such other supervisory official(s) as the
President may designate, detailing both the complaint and the resolution of the complaint.

B. Plan of Resolution

If the employee’s complaint cannot be resolved immediately, but requires instead a “plan of
resolution,” the College official to whom the complaint was made shall submit a written report to
the President, the Grievance Coordinator (Tina Shaw), and such other appropriate College
official(s) as the President shall designate. The report shall be submitted within ten (10) working
days of the complaint, and shall detail the complaint and the plan to resolve it. Should the
President, Grievance Coordinator, or other designated official wish to assist in submitting the
report, or instruct the submitting official to modify the “plan of resolution,” the President,
Grievance Coordinator, or other official shall notify the submitting official of his/her intention.

II. Filing of a Grievance

If any employee complaint is not, or cannot be, resolved at the first level of supervision, as
described above, the student or employee may then file such an unresolved complaint as a
“grievance.”

If the complaint is, or includes, an allegation of a violation of Title IX of the Education
Amendments of 1972, which provides that “no person shall, on the basis of sex, be excluded
from participation in, be denied the benefits of, or be subjected to discrimination under any
education program receiving Federal assistance,” then the grievance shall be filed and
handled in accordance with the Title IX Grievance Procedure. For complaints other than
those including an alleged Title IX violation, the complaining party shall follow the grievance
procedure described herein.

An employee who submits a complaint to the appropriate College official as described above, and
who is not informed of a satisfactory resolution or plan of resolution of the complaint within ten
(10) working days, shall have the right to file with the College’s Grievance Coordinator, Tina
Shaw, a written statement detailing the grievance. The written grievance shall be filed using the
College’s approved Grievance Report “Form A” (Appendix N), which will be provided by the
Grievance Coordinator, and shall include at least the following information:

1. date the original complaint was reported,
2. name of the person to whom the original complaint was reported,
3. facts of the complaint, and
4. action taken, if any, by the receiving official to resolve the complaint.

The grievance statement may also contain other information relevant to the grievance, which the
Grievant wants considered by the Grievance Coordinator. If the grievance involves a claim of
III. Investigation, Hearing and Findings

A. Investigative Procedures

The Grievance Coordinator, personally and/or with the assistance of such other person(s) as the President may designate, shall, within fifteen (15) working days following the receipt of the grievance properly submitted on the College’s Grievance Form, conduct a factual investigation of the grievance allegation(s) and shall research the applicable statutes, regulations, or policies, if any, to make a determination as to whether or not there is probable cause to believe that any statute, regulation, or policy was violated. If there is no dispute between the Grievant and the person or persons [Respondent(s)] against whom the allegation(s) was (were) made as to the factual circumstances, the Grievance Coordinator shall submit a written report of factual findings and conclusions to the President within thirty (30) calendar days after the grievance was received. The report shall also include any recommendations that the Grievance Coordinator shall have as to the resolution of the grievance.

If it is determined by the Grievance Coordinator that there is any dispute between the parties as to material factual allegations, the Coordinator shall have the discretion and authority to hold a hearing which shall be scheduled so as to be completed in time for there to be a report made to the President within thirty (30) calendar days after the official receipt of the grievance. If both (or all, if more than two) of the parties agree to a waiver of the hearing, the hearing will be waived, and the Grievance Coordinator will submit a report stating the facts as determined by the Coordinator. If a hearing is conducted, a report of factual findings and conclusions will be submitted by the committee Chairperson within thirty (30) calendar days of the filing of the grievance, in accordance with the procedures stated below, unless the parties agree in writing to a longer period or unless the circumstances are such that the report cannot be reasonably made within thirty (30) calendar days, in which case the report will be submitted as soon as practical.

B. Hearing Procedures

In the event that a hearing is scheduled, it can be conducted either by the Grievance Coordinator or by a qualified, unbiased three-person committee appointed by the President, who shall appoint one of the three to be Chairperson. The Grievance Coordinator or the Chairperson of the hearing committee, whichever is conducting the hearing, shall notify the Grievant, and each Respondent, of the time and place of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall
be open to the public (unless either party shall request in writing for the hearing to be conducted
in private) to the extent that there will be no violation of any applicable “sunshine” law.

At the hearing, the grievance shall be read into the record. After the grievance is read into the
record, the Grievant will have the opportunity to present such oral testimony and other supporting
evidence, as he/she shall deem appropriate to his/her claim. Each Respondent shall then be given
the opportunity to present such oral testimony and other evidence, as he/she deems appropriate to
the Respondent’s defense against the charges. In the event that the College or the administration
of the College at large is the party against whom the grievance is filed, the President shall
designate a representative to appear at the hearing on behalf of the College.

Any party to a grievance hearing shall have the right to retain, at the respective party’s cost, the
assistance of legal counsel or other personal representative. However, the respective attorney or
other personal representative, if any, shall not be allowed to address the body or question any
witness. In the event that the College is the Respondent, the College’s representative shall not be
an attorney or use an attorney unless an attorney or other personal representative assists the
Grievant.

The hearing shall be recorded either by a court reporter or on audiotape or by other electronic
recording medium. In addition, all items offered into evidence by the parties, whether admitted
into evidence or not, shall be marked and preserved as part of the hearing record.

C. Rules of Evidence

The Grievance Coordinator/hearing committee Chairperson shall make the participants aware that
the rules relating to the admissibility of evidence for the hearing will be similar to, but less
stringent than, those which apply to civil trials in the Circuit Courts of Alabama.

Generally speaking, irrelevant or immaterial evidence and privileged information (such as
personal medical information or attorney-client communications) shall be excluded. However,
hearsay evidence and unauthenticated documentary evidence may be admitted if the Grievance
Coordinator/Chairperson determines that the evidence offered is of the type and nature commonly
relied upon or taken into consideration by a reasonable, prudent person in conducting his/her
business affairs.

In the event of an objection by any party to any testimony or other evidence offered at the
hearing, the Grievance Coordinator/Chairperson shall have the authority to rule on the
admissibility of the evidence, and this ruling shall be final and binding on the parties.

D. Report of Finding and Conclusions

Within five (5) working days following the hearing, there shall be a written report from the
Grievance Coordinator, or from the Chairperson to the Grievance Coordinator (with a copy to the
President, the Grievant, and each Respondent) of the findings of the hearing committee, and the
report shall contain at least the following:
1. date and place of the hearing;
2. the name of each member of the hearing committee;
3. a list of all witnesses for all parties to the grievance;
4. findings of fact relevant to the grievance;
5. conclusions of law, regulations, or policy relevant to the grievance; and
6. recommendation(s) arising from the grievance and the hearing.

In the event of a finding by the committee that the grievance was unfounded or was not supported by the evidence presented, the Grievance Coordinator shall notify the Grievant of any appeal which may be available to the Grievant. In the event of finding that the grievance was supported, in whole or in part, by the evidence, the President shall review the recommendation(s) made by the committee and, subject to the outcome of any available appeal of the decision of the committee, direct such remedial or corrective action as the President shall deem appropriate. The President shall not be bound in any manner by the recommendation(s) of the committee, but shall take it (them) into consideration in imposing his/her resolution.

E. Available Appeals

If the grievance does not involve a claim of illegal discrimination or relating to a disability, the findings of the hearing committee shall be final and non-appealable. If the grievance involves a claim of illegal discrimination or relates to a disability, the Grievant or Respondent shall have the right to appeal the decision of the committee to the President of Central Alabama Community College, provided that:

1. a notice of appeal is filed, using Grievance Report “Form B” (Appendix N), with the College Grievance Coordinator and the President within fifteen (15) calendar days following the Grievant’s receipt of the hearing report; and
2. the notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s), or recommendation(s) of the committee.

If the appeal is not filed by the close of business on the fifteenth (15th) business day following the respective party’s receipt of the report, the party’s opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the hearing report, it shall be denied by the President, provided, however, that the President shall have the right to return the appeal to the appealing party for clarification or additional information.

F. President’s Review

If an appeal is accepted by the President, the President shall have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegation(s) contained in the grievance, to review the hearing record, to hold an appellate hearing (if deemed appropriate by the President), and to produce a report of the President’s findings of fact and conclusions of law. The President shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part the finding(s), conclusion(s), and/or recommendation(s) arising from the grievance hearing. The
President’s report shall be served to the Grievant and Respondent(s) by personal service or certified mail, return receipt requested, at their respective residential addresses.

G. Appeal to the Chancellor

Except in cases involving a claim alleging a violation of Title IX of the Civil Rights Act of 1964, as amended, the President’s findings and conclusions shall not be appealable. If a claim merits an appeal to the Chancellor, Grievance Report “Form C” (Appendix N) may be submitted to the Chancellor.

H. General Rule on Filing Deadlines

If the last date for filing a document under this procedure falls on a Saturday, Sunday, or legal holiday, the date of the first business day following the respective Saturday, Sunday, or legal holiday shall be considered the deadline date. Provided, however, that any deadline other than a deadline applicable to the appeal process may be extended upon mutual written agreement between the parties.

ACADEMIC FREEDOM

In the development of knowledge, research endeavors, and creative activities, faculty and students are free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing discipline related subjects, but should be careful not to introduce into teaching controversial material which has no relation to the course. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence. At no time shall the principle of academic freedom prevent the institution from taking proper efforts to assure the best possible instruction for all students in accordance with the mission and objectives of the institution.

Academic Freedom is essential to the mission of any institution. It allows faculty and students the right to express their views and beliefs – in speech and in writing, on and off campus – without fear of retaliation. Academic freedom gives faculty and students the right to discuss and debate one another’s views – even views that are controversial or unpopular – without penalty, as well as the right to appeal if they feel their rights have been violated.

Academic freedom does not protect faculty and students from disciplinary action if college or state policies are violated, but it does require that they receive fair treatment and due process. Academic freedom allows the faculty member substantial latitude in deciding how to teach the courses for which they are responsible, but it does not mean that a faculty member can impose his or her views on students.

To quote the American Association of University Professors, “College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their
special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.”

The College has a grievance procedure in place to safeguard and protect academic freedom. If a faculty member feels that his/her academic freedom has been violated, he/she can follow the complaint and grievance procedure above without fear of retaliation.

**Political Activity**

All personnel are encouraged to participate actively and freely as citizens in their community. However, no employee may use his or her position or scheduled work hours for political purposes. Prior to seeking election or appointment to a political office, an employee must give notice to the appropriate administrator and to the President.

