



**Central Alabama Community College**  
**Employee Handbook**

*Fall 2016*

**Central Alabama Community College** is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Central Alabama Community College.

## 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, Associate in Applied Science degree, 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](tel:404-679-4500) for questions about the accreditation of Central Alabama Community College.

Instructional programs have received individual professional accreditation/approval from the following organizations:

**Associate Degree Nursing (ADN)** - Accredited by the Accreditation Commission for Education and Nursing (3343 Peachtree Rd NE, Suite 850, Atlanta, GA 30326; telephone (404) 975-5000; fax (404) 975-5020; website: [www.acenursing.org](http://www.acenursing.org)) and approved by the Alabama State Board of Nursing.

## DISCLAIMER STATEMENT

Any policy in this handbook that is contrary to the language or intent of policies found in the current edition of the Alabama Community College System Policy Manual is null and void. Institutional policies and procedures not included or inadvertently omitted from this handbook are 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 Executive 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 Executive Human Resources Director. For TDD users in Alabama, the Alabama Relay Center is available by calling (800) 548-2546.

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# **COLLEGE OVERVIEW**

## **INTRODUCTION**

The Alabama Community College System ("ACCS") currently consists of 25 comprehensive community and technical colleges and the Alabama Technology Network ("ATN"), an extensive workforce development initiative. The ACCS is committed to providing a unified system of institutions delivering excellence in academic education, adult education, and workforce development. Among other things, the ACCS provides workforce development initiatives that are responsive to industry needs—from highly specialized training to programs that help prepare entry level employees to meet growing demands.

The Board of Trustees (the "Board") of the Alabama Community College System was established by Act No. 2015-125 (the "Act") of the Alabama Legislature and approved as law by the Governor of Alabama on May 5, 2015. Pursuant to the Act, the ACCS was created as a department of state government and is now governed by the Board. The Act further authorizes the Board to appoint a Chancellor who serves as the Chief Executive Officer of the ACCS to assist the Board in carrying out its authority and responsibility.

## **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. While many organizations and individuals were responsible for the College being located in Alexander City, Russell Mills, Inc. actually donated the property site valued at \$750,000. The first classes were held on September 30, 1965, in the old Russell Hospital with an opening enrollment of 442 freshmen.

In September of 1966, ACSJC was moved to its permanent location on Cherokee Road. Alexander City State Junior College was 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. Along with Congressman William F. (Bill) Nichols, many organizations, individuals, and governing bodies joined together to bring the College to the area. The City of Childersburg contributed some \$24,000 for the purchase of twenty-five acres on Highway 280. The acreage was donated to the state for the College site. Construction of the technical college was completed in February of 1966.

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 and in Lineville at Clay Central High School in 2016.

All locations offer resources and expertise which address the education and training needs of Central Alabama.

## **SERVICE AREA**

Central Alabama Community College service area includes the following counties: Clay County (western one-half), Coosa County, Elmore County (shared Ingram and Trenholm State Technical Colleges), 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 STATEMENT**

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

## **VISION STATEMENT**

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

## **INSTITUTIONAL GOALS**

Ongoing goals of the College are as follows:

- I.** Instruction - To provide relevant quality instruction to those we serve.
- II.** Technology - To maximize the utilization of technology to improve the operation of the College.
- III.** Funding - To provide adequate funding to achieve goals.
- IV.** Unification/Communication - To promote a unified college concept.
- V.** Customer Support - To enhance customer-driven support services.
- VI.** Facilities - To improve and maintain adequate facilities.
- VII.** Staffing/Professional Development - To provide an appropriate level of qualified personnel.

# **ORGANIZATION**

## **ALABAMA COMMUNITY COLLEGE SYSTEM**

**The Honorable Robert Bentley, Governor of Alabama**  
*President*

**Dr. Mark A. Heinrich**  
*Chancellor*  
**Mr. Jimmy Baker**  
*Acting Chancellor*

The Chancellor is appointed by the State Board of Education and serves at the pleasure of the Board. He acts as secretary and executive officer of the Board for all matters relating to postsecondary institutions under the control of the Board. The Chancellor is responsible to the Board for the operation, management, and control of all Alabama State Junior, Community, and Technical Colleges.