Sections 36-12-60, et seq., of the Code of Alabama (1975) makes it illegal for “any officer or employee of the State of Alabama to use or permit to be used any state-owned property of any character or description, including stationery, stamps, office equipment, office supplies, automobiles or any other property used by his or her, in his or her custody, or under his or her control, for the promotion or advancement of the interest of any candidate for public office of the state of Alabama.”

**Intellectual Property Rights**

The Intellectual Property Rights policy complies with the Central Alabama Community College Copyright Policy and State Policy 321.01 Copyright, Trademark, and Patent Ownership.

In designing its policy, Central Alabama uses as a touchstone SACS principle for accreditation 3.2.14, which reads:

“The institution’s policies are clear concerning ownership of materials, compensation, copyright issues, and the use of revenue derived from creation and production of all intellectual property.”

SACS stipulates that these policies apply to students, faculty, and staff.

**Ownership of Materials:**

As a general principle, Central Alabama Community College claims ownership of all educational materials involved in teaching classes, at all locations and online. Such ownership includes, in particular:

- Test banks
- Syllabus
- Web courses
- Hybrid courses

However, Central Alabama Community College cedes control of the following materials:
  - Assessments
  - Class notes
  - Presentations
  - Handouts

The exceptions to this rule are materials that are produced in the course of duties based on the employment contract or program agreement and are intended for the institution to copyright, trademark, or patent.

**Rules of Intellectual Property for Students:**

All student work submitted as a requirement for course credit is the intellectual property of that student and the student may use or publish his/her this work without any authorization from the College.

The student must get written consent from the College in order to use or publish course related material when the student is not an author or collaborator.

An employee must get permission from a student to use that student’s work as a sample/model. At the student’s request, the work will be published anonymously, or under a pseudonym.

**The Use of Revenue derived from Creation and Production of Intellectual Property:**

Funds derived from the creation, production, and sale of all intellectual property are placed in the College’s Unrestricted Fund and are invested in the institution’s instructional activities among other functional areas.

If an employee wishes to develop original materials or an original online course, using his/her own personal resources and personal time, then he/she would retain 100% of the intellectual property rights.

- If the employee wished to make that material or course “commercially viable,” in other words, use the material or course for another institution of higher education or sell that material or course, he/she would keep 100% of the royalties.

If the employee wishes to make materials or an online course he/she has created as an employee of Central Alabama “commercially marketable,” the following guidelines would apply:

- He/she would retain only the intellectual rights to the assessments, notes, presentations, and handouts and would be entitled to 100% of the royalties for the materials or the course developed from these resources.
The College would retain all other intellectual property rights.

- The employee must obtain prior written approval from the College President to utilize materials or a course at another institution in accordance with State Guidelines for Policy 615.01-Conflict of Interest.

As previously stated students have the right to publish any of their own creative work and are entitled to 100% of the royalties for these works.

Copyright Policy

General Information
The purpose of the College copyright information is to provide educational information that communicates the Copyright Act to students and employees of Central Alabama Community College. Although every effort has been made to provide accurate information, this information is not intended to provide legal advice about copyright.

According to the U.S. Copyright Office, copyright "is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of 'original works of authorship,' including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works." For more details, see the website of the U.S. Copyright Office at www.copyright.gov.

In general, Section 106 of the Copyright Act of 1976 gives the copyright owner exclusive rights to the following, allowing him or her to authorize others likewise: to reproduce the works in copies or phonorecords, to prepare derivative works based upon the work, to distribute copies or phonorecords of the work to the public by sale or transfer of ownership, or by rental, lease, or lending, to perform the work publicly, in the case of literary, musical dramatic, and choreographic works, pantomimes, and motion pictures, and other audiovisuals, and in the case of sound recordings, to perform the work publicly by means of a digital audio transmission.

Authors of visual art also have the rights of attribution and integrity, as described in Section 106A of the Copyright Act of 1976. Additional information regarding the registration of works of visual arts can be found in Circular 40, "Copyright Regulation for Works of the Visual Arts," prepared by the U.S. Copyright Office.

While it is illegal for anyone to violate any of the rights established for copyright owners, there are limitations or exceptions to these rights. Of particular interest to educators and students are four exceptions under certain conditions: works in the public domain, "Fair Use," the Digital Millennium Copyright Act (DMCA), and the "TEACH Act."

Public Domain

Copyrighted works may eventually fall into the "public domain" and, at that point, may be freely used without permission. In general, such works include those for which the copyright has
expired or has been lost, works produced by the federal government, and works that lack sufficient originality to qualify for copyright protection (e.g., standard calendars, charts, rulers, etc.).

**Fair Use**

The "Fair Use" doctrine allows educators and students to use copyrighted materials without seeking prior approval to certain types of resources under certain conditions. The fact alone that the intended use is educational does not remove restrictions; the "four fair use factors" must be considered in total:

1. The purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

"Fair Use" analysis is based on reasonable efforts by reasonable individuals and, as a result, is sometimes subjective. Educators enjoy some protection from infringement lawsuits because of Section 504(c)(2) of the Copyright Act. This protection is called "the good faith fair use defense" and is based on "a reasonable, good faith determination" by educational employees that their use of copyrighted materials falls under the exceptions for "fair use": *i.e., employees, acting within the scope of their employment, who make a reasonable, good faith decisions that their use of copyrighted materials falls under the "Fair Use" doctrine, are protected from statutory damages in court cases that find copyright infringements have occurred if they believe and have reasonable grounds for believing that their use was fair.*

Central Alabama Community College students are expected to act responsibly and legally by applying "Fair Use" principles to the completion of their activities and projects. The College does not assume legal responsibility for violations of applicable copyright law. Student employees are subject to all College policies relating to faculty and staff.

**Digital Millennium Copyright Act (DMCA)**

In 1998, Congress revised copyright provisions to meet the demands of the digital age and to offer certain protections to educational entities that offer online resources, thus qualifying as Online Service Providers (OSPs). More specifically, the DMCA:

- Prohibits the "circumvention" of "technological protection measures" (e.g., password or form of encryption) used by a copyright holder to restrict access to its material;
- Prohibits the manufacture or offering of any device or service designed to defeat such protective measures;
• Makes no change to the "Fair Use" doctrine and expressly states that valuable activities based on the "Fair Use" doctrine (e.g., reverse engineering, security testing, privacy protection, and encryption research) do not constitute illegal "anti-circumvention";
• Exempts any OSP or carrier of digital information (including libraries) from copyright liability because of the content of a transmission made by a user of the provider's or carrier's system (e.g., the user of a library system or College network);
• Establishes a mechanism for a provider to avoid copyright infringement liability due to the storage of infringing information on an OSP's own computer system, or the use of "information location tools" and hyperlinks, if the provider acts "expeditiously to remove or disable access to" infringing material identified in a formal notice by the copyright holder.

Title 17 of the U.S. Code and more recently the Digital Millennium Copyright Act, 105 PL 304 also outline that it is illegal to distribute copyrighted music in any form, including digital mp3 files, without a license to do so from the copyright holder. It is a violation of College policies to use the campus network for illegal activities or in a manner that consumes capacity and services needed for instruction, research, and other core purposes. The individual using electronic resources (e.g., computers, campus network, Internet access, etc.) is responsible for adhering to all College polices and guidelines as well as all copyright and legal restrictions.

Central Alabama Community College has appointed Denita Pasley as the College’s Copyright Agent to receive notification of claimed infringement from a copyright owner as required by the Digital Millennium Copyright Act.

The 2002 Teach Act

The 2002 Technology, Education and Copyright Harmonization (TEACH) Act updates U.S. Copyright law to extend privileges for legally using copyrighted materials with distance education technology and clarifies terms and conditions under which educational institutions can use copyrighted materials in an online educational format without permission from the copyright owner.

TEACH allows instructors and students at an accredited, nonprofit educational institution to transmit performances and displays of copyrighted works as part of a course if certain conditions are met. If these conditions are not or cannot be met, use of the material must qualify as fair use or permission from the copyright holder(s) must be obtained. The provisions of the TEACH Act require certain administrative and technological restrictions on the distribution of copyrighted materials as well as education of instructors and students in copyright requirements. Some of the key elements of the TEACH Act include:
• Limit access to copyrighted works to only those students currently enrolled in the class;
• Limit access for the time needed to complete the class session or course;
• Inform instructors, students, and staff of copyright laws and policies;
• Prevent further copying or redistribution of copyrighted works;
• Do not interfere with copy protection mechanisms;
• Apply "Fair Use" doctrine to print and digital environments;
• Apply "Fair Use" doctrine even when there are no established guidelines for particular uses of copyrighted materials.

Summary of Penalties for Copyright Violation

Students and employees should be aware that unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject them to civil and criminal liabilities.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the U.S. Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

In addition, students found to be in violation of copyright laws will be disciplined in accordance with the College’s Code of Conduct found in the College catalog. Employees found to be in violation of copyright laws will be disciplined in accordance with the College’s Employee Handbook.

Legal Alternatives to Illegal Downloading

The College recommends students and employees utilize the information provided by Educause at their Legal Source of Online Content site at www.educause.edu/legalcontent to determine legal alternatives to illegal downloading or otherwise acquiring copyrighted material. The site is a regularly maintained and updated list of legal content sources for use by students and employees. Any questions about this information should be directed to the College’s Copyright Agent.

Copyright and College Web Pages

Web pages hosted by Central Alabama Community College are subject to all copyright policies. Any individual who wishes to post copyrighted materials on his/her web page or a College webpage is advised to secure, in advance, in writing, permission of the copyright holder and provide a copy of that documentation to the College’s Copyright Agent. Anyone who posts copyrighted materials on his/her web page or a College web page without first securing and providing proof of permission from the copyright holder is individually liable for copyright
Copyright and Distance Education

Faculty and staff are encouraged to secure copyright permission, a license, or a legal basis for use of someone else's intellectual property without permission before using the material. Instructors involved in distance education may use copyrighted materials that meet the following as prescribed by the TEACH Act:

1. Avoid use of commercial works that are sold or licensed for purposes of digital distance education;
2. Avoid use of pirated works or works where it is otherwise known that the copy was not lawfully made;
3. Limit use of works to an amount and duration comparable to what would be displayed or performed in a live physical classroom setting; For example, TEACH does not authorize the digital transmission of textbooks or coursepacks to students.
4. Supervise the digital performance or display, make it an integral part of a class session, and make it part of a systematic mediated instructional activity. For example, instructors should interactively use the copyrighted work as part of a class assignment in the distance education course. The copyrighted work should not be an entertainment add-on or passive background/optional reading. Enrolled students may post to distance education class pages as long as there is actual supervision by the instructor. Actual supervision does not require prior approval for posting nor does it require real-time or constant presence of the instructor.
5. Access to software tools provided by the College limits use to the students enrolled in the course, prevents downstream copying by those students, and prevents these students from retaining the works for longer than a “class session.”
6. Notify students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder through the posting of the message below on all distance education class sites: 
   The materials on this course web site are only for the use of students enrolled in this course for the purposes associated with this course and may not be retained or further disseminated.

Student Works and Copyright

Faculty members should be aware that students own the copyright to their work, including papers and assignments they have completed; therefore student works are protected by copyright regulations. Faculty should have written permission from the student copyright holder to use their works. Any student work that is to be placed on reserve must be accompanied by the written and signed permission of the student to do so (specifying name, contact information, title of item[s], statement giving permission, and dates included).
Plans to Effectively Combat Copyright Violations

Central Alabama Community College utilizes the following strategies to effectively combat copyright violations:

- Uses the services of the Alabama Supercomputer Authority to deter peer to peer copyright infringement. The Supercomputer Authority provides content filtering services to prevent peer to peer connections as well as proxy connections to bypass such filters.
- Informs students and employees through information and resources on the College website, College Catalog, and College Employee Handbook.
- Reviews on a periodic basis of the College’s policies and practices by the College Copyright Agent who monitors and examines any violations in order to improve College policies or practices.

outside employment

A full-time employee of Central Alabama Community College may not enter into a contractual agreement with an outside employer which would interfere with the fulfillment of the employee's obligation to Central Alabama Community College. Prior to accepting outside employment, the employee must submit in writing, a request for approval of outside employment to the President.

Evaluation Procedures

State policy requires that all College personnel be evaluated annually. Faculty Member Evaluation Form (Appendix O), Support Staff Evaluation Form (Appendix P), Administrator Evaluation Form (Appendix Q), and the Division Chair Evaluation Form (Appendix R) should be used.

Faculty (Salary Schedule D)

Faculty evaluation procedures include student assessment, classroom observation and assessment by the division chairperson/Associate Dean of Health Science and/or the Dean of Instruction in order to provide a holistic approach to the evaluation process. Student assessment of instruction will be completed by all classes annually in the spring. Any faculty member is subject to evaluation by students in any semester at the discretion of the Dean of Instruction.

After the evaluation procedures for each faculty member are completed, the supervisor, in conjunction with the Dean of Instruction, will

- conduct an evaluation interview reviewing the evaluation packet;
- provide the employee with the opportunity to make any written comments and to sign the appropriate forms; and
- submit the evaluation packet to the Dean of Instruction.

The Dean of Instruction will review and sign the evaluation packet prior to placement in the
employee's official personnel file. The Dean conducts the Division Chair Evaluation.

Administrative & Support Personnel

Administrative and Support personnel evaluation procedures will include an annual evaluation by the immediate supervisor. Evaluations will be completed in the annually in the spring. The evaluation packet should include a Professional Development Plan completed by the employee. After the evaluation packet is complete, the immediate supervisor will

- conduct an evaluation interview reviewing the evaluation packet;
- provide the employee with the opportunity to make any written comments and sign the appropriate forms; and
- submit the evaluation packet to the appropriate administrator.

The supervisor will review the evaluation packet prior to placement in the employee's official personnel file.

RESIGNATIONS

To enable the College to meet its obligation to students and to develop appropriate schedules, all instructional personnel intending to resign are requested to notify the President, with copies to appropriate supervisors, in writing at least thirty (30) days prior to the beginning of a semester.

EXIT INTERVIEW

It is the policy of Central Alabama Community College that all full-time employees and permanent part-time employees will meet with their Supervisor, Dean, or Human Resources for an exit interview prior to or on the last day of employment. A copy of the Exit Interview Form will then be forwarded to Human Resources (Appendix S).

EMPLOYEE CONDUCT CODE

In the interest of creating an educational environment in which teaching and learning are optimized and in which each employee maximizes his/her effectiveness, the employee conduct code below is applicable to all employees. Outlined are various forms of conduct that are prohibited. Violations of the conduct code may result in reprimand, suspension, and/or dismissal. The conduct code is subject to all provisions of Alabama Community College System Board of Trustees Policy.

As specified in the applicable State Policy, the activities outlined below are prohibited.

a. Harassment (601.04)

b. Gambling on College campuses (513.01)
c. Smoking in prohibited areas (514.01)
d. Possession of firearms, dangerous chemicals, or other dangerous weapons on campus or at College functions (511.01)
e. Absence from work without approved leave (618.01)
f. Disclosure of confidential information (616.01 and 809.01)
g. Pursuit of individual interest resulting in a conflict with the interest of the College (615.01)
h. Discrimination based on race, color, national origin, religion, age, disability, marital status, or gender (601.01, 601.02, and 601.04)
i. Use of official position and influence to further personal gain or that of a family member or personal associate (615.01)

In addition to the behaviors outlined above, the forms of conduct listed below are prohibited.

a. Theft
b. Copyright Infringement
c. Tardiness
d. Disruptive conduct
e. Sleeping on the job
f. Abuse of equipment or facilities
g. Violation of published safety regulations
h. Unauthorized solicitations on work premises
i. Use of abusive or threatening communications
j. Unauthorized use of equipment, facilities, or other resources.
k. Physical or verbal abuse of persons within the College community
l. Possession or use of alcohol or other controlled substances on campus
m. Any form of fraud, dishonesty, or falsification of student records, employment applications, or records kept in performance of job duties.

Consensual Relationship Policy

Central Alabama Community College believes that it is important that employees display moral and ethical behavior through their personal conduct and their job performance. At CACC, consensual amorous relationships, which might be appropriate in other circumstances, are inappropriate between an employee and any student for whom the employee has responsibility. Relationships between students and employees can negatively affect the trust in the educational process. There is an element of power in the relationships between an employee and student, and it is important that employees in positions of authority not abuse the power with which they are entrusted. If any employee or student believes he/she has been a victim of discrimination or sexual harassment, he/she should contact the Title IX Coordinator at the College.

***NOTE: The College should provide alternative contacts to also receive reports of discrimination or sexual harassment. The Title IX Coordinator at Central Alabama Community College is the Dean of Students.***
**EMPLOYEE DRESS CODE GUIDELINES**

It is the policy of Central Alabama Community College that all employees are expected to wear appropriate business attire at all times. Employees should present a favorable personal appearance and adhere to personal grooming and hygiene standards in the performance of their respective responsibilities. All employees shall avoid wearing clothing and accessories that would detract from the professional image of Central Alabama Community College. Functional areas/departments may have more specific dress code policies if approved by the appropriate administrator.

**PHONES AND ELECTRONIC DEVICES**

Personal use of phones and electronic devices should be kept to a minimum and should not interrupt the normal operation of the College.

**FIELD TRIPS**

Faculty or staff planning a field trip must request approval from his or her immediate supervisor. This request must be completed one week prior to the field trip and must be signed by both his or her immediate supervisor and an appropriate Dean. A faculty member or group sponsor employed by the College must accompany the students. Participants 19 and over must sign the *Liability Release Form*; participants under 19 years of age and their parents/guardians must sign the *Liability Release Form* (Appendix T). It is the responsibility of the faculty member in charge of the field trip to obtain completed and signed forms for each participating student.

**FACULTY ROLE IN GOVERNANCE**

The authority of faculty on academic and governance matters is established through faculty representation on committees at the College and system level. These committees, as well as the Faculty Council, provide faculty a voice in policies and governance of the College. To further ensure faculty involvement in College governance, the elected chair from the Instructional/Curriculum Committee, who is a faculty member, is also a member of the President’s Cabinet.

Faculty members also play a role in governance matters through participation in the annual planning and budget planning process. Their responsibilities include identifying establishing fiscal priorities, and submitting budget requests.
FRINGE BENEFITS FOR EMPLOYEES

HOLIDAYS

The College may be closed Saturdays, Sundays and ten other official holidays, as follows: New Year's Day, Martin Luther King/Robert E. Lee's Birthday, National Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, and Christmas Day. In addition, the President shall designate five other days for inclusion in the College Calendar.

TEACHER RETIREMENT SYSTEM

Under 1975 Legislative Act No. 1108, The Full-Time Public Education Act, all permanent full-time employees of any public institution of learning in the State shall become members of the Teacher Retirement System as a condition of employment, except those persons who are age 61 at the time of their employment. The employee's contribution of his or her earnings is refundable upon termination. Information booklets on the Teacher Retirement System are available at www.rsa.al.gov. Temporary and permanent employees working less than full-time should consult Teacher Retirement System Handbook and Alabama Community College System Board of Trustees Policy for guidance.

TAX-SHELTERED ANNUITIES

The College will provide payroll deductions for tax-sheltered annuities upon the request of the employee. Personnel who have tax-sheltered annuities and are employed by two-year institutions under the control of the Board may upon request transfer their annuities from one institution to another. All insurance companies domiciled in the State and all companies represented in the State may be approved by the President with the approval of the Chancellor. A list of companies currently offering tax-sheltered annuity plans at Central Alabama Community College may be obtained from the Payroll Office. A minimum of twenty-five (25) employees is required to establish a payroll deduction for a company.

INSURANCE

The College participates with the Public Education Employee’s Health Insurance Plan (PEEHIP) through the Retirement Systems of Alabama. Full-time employees and permanent part-time instructional and non-instructional employees working twenty (20) or more hours per week are entitled to a State allocation, the amount to be legislated annually. An employee receives the allocation for each month as long as the employee is in pay status for at least one half of the working days of that month. Employees may make insurance changes during the PEEHIP Open Enrollment period each year (July and August, to be effective October 1). Each June PEEHIP will
send notification and communication regarding open enrollment and benefit change instructions to employee’s home address.

New employees may enroll on their date of employment, the first day of the month following employment, or during open enrollment (July and August of each year) to be effective October 1.

An employee who chooses not to participate in any PEEHIP sponsored hospital-medical or supplemental plans is not entitled to a wage supplement.

The College encourages all employees to visit the PEEHIP website for detailed insurance information and miscellaneous forms: www.rsa-al.gov.

Employees may also call PEEHIP at 1-877-517-0020 and speak to a PEEHIP representative for a response to personal insurance questions.

Flex Accounts are outlined in the PEEHIP Handbook at www.rsa-al.gov. You may only enroll during Open Enrollment.

“The College complies with the Patient Protection and Affordable Care Act (PPACA) of 2010 (Public Law 111-148), commonly called the Affordable Care Act (ACA) and the Health Care and Education Reconciliation Act of 2010 (Public Law 111-152).”