## **ALABAMA COMMISSION ON HIGHER EDUCATION**

The Alabama Commission on Higher Education was created by the Legislature to serve as the coordinating body for all public higher education in Alabama. The Commission is charged with the responsibility for long-range planning and funding recommendations for institutions of higher education.

**Board 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.

## **BOARD OF TRUSTEES**

<b>District 1</b> Mr. Al Thompson, Vice President Email: statebored1@gmail.com Phone: 251.604.6394	<b>District 2</b> Ms. Crystal Brown Email: crystal@dcc.org Phone: 256.303.2020
<b>District 3</b> Ms. Susan Foy Email: susanfoy@shawinc.com Phone: 256.749.5113	<b>District 4</b> Mr. Frank Caldwell Email: frankandmelba@hotmail.com Phone: 205.221.6159
<b>District 5</b>	<b>District 6</b>

Ms. Crystal Brown Email: crystal@dcc.org Phone: 256.303.2020	Mr. Milton Davis, <i>Pro Tem</i> Email: mdavis@bharbert.com Phone: 205.937.9381
<b>District 7</b>	<b>At-Large</b>
Mr. Chuck Smith Email: chksmith@bellsouth.com Phone: 251.752.3351	Mr. Blake McAnally Email: blakem@pugwrightmcanally.com Phone: 256.566.4009
<b><i>Ex officio</i></b>	
Mrs. Mary Scott Hunter Email: hunter@maryscotthunter.com Phone: 888.531.1312	

## **COLLEGE COMMITTEES**

### **STANDING COMMITTEES**

The College's committees are major vehicles for furthering the mission and purpose of the 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 review.

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 Administrators. Ad Hoc committees are appointed on an as-needed basis to address specific issues.

#### **Committees:**

- Admissions and Academic Appeals Committee
- Cultural Awareness and Appreciation Committee
- Curriculum Committee
- Emergency Operations Committee
- Facilities Committee
- Instructional Department Committee
- President's Cabinet
- President's Council
- Program Activity Committee
- Scholarship Committee

- Sick Leave Bank Committee
- Strategic Analysis Team
- Student Conduct Discipline Committee
- Student Success Committee
- Technology Committee

### **Admissions and Academic Appeals Committee**

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.

### **Cultural Awareness and Appreciation Committee**

The Cultural Awareness and Appreciation Committee is committed to increase understanding of issues of culture, diversity, equity and inclusion among both employees and students. The committee is charged with the development of college recognition programs. The committee will be appointed annually by the President.

### **Curriculum Committee**

The Curriculum Committee is comprised of the Division Chairs/Directors, College Records Manager, Workforce Development Director and Adult Learning Director, Dean of Instruction and Dean of Adult and Community Education. The committee approves curriculum additions, deletions, and changes to instructional programs. The chair is elected among the Division Chairs and will serve a three year term.

### **Emergency Operations Committee**

The Emergency Operations 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.

### **Facilities Committee**

The Facilities Committee reviews the facilities master plan, risk management strategies, the College fleet and contributes to prioritizing facility needs. The chair is elected annually and will serve on the President's Cabinet.

### **Instructional Department Committee**

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. All disciplines must be represented. 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 to their Division Chair. 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. Recommend 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. Report annually the use and recommendations concerning student learning outcomes and program outcomes

### **President's Cabinet**

The President's Cabinet is comprised of the President, Chief Information Officer, and the College Deans. The Cabinet will meet quarterly with additional meetings scheduled as the need arises. The Cabinet will meet to make budget, policy, and operational decisions that benefit the entire College. As necessary, the Cabinet 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 Cabinet membership as needed.

### **President's Council**

The President's Council is a strategic planning committee comprised of representatives from all functional units of the College. With input from across the College, the Council 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 Council will meet on a quarterly basis (November, January and April) and minutes will be distributed to all members. The Council will be appointed annually by the President and will serve a three year term.