**Leave Policies**

**Personnel Absences**

Planned absences from the job--such as annual leave, personal leave, military leave, and court attendance--must be requested and approved on the Leave Request Form (Appendix U), which can be completed and printed from the College Website, prior to the occurrence of the absence. Any employee who is absent from work for three (3) consecutive workdays without approval shall be considered to have abandoned the position and to have resigned from the institution. (State Policy 618.01) All absences must be approved in accordance with established procedures. Employees absent without approved leave or appropriate notification to his or her supervisor shall forfeit compensation and be subject to disciplinary action.

Sick leave should be requested in advance whenever possible also using the Leave Form found on the College website. Since illness of employees members or their immediate families can seldom be anticipated, the Leave Request Form must be completed immediately upon return to work. However, each person absent due to an unanticipated illness or emergency must notify the immediate supervisor and/or administrative office as soon as possible on the day of his/her absence.
Annual Leave

Salary schedule D personnel do not earn annual leave. Salary schedules A, B, C, and E personnel shall earn annual leave for each month of employment at the following rates:

- 0-4 years of experience = 8 hours per month
- 5-9 years of experience = 10 hours per month
- 10-14 years of experience = 12 hours per month
- 15-19 years of experience = 14 hours per month
- 20 or more years of experience = 16 hours per month

Employees compensated from Salary Schedule H shall receive annual leave under the same terms and conditions as other eligible employees, except a day of annual leave shall be as follows: four (4) hours for employees compensated from Schedule H-20, five (5) hours for employees compensated from Schedule H-25, six (6) hours for employees compensated from Schedule H-30, and seven (7) hours for employees compensated from Schedule H-35.

A “year of experience” shall be a completed year of full-time work experience at one or more System institutions, the Alabama Community College System office, any public school, college or university in Alabama, or at any combination of the foregoing. A “year” shall be at least nine (9) months’ employment out of a twelve- (12) month period. A twelve- (12) month period shall be that period from September 1 to August 31. With regard to administrative, supervisory, or professional work experience, “full-time” shall mean employment having a normal workweek of forty (40) or more hours. With regard to instructional experience (including experience as a teacher, librarian, or counselor), “full-time” shall mean employment having a normal workweek of thirty-five (35) or more hours or such number of work hours as the respective school district or institution designates as full-time. With regard to work experience as a support employee, “full-time” for the purpose of computing “years of experience” shall mean employment having a normal workweek of twenty (20) or more hours. In order to receive consideration as a “year of experience” for annual leave accrual rate purposes, a “year” must be completed on or before August 31 prior to the academic year during which the leave accrual rate shall be applicable.

A maximum of 60 days of annual leave may be accrued and carried forward into each September. Earned annual leave may be taken at appropriate times as approved in advance by the President or designee. Annual leave may exceed 60 days during a year; however, annual leave exceeding 60 days earned but not taken by September 1 is forfeited. Personnel who leave employment will be paid for the actual number of annual leave days earned and not used, up to a maximum of 60 days.

Court Attendance

Full-time employees who are required by a court to attend such court in the capacity of jurors or witnesses under subpoena will be granted special leave with pay to attend such court. Documentation from the court will be required for payroll file.
Emergency Leave

Full-time employees compensated from salary schedules A, B, C and E may be granted up to three (3) days of emergency leave with pay annually in emergency situations where annual and sick leave have been exhausted.

Leave for emergency reasons may be granted, without pay, for up to maximum of one year upon written recommendation by the President and approval by the Chancellor. The tenure status of persons on emergency leave will not be affected.

Maternity Leave

A full-time employee may be granted up to a maximum of one year of maternity leave without pay. Persons on maternity leave without pay resulting from pregnancy will be paid for earned sick leave on request. A person who resigns instead of taking maternity leave cannot be paid for accumulated sick leave. Leave earnings will continue for the period covered by maternity leave Policy 611.01)

Employees seeking leave related to the adoption of children or care/placement of foster children reference State Policy 611.01 and supporting guidelines.

Family and Medical Leave Act

The *Family and Medical Leave Act* (FMLA) was passed by Congress to balance demands of the workplace with needs of families, promote stability and economic security of families, and promote national interests in preserving family integrity; minimize the potential for employment discrimination on the basis of gender by ensuring generally that leave is available for eligible medical reasons (including maternity-related disability) and for compelling family reasons; and promote the goal of equal opportunity for women and men.

The Alabama Community College System Board of Trustees and the institutions under its direction and control shall comply with the requirements of the FMLA. Those institutions shall administer the FMLA in conformance with regulations and guidelines promulgated by the Chancellor.

FMLA entitles eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. Designation of leave as FMLA leave must be made “up-front” whenever possible. Thirty (30) days advance notice is required when the need for leave is a foreseeable circumstance. Accrued sick leave must be exhausted before the employee is entitled to unpaid FMLA leave. Any sick leave accrued and used by an employee which would qualify for FMLA leave will count towards the twelve (12) weeks of unpaid FMLA leave available to the employee. Upon return from FMLA leave, an employee is entitled to be restored to the same job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. In addition, an employee’s use of FMLA leave cannot
result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave.

To be eligible for FMLA leave, an employee must: 1) have worked for that employer for at least 12 months; 2) have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and 3) work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

Information concerning FMLA eligibility and approval may be obtained in the Human Resources Office.

**Military Leave**

All full-time employees are eligible for paid military leave of up to 168 hours per calendar year in the event of being called to active duty. During the period of paid military leave, the respective employee shall continue to accrue all employment benefits, including sick and annual or personal leave, as well as paid medical insurance benefits. Once available paid military leave is exhausted, the employee may take available annual or personal leave and continue to receive all employment benefits.

All full-time employees eligible for paid military leave shall also receive up to a maximum of 168 hours of paid military leave each time such eligible employee is called by the Governor of the State of Alabama to duty in the active service of the state. (State Policy 610.01.5).

**Personal Leave**

*Personnel Employed on Salary Schedule D*

Up to five (5) days of personal leave with pay will be granted to each full-time employee on the first day of each academic year. Personal leave is noncumulative. A reason for personal leave is not required. However, personal leave with pay shall be requested prior to its occurrence. The appropriate supervisor shall approve this personal leave unless the leave will hamper the normal routine operation of the College. Personal leave will not be paid on resignation or termination of employment.

*Full-Time Personnel Other Than Schedule D Employees*

Up to two (2) days of personal leave with pay will be granted to each full-time employee during any leave year. All support personnel on Salary Schedule H receive two (2) days of personal leave with a “day” defined as four (4) hours for persons paid from Salary Schedule H-20, five (5) hours for persons paid from Salary Schedule H-25, six (6) hours for persons paid from Salary Schedule H-30, and seven (7) hours for persons paid from Salary Schedule H-35. Personal leave is noncumulative. A reason for personal leave is not required. However, personal leave with pay must be requested prior to its occurrence. The immediate supervisor shall approve this personal leave unless its occurrence will hamper the normal routine operation of the College. All full-time
employees may request unpaid personal leave for up to one year.  

*NOTE: Unused personal leave will be converted to sick leave at the end of the year.*

**Professional Leave**

Up to a maximum of one year of professional leave without pay shall be granted to a full-time tenured faculty of Central Alabama Community College if, upon approval by the Chancellor, upon written request of the President, the purposes of the institution and the objectives of the instructional program are not hampered by the instructor's absence.

Other full-time employees may be granted professional leave without pay for a period not to exceed one year if, in the opinion of the President, the purpose of the institution and the objectives of the instructional program are not hampered by such leave without pay.

Professional leave with pay may be granted to any full-time employee when Federal or other non-institutional funds are available for such purposes. A person granted a leave with pay must return to the institution for a minimum period of two years or repay the monies received while on leave. The employment status of persons on professional leave will not be affected. Professional leave will be granted only on written request from the President and approval by the Chancellor.

**Professional Development Leave**

Full-time personnel employed by Central Alabama shall be granted professional and/or vocational leave with pay for up to ten (10) days per year upon approval by the President. Professional and/or vocational leave with pay for more than ten (10) days per year shall be granted upon written request of the President and approval of the Chancellor. Professional Development Leave will be provided if the professional and/or vocational development activity will enhance significantly the employee's direct contributions to the institution and is consistent with the goals of the employee's professional and/or vocational development plan. A written statement must accompany each request, and a written report must be submitted to the President upon completion of the activity. Documentation of the activity, its purpose, and the benefits derived must be placed in the appropriate professional development files.

**Sick Leave**

Each full-time college employee employed on Salary Schedules A, B, C, E, H shall earn one day of sick leave per month of employment. The maximum accumulated sick leave is authorized pursuant to Section 16-1-18.1, *Code of Alabama* of 1975, as amended.

Each full-time college employee employed on Salary Schedule D shall earn one day of sick leave per month of employment to a maximum of nine days during the academic year (fall and spring semesters) and up to a maximum of three days during the summer term. (State Policy 610.01.8.2).
Any unused balance of sick leave accumulated at the end of the leave year will be carried forward to the next succeeding year until a maximum allowable days of sick leave is accumulated. (State Policy 610.01.8.3).

Sick leave may be utilized during a contractual period of employment. However, sick leave may not be utilized to extend the employment period beyond the contractual arrangement. Personnel must work one-half of the working days in the initial month of employment to accrue a day of sick leave. Accumulation of one (1) day per month will continue while an employee is on paid sick leave. If an employee receives sick leave pay for one-half (1/2) of the working days in the month, a day will be accumulated for that month, and accumulation will cease the following month (assuming that the employee does not return to work).

Paid sick leave for prolonged illness or pregnancy will be granted on request via Request for Leave Form. The employee’s immediate supervisor may request medical certification in cases involving prolonged periods of paid leave. Reinstatement to the same position will be made on the employees return to work from paid sick leave. Accumulated sick leave will not be paid on resignation or termination of employment. After five (5) days of absence due to illness, within a thirty (30) calendar-day period, the president or designee may require that an employee furnish a medical certificate by a qualified physician acceptable to the institution at the expense of the employee.

Sick leave is defined as “the absence from regular duty by an employee for one of the following reasons”:

a. Personal illness or doctor’s quarantine;
b. Routine physical examinations, dental appointments, eye examinations, etc.;
c. Personal injury which incapacitates the employee;
d. Attendance on an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) of the employee or on an individual with a close personal tie to the employee;
e. Death of a member of the family of the employee (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece granddaughter, grandson, grandfather, grandmother, aunt, uncle);
f. Illness, injury, or death of an individual not legally related to but having a unique relationship with the employee. Where unusually strong personal ties exist due to an employee’s having been supported or educated by a person, or some relationship other than those listed, this relationship may be recognized for leave purposes.
g. Persons on maternity leave will be paid for earned sick leave on request. All persons are eligible to receive credit for accrued sick leave when they: (a) retire with service of 10 years at age 60 or have more than 25 years of service; or (b) retire on disability and are otherwise eligible for service retirement.
The provision of Act 84-251 codified under Section 16-25-11.1, Code of Alabama, 1975, allow a TRS member to convert unused accrued sick leave to service credit at retirement. Conversion of sick leave to service credit is in lieu of any payment the member is entitled to receive for this leave.

The service credit may be applied toward meeting the minimum service requirement for service retirement eligibility (age 60 with 10 years or 25 years of service, regardless of age.)

The following chart is used by TRS to convert accumulated sick leave days to months of service credit upon service retirement. The maximum number of days that may be converted is based upon one (1) day of sick leave per month of employment (example: 25 years equals 300 days). The sick leave accrual limit of the employing agency determines the amount of sick leave eligible for conversion. (For calculation purposes, a day will be defined as 8 hours).

<table>
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<tr>
<th>Accumulated Sick Leave Days</th>
<th>Months of Service Credit</th>
<th>Accumulated Sick Leave Days</th>
<th>Months of Service Credit</th>
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</table>

Absences Due to Job-Related Injuries

Absences due to job related injuries must be reported to the president/designee within twenty-four (24) hours of the injury. The president will determine appropriate action in accordance with State Policy 610.02.

**Sick Leave Bank**

The College has established a sick leave bank for employees. The purpose of the Bank is to provide a loan of leave days for its participating members after their accumulated sick leave days
have been exhausted and provide for donations of sick leave in cases of catastrophic illness as authorized by the Alabama Community College System Board of Trustees. Presented below is a brief summary of the Sick Leave Bank guidelines. A more comprehensive description of the operational guidelines is presented in the Guidelines for State Policy 610.01, as assigned from the Central Alabama Community College System Office.

The Bank is operated, managed, and governed by a Sick Leave Bank Committee subject to State Board Guidelines. The Sick Leave Bank Committee shall consist of five (5) members. One (1) member shall be the President or designee. Four (4) members shall represent the participating members of the sick leave bank. Said four (4) members shall be elected by secret ballot vote of the sick leave bank members at the beginning of each leave year. Those four (4) members receiving the most number of votes shall serve on the Sick Leave Bank Committee. Members of the Committee will serve terms of one (1) year. The President shall be responsible for conducting the election, ensuring the confidentiality of the secret ballot process each fall. No representative on the Committee shall serve longer than five (5) years. Vacancies occurring on the Committee shall be filled by the respective parties. A list of the current Sick Bank Committee Chair and members may be obtained from the President’s Administrative Assistant.

Any full-time employee of the College who has completed an Authorization for Sick Leave Bank Participation Form (Appendix V) contributing five days to the bank is eligible for membership. An eligible employee may enroll during the annual enrollment period of August 1 through September 15. New employees may enroll as soon as they become eligible after initial employment. Contributing members shall be able to borrow up to fifteen (15) days from the bank by sending an Application for Loan from Sick-Leave Bank Form (Appendix W) to the Sick Leave Bank Committee Chairperson. To be eligible for a loan from the Bank, a member must have exhausted all accumulated sick leave, annual leave and personal leave in his/her personal account.

An individual may appeal a decision of the Sick Leave Bank to the President. The President has the authority to affirm, reverse, modify, or remand such decision back to the Committee. An individual cannot resign or retire from College employment without repaying any outstanding Sick Leave Bank loans. If an employee has no sick leave days or an insufficient number of days to pay sick leave indebtedness, his/her final payroll check shall be reduced in accordance with the prevailing rate for the number of days owed to the Bank. Retiring members may withdraw their days contributed to the Bank.

When a participating member suffers a catastrophic illness or injury, or when a participant’s family member is suffering a catastrophic illness or injury, the Sick Leave Bank member upon depleting all sick leave days, all personal leave days and annual leave days may be eligible to receive sick leave days from other members of the Bank. The beneficiary of the contributed days shall not be required to repay donated catastrophic leave days. Any member of the CACC Leave Bank or any other Sick Leave Bank in the State may donate sick leave days to the beneficiary employee. Thirty (30) days is the maximum days to be donated by an employee to the beneficiary employee. An employee must be a member of the sick leave bank to donate or receive catastrophic sick leave days. Certification of the catastrophic leave is required by a physician. The beneficiary employee must use any sick leave days that are earned each month.
before utilizing donated days. No employee may donate more than thirty sick leave days, not including the initial five days, to the sick leave bank for the catastrophic sick leave of any one employee. An employee must be a member of the sick leave bank to donate or receive catastrophic sick leave days. Employees wishing to grant or request catastrophic sick leave should talk with the Payroll Clerk in the College’s Business Office.

Employees may withdraw from the Sick Leave Bank by completing the *Notice of Resignation from the Sick Leave Bank* Form (Appendix X) and sending it to the Chair of the Sick Bank Leave Committee. Employees will be responsible for paying back the Sick Leave Bank any borrowed days. Employees resigning with up to five sick leave days stored in the bank will have those days restored to their account at their request but may be left as a gift to the bank.

**EMPLOYEE/DEPENDENT TUITION ASSISTANCE**

This tuition waiver program is designed for all full-time and Salary Schedule H-35 employees of The Alabama Community College System and the Alabama Community College System Office and their dependents as defined under State Policy 612.02 and Guidelines.

The program will be coordinated by each institution for employees within The Alabama College System and the Alabama Community College System Office. *Employee and/or Dependent Tuition Waiver* Form and Instructions (Appendix Y) for the tuition assistance program are available at each institution and should be completed prior to registration for classes. A copy of the completed form must be maintained by the employing institution and the institution offering courses (if different). Forms must be received from the Financial Aid Department.

**Definitions**

Employee: Any full-time or Salary Schedule H-35 employee of any System institution and the Alabama Community College System Office. This program will not include temporary or part-time employees (other than Salary Schedule H-35 employees), or persons serving as independent contractors to any of the System institutions or to the Alabama Community College System Office.

Dependent: The spouse of any full-time employee, the unmarried, natural or adopted children of any full-time employee, residing in the household of the employee or the employee’s former spouse; the unmarried stepchildren of any full-time employee, residing in the household of the employee; a legal ward (a minor child placed by the court under the care of a guardian).

**Eligibility Requirements**

Employees: Employees must have been employed by a System Institution or the Alabama Community College System Office for one full academic year or at least 12 months, whichever is less restrictive, prior to the first scheduled day of class for the term for which the employee is
applying. Employee eligibility will remain in effect for the duration of their employment in The Alabama Community College System or the Alabama Community College System Office.

Dependents: Dependents will be eligible when said employee is eligible, and to the same degree to which the employee is eligible, except as herein modified.

**Termination of Eligibility**

Employees: Eligibility terminates if the employee discontinues full-time employment at the respective institution for any reason except on an approved leave of absence.

Dependents: Dependents will be ineligible when said employee becomes ineligible, except that dependents of any employee who has 25 years of more of continuous service in The Alabama Community College System or the Alabama Community College System Office upon retirement from the System or the System Office are eligible to participate in the program for a five-year period commencing with the date of the employee's retirement.

**Amount of Assistance, Limitations, Conditions, and Auditing**

**Tuition Cost**

All eligible employees and their dependents will be allowed a waiver of one-third of the normally-charged tuition after the first year (full academic year or 12-month period) of employment; a waiver of two-thirds tuition after the second year of employment; and a waiver of full tuition after the third year of employment (partial tuition adjustments are to be rounded down to the nearest dollar). Salary Schedule H-35 employees will be allowed a waiver calculated at a prorated rate of full-time employment. Expenses for supplies, books, and fees other than tuition will not be waived. Each institution will be allowed to count the credit hours generated by these enrollees.

**Limitation**

There is no limitation as to the number of credit hours taken, other than the regular academic limitations that apply at the respective institutions. All students will be required to abide by the academic policies that are in effect at the institution they are attending.

**Conditions**

To be eligible for tuition waiver, the student-employee or dependent must maintain at least a "C" (2.0 on a 4.0 scale) in the courses for which he/she receives tuition assistance. Failure of the student-employee or dependent to meet the grade requirement will result in the employee or dependents having to pay tuition for courses taken until his/her average grade is "C" or better. The student-employee or dependent can then again be eligible when his/her cumulative grade point average is brought back up to the "C" requirement.
Auditing

The student-employee or dependent will be allowed to audit one course (up to five credit hours) per term at no cost. The student-employee or dependent must meet all attendance requirements, class participation, and assignments as required of credit-enrolled students except the final examination is not required. Failure to comply with these requirements will result in the student-employee or dependent becoming ineligible for further participation as an audit student in credit hour-producing courses reported for funding purposes.

Repeating Class

Tuition costs for courses repeated will be the responsibility of the student-employee or dependent and consideration under the tuition assistance program will be disallowed. Tuition assistance will be disallowed for repeating a class for which the grade of "W" was originally received.

Records Transmittal

The student-employee or dependent must re-certify eligibility, as specified in condition previously stated, prior to registering for a new term by providing verification of course completion to:

- The Dean of Instruction at the institution of attendance; and/or
- The Dean of Instruction at the institution of employment who will forward it to the President for the student-employee's or dependent's permanent file.

Those not registering for the next term must, within twenty (20) days after course completion, present official documentation of course completion to:

- The Dean of Instruction at the institution of attendance; and/or
- The Dean of Instruction at the institution of employment who will forward it to the President for the employee’s permanent file.

Work Week

Participation in this program is in addition to the employee's full-time work week, and should not be considered when computing the employee's time for financial compensation. However, in certain cases the employee's work schedule may be adjusted to permit course attendance. Adjustments to an employee's weekly work schedule must be recommended by the employee's supervisor and/or Dean and approved by the President.

**Partial-Year Employee Deferred Compensation**

Central Alabama Community College offers faculty and other partial-year employees the option
to have their pay annualized over 12 months. Each employee affected by this is required to check this option on their Letter of Appointment at the beginning of Fall Semester each year. Once this declaration is made, it is irrevocable during the appointment year covered and cannot be changed until the next contract year. Forms may be obtained from the Office of Human Resources and/or will be made available to full-time faculty members at the Fall Seminar in August of each year.