### **Program Advisory Committees**

Each career technical and health science 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 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. All committees shall meet a minimum of twice per year. 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 Committee**

The Scholarship Committee is appointed by the President and is comprised of faculty, staff members, and students. This committee will make recommendations to the President of the appropriate distribution and awards of all (excluding athletes) institutionally controlled scholarship and financial aid resources. The Scholarship Committee will meet once per semester with additional meetings scheduled as the need arises. Minutes of meetings will be distributed to each committee member.

### **Sick Leave Bank Committee**

The Sick Leave Bank Committee is responsible for managing the sick leave bank in accordance with State Board of Education 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 on each campus 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.

### **Strategic Analysis Team**

The college's Strategic Analysis Team (SAT) participates in developing the annual performance report and any necessary plans for improvements. The SAT includes, but is not limited to: 1) chairs of the career/technical education program advisory committees; 2) college faculty and staff representatives, to include individuals responsible for decisions related to instructional technology; 3) institutional advisory council representatives; 4) labor representatives; 5) student representatives; and 6) race/ethnicity and special population advocates. The SAT shall meet a minimum of one time annually.

### **Student 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 student conduct and discipline committee by the Dean of Students. The committee will be appointed annually by the President.

### **Student Success Committee**

The Student Success Committee reviews success outcome measures and designs strategic initiatives to promote student success and student success activities. The outcomes and strategic initiatives are to be integrated into the comprehensive strategic enrollment management process, student enrollment and success cycle. The Committee conducts an annual review of the Office of Disability Services and compliance with state and federal regulations protecting individuals on

the basis of race, color, national origin, sex, and disability status. The committee will be appointed annually by the President.

### **Technology Committee**

The Technology Committee is responsible for providing a comprehensive review of the College Technology Plan. The committee shall provide input to the Executive Cabinet regarding technology capital outlay and technology governance.

## **COMPLIANCE WITH FEDERAL LAW**

### **AMERICANS WITH DISABILITIES ACT (ADA)**

The College seeks to comply fully with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. The Americans with Disabilities Act prohibits discriminating against individuals with disabilities. The ADA also prohibits retaliation against an employee for taking any action pursuant to the Act.

Definition of Disability: The ADA states that an individual is disabled if s/he:

1. has a physical or mental impairment that substantially limits one or more of the individual's major life activities;
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

Definition of Qualified Individual: The term "qualified individual with a disability" means:

1. An individual with a disability;
2. who can perform the "essential functions" of the employment position;
3. with or without reasonable accommodation.

Employers are required to provide reasonable accommodation to the known limitation(s) of a person with a disability, as defined by the ADA.

In order to establish the existence of a disability and request reasonable accommodation under the ADA, an employee must complete and submit a *Request for Disability Accommodation Application/Intake Form to Human Resources*. ([See Appendix A](#))

Employees seeking a reasonable accommodation under the ADA must follow *the Employee Accommodation Procedures*. ([Appendix B](#))

### **EMPLOYEE ACCOMMODATION PROCEDURES**

1. Documentation of Disability: When submitting a Request for Disability Accommodation Form, the employee must provide documentation of the disability from an appropriate health care provider. The employee will be required to sign a *Medical/Health Care Information Release Form* ([Appendix C](#)) so that the health care provider can provide the College with the appropriate documentation. Upon request, the division/department

chair, supervisor, or cabinet member will provide a written description of the essential functions of the job, which may include the mental and physical demands of the employee's job. It is the employee's responsibility to ensure that the medical documentation/information requested is provided. The employee is responsible for any cost related to obtaining the appropriate document to support his/her need for reasonable accommodation.