Any employee not completing a *Payment Method for Partial-Year Employees* Form will automatically be paid compensation as it is earned (ex. nine equal payments for a faculty member’s regular appointment). IRS rules state that an employee who fails to make an election and, at a later date, requests a revision that makes their compensation not distributed as it is earned can be faced with a 20 percent income tax penalty.

**GENERAL INFORMATION**

**AUTOMOBILE REGULATIONS**

All employees are required to register their automobiles and obtain a parking hangtag.

At the time the vehicle is registered, the operator will receive an identification hangtag to be displayed from the vehicle’s mirror. Employees must contact the Library at the Alexander City and Childersburg campuses and the Main Office at the Talladega Center if the hangtag is lost or stolen. Parking tickets may be issued to automobiles unregistered, improperly parked, or those parked in unauthorized parking areas.

**TRANSPORTATION POLICY**

When college vehicles are available, they are to be used rather than personal cars for approved in-state travel. When it is possible, employees are encouraged to sign up for use of college vehicles well in advance.

Use of college-owned vehicles must conform to state guidelines and vehicle liability insurance requirements. Any person who seeks permission to use the College vehicles must present a copy of his/her driver’s license to be forwarded to the insurance company.

The College vehicles may only be driven for college business. They may not be used for any personal business errands.

The following are CACC’s guidelines for use of college vehicles:

Transportation requests should be made through the President’s Administrative Assistant on the Alexander City campus, the Supervisor of Maintenance on the Childersburg campus, and the Coordinator of the Talladega Center. These requests can be made using the *CACC Transportation Request* Form. *(Appendix Z)*.
Request specifically the date the vehicle is needed. Vehicles are scheduled in day blocks. For instance, if an employee plans to depart at 2:00 p.m. on November 6 and return at 10:00 p.m. on November 8, the vehicle would be blocked out for use all day on November 6, 7, and 8. If an employee decided to keep the vehicle until 10:00 a.m. on November 9 without approval, this could easily interfere with the individual who needs the same vehicle on November 9 and was scheduled based upon the original request as a non-conflicting use. Each athletic team coach should provide a copy of his/her schedule and also indicate the exact departure and return to the CACC campus.

Vehicles on the Alexander City campus are to be dispatched from the maintenance shop parking lot or Administration Building parking lot and returned to the same parking lot from which the vehicle was dispatched. Childersburg vehicles should be picked up and returned to the parking lot in front of the Administration building.

No vehicle component can be removed by anyone other than the transportation/maintenance staff. Seats should not be removed from a vehicle. Allowing students or unauthorized staff to remove seats can result in damage and injury.

When a vehicle is dispatched from the Alexander City campus, a key to the vehicle will be issued. When returning to campus, the key should be placed in the ashtray and the vehicle locked. The master keys will be used for entry. At Childersburg, keys will be issued by Business Office personnel and returned to that office. At the Talladega Center, the key should be checked out from and returned to the Administrative Coordinator.

Employees should report any difficulties with a CACC vehicle. All accidents should be reported immediately to the Business office.

**FUEL PURCHASING**

This following outlines the proper procedures necessary to purchase fuel by College employees. The College is using credit card services in accordance with specifications contained in Alabama State contract number 4007386; line number 00001, T-number T045.

*At no time should another type of card (personal or college) be used to purchase fuel*

The following are CACC’s procedures for purchasing fuel:

The employee should follow established guidelines for use of College vehicles. Approved fuel card users should go to the Cashier on the Alexander City campus or on the Childersburg campus to check out the fuel card for the vehicle being dispatched. Employees at the Talladega Center must check out a fuel card from the Administrative Coordinator.
Off-road cards will be issued to purchase fuel for lawnmowers, tractors and other equipment used on the campus. In the case of a rental vehicle, the rental card will be issued for fuel purchase before vehicle is returned.

The employee must sign the logbook for the proper card, receive instructions for use of card and receive the employee’s Personal Identification Number (PIN) number.

When there is a need for an employee to use a vehicle over the weekend, the employee must sign out the fuel card prior to the weekend. If there is a need for two employees to use the same vehicle over the weekend, it is the responsibility of each employee to sign the logbook for the fuel card prior to the weekend. Each employee is responsible for his/her fuel receipts.

The fuel card is the responsibility of the employee. If lost, a $2.00 replacement fee will be charged.

When purchasing fuel, the employee must enter the odometer reading and the driver’s PIN number correctly. If using an off-road card, the employee should enter the number zero (0) for the odometer reading.

The employee should purchase the most economical octane fuel for the vehicle or equipment.

The employee must turn the fuel card with receipt, if purchase was made, to the location it was signed out.

The employee should write his/her name and the vehicle number on the receipt. In case of fuel purchases for off-road vehicles or equipment, the employee should write the type equipment along with his/her name on the receipt.

**TRAVEL POLICY**

**PRE-TRAVEL APPROVAL**

When employees are required to travel, approval must be obtained prior to the occurrence of the official travel. The pre-travel form should be submitted through established administrative channels for approval. A copy of the approval will be returned to the person making the request. Upon return, travel reimbursement forms should be completed within thirty (30) days accompanied by the original approved *Request for In-State Travel Form* (Appendix AA) or the *Out-of-State Travel Request Form* (Appendix BB). For in-state reimbursement, a *Statement of Official In-State Travel Form* (Appendix CC) should be submitted with expenses along with the approved pre-travel request form. All out-of-state travel reimbursement requires the attachment of itemized original receipts; credit card statements will not be accepted. This copy must be attached to the *Statement of Official Travel* (Out-of-State Reimbursement) Form for out-of-state travel (Appendix DD) along with the pre-approved travel request form in order for the employee to receive payment for the official travel. Employees must attach a printout of documented
mileage from a verifiable electronic mapping resource such as Google Maps, Rand-McNally, MapQuest or other such site indicating mileage to and from the event if the destination is not on the standard mileage chart. Also, an agenda/justification for the travel must be attached. The estimated cost of out-of-state and in-state travel should be broken down by category.

**IN-STATE TRAVEL**
The following rules and regulations govern in-state travel:

Per diem allowance of $75.00 per day for in-state travel is used in lieu of subsistence. No travel meal allowance shall be paid for a trip of less than six hours duration. For travel which does not require an overnight stay, the traveler shall be paid a meal allowance of $11.25 for a trip of from six to twelve hours duration, and the traveler shall be paid $30.00 if the trip exceeds 12 hours duration but does not involve an overnight stay. For travel requiring an overnight stay, the traveler shall be paid $75.00 per day for each full day or fraction thereof for the duration of the trip. The employee must enter the hour of departure from base and hour of return to base on the reimbursement form.

Where, for travelers' personal convenience or through the taking of leave, there is interruption of travel or deviation from the direct route, the per diem in lieu of subsistence allowed will not exceed that which would have been incurred on uninterrupted travel by the most economical route.

Under no circumstance will per diem be allowed for an employee at his official station or base. The base includes the city limits in which the base is located.

For employees traveling in private automobiles, mileage from a verifiable electronic mapping resource such as Google Maps, Rand-McNally, MapQuest or other such site to and from the event if the destination is not on the standard mileage chart. Otherwise, odometer readings should be recorded at the beginning and ending of the trip. If travel involves more than one city, the route taken should be indicated and the mileage between each destination should be indicated (ex: Montgomery - Tuscaloosa - Birmingham - Montgomery). All vicinity mileage should be recorded as such, and major points of travel should be listed. Reimbursement at the current state-mandated rate per mile will be made to employees traveling by private car at state expense. Employees must complete a Statement of Official In-State Travel in order to receive reimbursement. The original pre-travel Authorization form must accompany the request for reimbursement.

**OUT-OF-STATE TRAVEL**

Out-of-state travel should be submitted at least thirty (30) days prior to travel and must be approved by the employee’s appropriate administrator and the President through the completion of the Out-of-State Travel Request Form. Out-of-state reimbursement is paid to the employee as soon as the trip is completed and all reimbursement criteria have been met. To request reimbursement of out-of-state travel expenses, the following must be sent to the Accounts Payable Office: (1) the original approved Out-of-State Travel Request Form, (2) Statement of
Official Travel for out-of-state reimbursement with appropriate signatures, and (3) original itemized receipts for allowable expenses. Credit card statements alone are not sufficient for reimbursement and will not be accepted. Reimbursement should be submitted with thirty (30) days following travel.

To be reimbursed for transportation expenses, miles driven to and from destination must be recorded. All vicinity mileage should be recorded as such, and if it exceeds more than twenty miles on any day, major points of travel covered must be indicated. Reimbursement at the current state-mandated rate per mile is paid to employees traveling by private car at state expense. In the case of the traveler driving a great distance, if the current airfare is cheaper than the amount of mileage requested, the current airfare rate is paid. If airfare is reimbursed, a receipt is required to be attached.

To be reimbursed for meals, itemized receipts for meals are required. Meal receipts must include:
1. Name and location of restaurant
2. Number of people served
3. Date and amount of meal
4. Actual items purchased (credit card receipt will not be accepted)

State of Alabama policies allow for reimbursement of only the person in travel status. Money spent for alcoholic beverages is not reimbursed. Tips are reimbursed when added with the price of the meal. Tax is reimbursed.

Room fees and taxes associated with the fee are reimbursed. An original, itemized receipt of paid expenses is required. Movies charged to the room are not reimbursed. Postage, telephone, telegraph, and e-mail expenses are reimbursed only if business-related and if previously approved. Phone calls made to home are not reimbursed. Miscellaneous items for reimbursement may include room fees, taxes, car rental, parking fees, taxi fares, and registration fees with prior approval. Receipts are required for those items. Baggage handling or portage fees should be itemized on the appropriate date in the miscellaneous section of the claim for reimbursement.

An employee’s registration fee can be paid by one of the following methods: (1) the vendor can accept a purchase order and be paid after the meeting is held; (2) the traveler can pay the registration fee and be reimbursed by the use of the out-of-state travel reimbursement form; or (3) the College may issue a check for the traveler to carry to the vendor, provided the President approves pre-payment.

Any prepayment of travel expenses must receive approval from the President. Prepayment is defined as payments made directly to the vendor on behalf of an employee. Out-of-state travel expenses that may be prepaid by the College are registration fees. The following guidelines apply:

1. Prepayment is not to be made directly to the traveler.
2. No prepayment of expenses will be made from one fiscal year’s funds if the trip is
to be made in a different fiscal year. Payment must be processed in the fiscal year the trip occurs.