2. **Temporary Accommodations:** After consultation with the employee, division/department chair, supervisor, or cabinet member, temporary accommodation may be provided pending receipt and evaluation of the documentation of the disability.
3. **Evaluation of Documentation:** Upon receipt of documentation from an employee's health care provider, a determination will be made as to whether the employee has a disability as defined by the ADA, and if the employee can perform the essential functions of the position, with or without reasonable accommodation.
4. **Final Determination and Notification to Employee:** The College has the authority to make the final determination regarding what accommodation, if any, is appropriate. When a final determination is made, the Director of Human Resources will send written notification to the employee of the determination, whether an accommodation has been granted, and if so, will specify what accommodation has been granted. Notification will also be given to the division/department chair, supervisor, and cabinet member.
5. **Right to Appeal:** If an accommodation is denied, the employee may submit a notice of appeal to the Disability Services Committee within seven (7) working days of receipt of the written accommodation decision.

## **DRUG-FREE WORKPLACE**

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 the 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. The College has and shall maintain a drug-free awareness program to inform employees about:
  - a. the danger of drug abuse in the workplace;
  - b. the College's policy of maintaining a drug-free workplace;
  - c. any available drug counseling, rehabilitation, and employee assistance program;
  - d. the penalties that may be imposed upon employees for drug abuse violations.
3. All employees of the 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, the College shall notify in writing within ten (10) days any Federal agency to whom such notification by the 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. The 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. The College shall make a good faith effort to ensure that paragraphs 1-6 above are followed. Each employee of the College shall receive a copy of this policy.

### **JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY**

The following report is to comply with the Federal Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Any criminal act, act or threat of violence, injury; destruction of property; traffic accident, or other situation which occurs on a Central Alabama Community College Campus or Center should be reported to the College officials. An act or emergency that possess a danger to the health, safety, or property of any person or a threat to the public order should also be reported immediately.

Accident and incident reports should be made to the security campus officials using the *College's Incident Report Form* ([Appendix D](#)). In addition, a copy of the incident report form should be sent to the Executive Human Resources Director.

<b>Alexander City Campus</b>	<b>Childersburg Campus</b>	<b>Talladega Center</b>	<b>Millbrook Site/ Stanhope Elmore High School</b>
Campus Security Office Administration Building 246-596-1611	Campus Security Office Administration Building 256-378-2026	Campus Security Office 256-480-2069	Campus Security Office Alexander City Administration Building 246-596-1611
AFTER 4:00 P.M. Evening Supervisor	AFTER 4:00 P.M. Evening Supervisor		

Any person who witnesses any situation that is reported in relation to a campus security matter, shall make herself/himself available to make written statements and otherwise assist college officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for a Central Alabama Community College employee or student to file a false report, knowingly make a false statement about, or interfere with the investigation of any situation of the nature described above.

## **CONSENSUAL RELATIONSHIPS**

Central Alabama Community College believes that it is important that employees display moral and ethical behavior through their personal conduct and job performance.

All personnel shall be aware that any romantic relationship (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor employee relationship, the faculty member in a faculty student relationship, or the employee in an employee student relationship who shall be held accountable for unprofessional behavior.

## **CAMPUS SEXUAL VIOLENCE ELIMINATION (SaVE) ACT**

In March of 2013, Congress passed the Campus Sexual Violence Elimination Act as part of the reauthorization of the Violence against Women 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 – CAMPUS SaVE ACT**

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 Protection Under the Law**

The Campus SaVE Act now provides protection for:

- 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.

## **CAMPUS SECURITY AUTHORITIES (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 and security officers, athletic coaches, Division of Student Services staff, professional staff, and staff advisors in student clubs and organizations.

### ***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.

### ***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.

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, 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**

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:

- notice the problem;
- understand that the problem demands action;
- feel responsibility to act;
- choose what form of assistance to provide, and
- respond.

### ***Tips for Safe Bystander Intervention***

- Remember intervention doesn't have to be confrontational; say something or do something to call attention to the situation.
- Remain calm, and speak up and challenge inappropriate behavior.
- Tell someone if you believe he/she is acting inappropriately. Challenge inappropriately.

jokes or conversations.

- Attempt to calmly reason with the perpetrator or distract him/her.
- Ask others in the area for assistance with group intervention.
- Assist the victim by walking him/her to his/her car or to a safe area until assistance arrives.
- Call CAMPUS SECURITY or 911.