3. In the event the trip is not made due to professional or business reasons, any prepayment of travel expenses made on behalf of an employee should be reimbursed to the College.

**MAINTENANCE REQUESTS**

Employees who need maintenance assistance or who wish to make a request for repairs or renovations should complete the *Facilities Maintenance Request Form* (Appendix EE) and forward it to the Supervisor of Maintenance in Alexander City or Childersburg and to the Building Technician at the Talladega Center.

**INFORMATION TECHNOLOGY SUPPORT**

Employees who need assistance from Instructional Technology staff should input a ticket through the Support CACC online system. Central Alabama Community College uses the Ellucian Central Help Desk (CHD). The CHD will provide 24 hour coverage 7 days a week for all IT request including PC issues, printing, network, and Banner user requests. To ensure that requestors are given appropriate priority, users must consistently use the CHD. The use of the CHD will improve communication and the allocation of IT resources toward early resolution of IT issues. Users may create a help desk ticket via the following means:

1) CHD Phone Number: 855.343.9166

2) Local CHD Phone Number: 4357 (HELP) or 256.215.4357

3) CHD Email Address: helpdesk@cacc.edu

The use of the CHD will provide significant improvement in the ability to manage all IT requests; please utilize the new 24/7 resources for all IT requests. If you have an urgent request, call the CHD and indicate that the request is a priority 1.

**BANNER Access**

To gain access in the BANNER system, a formal request must be completed using the *BANNER Access Request Form* (Appendix FF). The supervisor must sign the form certifying the access is required for his/her employee’s job duties. The information is then reviewed by the Dean or Vice President, who must certify the request by signing the form. If the request includes access to financial modules or forms, it must be approved by the Business Office. All completed forms must go to the Associate Dean of Institutional Effectiveness and Compliance.
Data Request

Request for data from the Banner System can be made utilizing the Data Request Form (Appendix GG). Please allow three weeks from the date of submission to receive the requested information.

PUBLIC RELATIONS

Any College employee who receives a request for College-related information from the media should forward the request to Brett Prichard, the Coordinator of Public and High School Relations, at extension 4254. His office is located on the second floor of the Learning Resources Center on the Alexander City Campus. Only spokespersons representing Public Relations and the Office of the President are authorized to provide College-related information to the media. Exceptions to this policy may be made at the discretion of these offices.

COMPUTER AND TECHNOLOGY SERVICES

Administrative computer and telephone services are available to College personnel. No one among the College personnel is authorized to release technical specifications of software, hardware, and access codes used by the mainframe, network, or telephone system without administrative approval.

All employees must sign the Administration, Faculty, and Staff Internet/Network Access Agreement with Central Alabama Community College (Appendix HH)

LIBRARY SERVICES

During the fall and spring academic term, library hours are 7:30 AM to 7:00 PM, Monday thru Thursday; Friday 7:30 AM to 11:30 PM. Hours between semesters and around holidays may vary. During the summer term, the Library will vary to accommodate the College work schedule.

Acquisitions

All faculty are urged to participate in the selection of academic support materials. Material selection should be discussed among disciplines and material requests submitted to the campus librarian.

Periodicals

Subscriptions are ordered annually. Requests for any additions or deletions should be submitted to the campus librarian before May 1 in order to renew subscriptions in a timely manner for the next academic year.
Reserves

Faculty may request that certain books and materials be placed on reserve. Such requests should be submitted to the circulation department at least two days before the reserve reading assignment is announced to a class. Materials will be removed from reserve at the end of the semester unless the faculty member notifies the circulation department to leave the materials on reserve for an additional time period. Reserved books and materials cannot be removed from the library.

Loans

Books may be checked out by faculty for one semester, but may be recalled if they are requested by others. Materials checked out to an instructor must be returned to the Library at the end of each semester and upon the termination of employment. Staff members are extended the same loan privileges as instructors. The length of the loan period for students is two weeks. Reference books may not be checked out. Families of faculty and staff are extended the use of the Library; however, the length of the loan period is the same as for students. Inter-library loans may be requested by students and faculty. The loan period for inter-library loans is specified by the lending library.

Gifts

Gifts of books, magazines and artifacts may be accepted as donations within the guidelines of State Policy (315.01).

Instruction

For Learning Resource Support to accommodate faculty requests for individual or class learning resource support sessions, faculty should submit a request with the campus librarian one week in advance.

**Duplication/Photocopy Services**

The Alexander City campus has copiers located in the library and administration building which can be used by faculty and staff for 10 copies or less. For high volume copying, faculty, and staff for all College locations should complete a Copy Order Form (Appendix II) and submit it to the Cashier’s Office on the Alex City Campus two days prior to needing copies. Faculty and staff should make plans for copy needs that will allow copies to be completed in a timely manner.

The Childersburg Campus has copiers located in the mailroom, Business Office, Adult Education area, nursing area, and the library at Childersburg which can be used by faculty and staff. The Talladega Center has a copier located in the Administrative Office. Childersburg and Talladega faculty may send high volume copying to the Cashier’s Office in Alexander City.
E-MAIL SERVICES

Employees at CACC are assigned an e-mail address upon employment. E-mail should be used for all internal correspondence. It is imperative that employees check their e-mail daily. E-mail should be used for conducting college business and should be within the bounds of professionalism.

MAIL SERVICES

Mailboxes are assigned for personal messages, inter-college, and U.S. mail delivery. Mailboxes are often shared with other staff in the same office area. Adjunct faculty members are also assigned mailboxes. Mailboxes should be checked each duty day to ensure receipt of any important correspondence. Mailboxes are located at Alexander City, Childersburg, and Talladega in the Administration Building.

Outgoing mail should be placed in the designated box in the mail room in the administration building at each location. Personal mail is to be enclosed in nonofficial envelopes, stamped with one's own stamps, sealed, and addressed for mailing before being deposited.

Inter-campus communications should be placed in the appropriate box located in the mail room at each campus. Mail, memos, books and media, packages, and small equipment items will be transported between campuses. Inter-campus mail delivery is handled by personnel traveling between campuses each day.

PURCHASING POLICIES AND PROCEDURES

The College is responsible for the payment of purchases made only through the approved purchase procedures. There is no authority allowing the institution to pay for purchases made by an employee who has not received proper written approval by the institution. Charges created from unauthorized purchases are the sole responsibility of the purchaser.

The following procedures are followed for the acquisition of all materials, supplies, equipment, repair, rent, services, and other obligations of the institution. The requestor must verify that funds are available in the appropriate budget unit. All requisitions must be processed through the online requisition system. If reallocation of funds is required, the requestor should complete a Budget Amendment Form (Appendix JJ) for appropriate administrative consideration.

Purchase Orders

Vendors receive a printed copy of the approved purchase order from the Purchasing Agent. A properly executed purchase order encumbers funds within the designated account and shall
constitute a contract which is binding upon both the institution and the vendor.

Purchasing will issue the official purchase order. The requestor then places the order with the approved vendor. Once the requested items or services are received, the requestor must ensure that all goods and services meet the expectation of the original order. After verifying that adequate goods and services were received, the requestor must submit the yellow copy of the purchase order along with date and original signature to the accounts payable clerk to complete the purchase transaction. If a vendor invoice arrives with the goods and services, attach the original invoice with the signed and dated purchase order for processing.

**Competitive Bids**

In accordance with state law, state-supported institutions are required to obtain sealed bids for like items which equal to or exceed $15,000 institution-wide during a fiscal period (October 1 through September 30). Preparation of specifications for items to be purchased through competitive bids is a joint responsibility between the Purchasing Coordinator and the requesting department. It is imperative that all persons responsible for purchasing obtain and familiarize themselves with "The Alabama Competitive Bid Law." Purchases cannot be split to avoid the bid law.

Purchases may also be made from vendors listed with an active state-wide contract number. State approval vendors must be verified and the Alabama Department of Finance website (www.finance.alabama.gov).

**COURSE SYLLABI**

Faculty members will consult the Division Chairperson or Dean of Instruction for copies of college wide course syllabi. Faculty members are required to disseminate an approved college-wide course syllabus to each student in each course at the beginning of the semester which includes a daily/weekly schedule of course work. Syllabi for all courses must follow the official syllabus model, a copy of which can be obtained from the Instructional Services Office. The syllabus must include all the details necessary for each student to know the full range of requirements in a class. The daily/weekly schedule must include an outline that gives the class activities for each class session. Each semester, a complete copy of each syllabus must be filed with the Instructional Services Office.

**TEXTBOOKS**

All texts and supplemental material required of students will be sold through the College bookstores. Under no circumstances are instructors to sell or take orders personally for such items. Instructors must use only those textbooks/materials approved for the course taught. Textbooks/materials provided to the instructor by the College remain the property of the College.
Each discipline committee will review and recommend textbooks/materials through appropriate administrative/instructional processes. The textbook/materials to be considered must be reflective of the course description in the catalog. A primary consideration of the committee shall be the cost of the textbook/materials to the student. If the textbook/materials will lead to personal profit for the author who is a member of the discipline committee seeking to adopt the textbook/materials, the author shall abstain from voting.

The committee will make recommendations for adoption of textbook/materials to the Dean of Instruction. Textbook changes are made using the Textbook Adoption Form (Appendix KK). Changes in textbooks take place in the fall term. The use of any supplementary textbook/materials which the instructor requires the student to purchase must be approved by the discipline committee and the Dean of Instruction.

The Adoption forms are due to the Dean of Instruction’s Office June 15th prior the textbook changes for the next academic year. The Dean of Instruction’s Office will be responsible for informing the bookstore, in a timely fashion, of the approved textbook/materials.

**CATALOG**

All employees are responsible for any relevant information contained in the College Catalog.

**GRADE REPORTING**

It is essential that all faculty follow the grade reporting procedures each semester. Faculty will receive specific instructions and guidance from the Records Manager each semester.

**FINAL EXAMINATIONS**

Final examinations must be given according to the examination schedule, unless previous arrangements are made with the Dean of Instruction. If a student needs to take a final examination early or late, approval of the instructor is required. Final examinations for Internet courses cannot interfere with traditional class room schedules.

**ADDING NEW PROGRAMS**

The request for a new program may originate at any level. Curriculum consideration for program development originates from the discipline committee. The Dean of Instruction will administratively guide new program development in compliance with State Board Policy and other required regulatory agencies.
**CURRICULUM CHANGES**

Requested curriculum changes must be submitted by the faculty to the appropriate discipline committee. The request may be approved, disapproved, or tabled for additional study by the committee. Once approved, the committee chair will forward the recommendation to the Dean of Instruction for final approval. The Dean of Instruction will submit the change to the appropriate outside agencies (if required) or implement the change.