### **Steps for Reporting Sexual and Domestic Violence 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. Campus Security will contact local law enforcement 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 and the 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 CSAs.
- In the event of a sexual crime, assistance is available in the Student Services Office on each campus.
- 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.

### **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**

- Campus Security:

- Alexander City: Campus Safety & Security Office Administration Building 256-596-1611
- Childersburg: Campus Safety & Security Office Administration Building 334-321-1644
- Millbrook: CACC Office Elmore County Technical Center 800 Kelly Fitzpatrick Drive Wetumpka, Alabama 36092 334-567-1218 ext. 7103
- Talladega: Office of Administrative Coordinator 256-480-2068
- Office of Dean of Students: Administration Building Alexander City (256)215-4273, [staylor@cacc.edu](mailto:staylor@cacc.edu)
- Office of Dean of Adult and Community Education and the Childersburg Campus: Administration Building Childersburg (256)378-2022, [dcoleman@cacc.edu](mailto:dcoleman@cacc.edu)

### **Community Resources**

- 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
- Alexander City
  - Crisis Service Helpline: (256) 716-1000
  - Bradford Health Services: (800) 897-7272
  - Cheaha Regional Mental Health Services: (256) 245-2201
- Childersburg
  - Crisis Service Helpline: (256) 716-1000
  - Bradford Health Services: (800) 897-7272
  - Cheaha Regional Mental Health Services: (256) 245-2201
- Millbrook
  - Crisis Service Helpline: (256) 716-1000
  - Bradford Health Services: (800) 897-7272
  - Cheaha Regional Mental Health Services: (256) 245-2201
- Talladega
  - Crisis Service Helpline: (256) 716-1000
  - Bradford Health Services: (800)897-7272
  - Cheaha Regional Mental Health Services: (256) 245-2201

### **EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT**

It is the official policy of the College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program, activity, or employment.

The College complies with non-discriminatory regulations under Title VI, Title VII, and Title IX of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act Family of 1990. Inquiries concerning this policy may be directed to the Human Resources office.

The College is an equal employment/equal educational opportunity institution. Inquiries of recipients concerning the application of the above regulations and their implementing regulations may be referred to the College Compliance Officer.

### **Compliance Officer**

Title IX Officer
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Dr. Sherri Taylor
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### **Human Resources**

Executive HR Director
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Tina Shaw
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### **FAIR LABOR STANDARDS ACT (FLSA)**

The College is covered by the Federal Fair Labor Standards Act which includes the U.S. Department of Labor (DOL) standards for overtime compensation. At the College, it is an institutional policy that no employee on State Salary Schedule A, B, or D shall be eligible for overtime compensation based strictly on hours worked per week. As a general rule, administrators, faculty and other professionals employed at the College shall not receive additional compensation merely for hours worked beyond their normal workweek.

Note: Instructors and Adjuncts are exempt, regardless of salary. FLSA Sec 29 CFR 541.600(c).

For all full time employees on Salary Schedule C, E, H and Local salary scale, a test/evaluation will be applied to determine whether or not his/her position is classified as “exempt or non-exempt”. A worker is automatically non-exempt and entitled to overtime, unless the worker meets the exempt test.

Regulations for exempt status requires worker meets the following 3-test exercise:

1. Is paid at least \$23,660 per year/\$455 per week.
2. Is paid on a salary basis (guaranteed minimum)
3. Performs exempt job duties

Human Resources will notify an employee upon hire of their FLSA (overtime) eligibility status.

Overtime compensation for "non-exempt" employees of the College (those who are covered by the FLSA overtime provisions) shall be governed by the FLSA and the Chancellor's guidelines on overtime compensation. The FLSA provides for compensation in either money or compensatory time off for all hours worked over forty hours in a seven-day workweek. At the College, the compensation is computed at the rate of one and one-half hours of time off for each hour worked over forty hours in the respective week. An employee receiving compensatory time off may accrue up to 240 hours. No overtime will be worked by an employee who has accrued the maximum number of 240 hours of compensatory time. Accrued compensatory time off shall be used by the employee within a reasonable period after it is accrued, generally

within the month subsequent to its accrual.