**COLLEGE EQUIPMENT**

Equipment purchased by the College is owned by the State of Alabama and is subject to all state procedures. Equipment is to be used only for official College purposes.

Equipment is defined as property with a value of $5,000 or greater. It is the responsibility of the budget manager to whom equipment is assigned to:

1. Safeguard all equipment.
2. Track the location of equipment (including items with a value of less than $5,000) with yearly inventory printout.
3. Conduct a full and complete physical inventory once per year of all personal property, owned or acquired by the College, with a value of $5,000 or more. (State Policy 324.01)
4. Return a signed, accurate inventory listing to be used during the annual audit.
5. Contact the Business Office to report lost or stolen equipment so that a complete investigation may be done.
6. Complete an Inventory Transfer Form when any inventoried item is moved.
7. Recommend to the Business Office items to be sold at a public auction or through sealed bids. Any items sold at auction must be reported on Form DPE-22. The form must be completed by the Chief Financial Officer, signed by the President, and approved by the Chancellor.

College equipment is not to be used for any purpose other than a College purpose. No employee is to dispose of any College property regardless of value.

**TECHNICAL DIVISION LIVE WORK**

Live work is defined as work requested from outside the classroom that is performed by students and is directly related to the current subject matter taught as part of a sequenced course of study. Such work can be done either on campus or on a job location and includes service, repair, or production jobs of any and all kinds. Live work will be assigned to individual students by the instructor(s) as part of the student's training program.
The President is responsible for the administration and control of live work. All live work performed must be approved by the President or a designee identified in writing. The scope and extent of each project will be well defined in writing before approval. Live work projects are completed by students for instructional purposes, and individuals and organizations assume all risks associated with accepted projects.

Tax supported programs and institutions, active and retired public employees/officials, students in Alabama Community College System institutions, and charitable organizations which are supported by donations may request live work. Other organizations or individuals may occasionally receive live work services if the work is not designed for competition with private enterprise, the circumstances involved are unusual and justify the acceptance of the live work project; and the President justifies in writing why the live work is necessary for the training program and files a signed copy with the Chancellor or a designated representative. Live work will be done only when it is essential to training and necessary for the acquisition of occupational skills leading to employment. Live work will not be performed when there is any connection with or relation to the making of a financial profit by a program, organization, institution, or individual. No person can use the institution for personal gain or profit.

All instructors will complete a Live Work Order Form (Appendix LL) before beginning any live work. Live Work Order forms must be complete with all information obtained from the customer before the work is left in the shop. All forms must be signed even if a student is working on his/her own property. Any live work located in any shop must have a Live Work Order form on file. When a job is completed, the instructor will total the charges recorded on the Live Work Order form, add the applicable shop fee of 10% for College employees and students or 20% for non-employees and add Alabama State tax. A base minimum service charge of $5.00 will be added if the normal service charge does not equal or exceed $5.00. The Cosmetology programs provide services to the public within an approved schedule of charges established by the President.

The instructor will notify the business office as soon as possible to obtain a Live Work Order number. The instructor will notify the Business Office and the customer when the work is completed. The customer will pay the Business Office the total amount due and provide the instructor with a copy of the receipt. An instructor who releases work before it is paid for is personally liable to the College for the amount owed by the customer and is subject to College disciplinary action.

**Contracts and Leases**

All existing and/or new contracts and/or agreements (including leases) between the College and other institutions/agencies/organizations for services/programs/staff utilization must be properly prepared and initialed by the appropriate personnel indicating their approval. All contracts or agreements require approval from the president or designee. The president is the only authorized agent who may execute a contract to obligate the college.
Nursing and Allied Health Science clinical agreements must be submitted directly to the President for approval.

**Emergency Class Dismissal**

The president or designee will determine the need for class dismissal or college closure. Notification will be disseminated via School Cast and local media outlets.

**Fund-Raising Activities**

Central Alabama Community College requires that all fund-raising activities clearly relate to the overall mission of the College. Central Alabama will comply with all pertinent State and Federal regulations, legislation, and procedures. The College shall in no way compromise its commitment to maintain appropriate legal and administrative practices, as well as accreditation criteria.

All requests to conduct internal fund-raising activities—whether by individuals, groups of students or employees—must be submitted to the President or designee. Student-led groups should submit the *Club or Organization Request to Conduct Fundraising Activities* Form (Appendix MM) to the Student Activities Coordinator. The Student Activities Coordinator and the appropriate administrators must approve the activity. All other internal fundraising requests are submitted in writing to the president or designee.

**Substantive Change**

Central Alabama Community College notifies the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of changes in accordance with the SACSCOC substantive change policy and, when required, seeks approval prior to the initiation of such changes. These changes can include, but are not limited to:

- Any change in the established mission or goals of the College
- Any change in legal status, form of control, or ownership of the College
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the College was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the College’s current accreditation or reaffirmation.
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the College offers at least 50 percent of an educational program.
- The establishment of a branch campus
• Closing a program, off-campus site, branch campus or institution
• Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution
• Acquiring another institution or a program or location of another institution
• Adding a permanent location at a site where the College is conducting a teach-out program for a closed institution
• Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution’s programs.

The Accreditation Liaison shares the policy and/or any changes to the policy as needed with all of the College's administrators during President's Cabinet and/or Strategic Planning meetings.

Procedures:

1. Each semester the Accreditation Liaison will review the Substantive Change Policy with the President's Cabinet to facilitate a review of all proposed institutional changes that might be classified as "Substantive." Any changes determined to be a potential substantive change will be further researched by the Accreditation Liaison. Any employee of the College may also report a potential substantive change directly to the Accreditation Liaison.

2. Potential substantive changes will be reviewed by the Accreditation Liaison (based upon the Substantive Change Checklist above) to determine if the change constitutes a substantive change. If any of the changes are substantive, the Accreditation Liaison determines the specific procedure (notification, modified prospectus, or prospectus) for reporting the change to the Commission and works with the appropriate administrator to develop the SACS required documentation (notification, modified prospectus, or prospectus) and forwards the completed documentation to the President for approval.

3. Once the President has approved the documentation, the Accreditation Liaison is responsible for notifying the Commission of any substantive changes.

COLLEGE CLEAN AIR POLICY

In an effort to promote a healthier educational environment, Central Alabama Community College has created a Clean Air Policy. Smoking poses a significant health risk to both smokers and non-smokers. In addition, smoking can damage sensitive technical equipment and can be a safety hazard. Second-hand smoke can be annoying and is hazardous to non-smokers.

Definitions
To "smoke" and "smoking" is defined as creating smoke, vapor, or any other type of emission by lighting a cigarette, cigar, pipe, or other smoking product including but not limited to electronic cigarettes or vapor cigarettes.
To “smoke” and “smoking” is defined as puffing on, carrying or holding a lighted cigarette, cigar, pipe or other tobacco and /or smoking product including but not limited to electronic cigarettes or vapor cigarettes.

“Secondhand smoke” is defined as smoke, vapor, or any other type of emission emitted from lighted, smoldering or burning tobacco and/or smoking product from a person smoking cigarettes, cigars, pipes, or other tobacco and/or smoking product including but not limited to electronic cigarettes or vapor cigarettes.

Clean Air Policy

All facilities of Central Alabama Community College (CACC) are smoke-free and tobacco-free.

Facilities includes building entrances, outdoor passageway to entrances or any air intake where smoke would affect occupants and those entering or leaving the areas.

Facilities also includes all indoor and outdoor athletic and fitness facilities.

Smoking is prohibited inside all vehicles that are owned, leased, or rented by the College.

Smoking is allowed only in areas identified by the College to be authorized designated smoking areas as indicated by official CACC signage. For information regarding designated smoking areas, contact the Office of Student Services at each location.

Meter-dose inhalers and nebulizers prescribed by a state licensed medical physician are allowed.

Enforcement

This policy shall be enforced according to the rules established in Central Alabama Community College Catalog and Student Handbook.

Off-campus organizations, alumni, guests, and visitors using the College facilities must abide by the provisions of this policy.

Failure to comply with this policy will constitute a violation of official College policy and may result in disciplinary action up to, and including, expulsion or termination. It may also constitute a violation of State law and subject violators to associated civil penalties.

Possession of Firearms on Campus

In order to provide a safe and secure learning environment, firearms are prohibited on campus or on any other facility operated by the institution. Exceptions to this policy are:

Law enforcement officers legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties or an instructional program in which firearms are required equipment. (State Policy 511.01)
Restraining and/or Protective Orders

Any student who applies for and obtains a restraining or protective order which lists the College locations as protected areas must provide a copy of the petition and declarations and a copy of the temporary or permanent protective or restraining order to the Office of Safety and Security at the College, which is located by the Office of Student Services in the Administrative Building of each location.
Appendices

A. Central Alabama Community College Organizational Chart
B. (ADA) Employee Fact Sheet and Accommodations Request Forms
C. (ADA) Accommodations Forms for Students
D. (ADA) Instructor’s End of Term Accommodations Report Form
E. Incident Report Form
F. Request to Prevent Disclosure Form
G. Request to Review Education Records Form
H. Student Authorization to Release Educational Records Form
I. Family Relationship Disclosure Form
J. Overtime Agreement Form
K. Professional Development Plan for Faculty Form
L. Professional Development Form (for B,C,E and H Personnel)
M. Faculty Rank Increase Certification Form
N. Grievance Report Forms
O. Faculty Member Evaluation Form
P. Support Staff Evaluation Form (C1, C2, C3, E and H Personnel Form)
Q. Administrators Evaluation Form
R. Division Chair Evaluation Form
S. Exit Interview Form
T. Liability Release Form
U. Leave Request Form
V. Authorization for Sick-Bank Participation Form
W. Application for Loan from Sick-Leave Bank
X. Notice of Resignation from the Sick Leave Bank Form
Y. Tuition Waiver Form
Z. Transportation Request Form
AA. Request for In-State Travel Form
BB. Out-of-State Travel Request Form
CC. Statement of Official In-State Travel (Reimbursement) Form
DD. Statement of Official Out-of-Travel (Reimbursement) Form
EE. Maintenance Request Form
FF. Banner Access Request Form
GG. Data Request Form
HH. Administration, Faculty, Staff Internet/Network Access Agreement
II. Copy Order Form
JJ. Budget Amendment Form
KK. Textbook Adoption Form

LL. Live Work Order Form

MM. Club or Organization Request to Conduct Fundraising Activities Forms