No overtime is to be worked without prior approval by the employee's immediate supervisor, supervisory Dean, and/or the President. For additional information see **Board Policy 614.01**.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Employees of the College have an important responsibility to students under the Family Educational Rights and Privacy Act (FERPA). It is important that faculty understand their role as guardians of the students' right to privacy. The following are some provisions of the Family Educational Rights and Privacy Act.

1. Instructors and counselors may keep private notes on students; however, FERPA allows limited access to these notes. If faculty discuss this information with one person other than a substitute who needs to know, unauthorized access has been allowed.
2. Faculty should not disclose any personal information about a student to anyone outside this institution. This includes parents and trusted friends. All such disclosures are subject to written approval by students; therefore, all requests for disclosure of any kind should be referred to the Registrar's Office. Though FERPA allows for the release of "directory information" on students, it is the faculty member's responsibility to ascertain if the student has made a written request to the Registrar that the College not release such information. Within this limitation, it is preferable that all faculty refer such questions of "directory information" to the Registrar unless the request is accompanied by a signed release from the student.
3. Work-study students who have access to any type of student information shall be informed of the seriousness of revealing student information to other parties.
4. Instructors should note that students must be allowed access to academic records and may challenge their content. Therefore, it is incumbent upon faculty to maintain clear and accurate records that can be explained and justified.

## **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

The *Family and Medical Leave Act* was passed by Congress to balance demands of the work place 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 Board 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. For additional information see **Board Policy 610.01**.

## **HARASSMENT**

### **ANTI-HARASSMENT**

The College has a commitment to ensure an environment for all employees and students which is fair, humane, and respectful, and which supports and rewards performance on the basis of appropriate considerations such as ability, effort and productivity. Therefore, it is the policy of the College that no person shall be rewarded, punished, or discriminated for or against on the basis of gender, race, color, national origin, religion, age, or disability, except where specifically authorized by law.

The College prohibits all Violence Against Women Act (VAWA) offenses, including rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

The College's sexual assault policy defines sexual assault and states consideration and rights to be afforded to all campus community members who are victims of sexual assault. The policy includes sexual assault procedures which provide directions for responding to sexual assault cases, a listing of appropriate legal authorities and service agencies, and specific notification and response procedures for College personnel. The Sexual Assault Policy and Procedures are available on the college website. Refer to the Campus Sexual Violence Elimination (SaVE) Act section for more information.

## **HARASSMENT**

For the purposes of this policy, harassment is defined as "language, behavior, or other activity which has the intent or effect of unduly demeaning, embarrassing, or discomforting any person, or creating an environment which is unduly demeaning, embarrassing, or discomforting to any person or persons of reasonable sensitivity."

## **SEXUAL HARASSMENT**

For the purposes of this policy, sexual harassment includes "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting the person submitting to or rejecting such conduct, (3) such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work, academic, or living environment, or (4) such conduct denies, limits, provides different, or conditions the provision of, aid, compensation benefits or services provided to students or employees by the College." Sexual harassment also includes, but is not limited to, any of the following:

1. Physical assault, or attempted physical assault, of a sexual nature.
2. Direct propositions of a sexual nature.
3. Subtle pressure for sexual activity.
4. Intimidating or demeaning comments based on a person's gender, whether or not the comments are of a sexual nature.
5. Displaying pictures or objects that are sexual in nature that would have the tendency to create a hostile or offensive environment and which serve no legitimate education purpose.

For additional information see **Board Policy 601.04**.

## **MANDATORY ONLINE TRAINING**

All employees of the College are required to view online interactive computer training programs entitled *Unlawful Harassment Prevention Course* within ten (10) business days of initial employment and on an annual basis thereafter. Each such employee shall be responsible for completing the training and for documenting to the Human Resources Office the date on which the training was received. Instructions for completing this training will be provided by email notification to the employee upon hire.

## **CONFIDENTIALITY AND ASSURANCE AGAINST RETALIATION**

Every effort possible shall be made to ensure confidentiality of information received as part of an investigation. Complaints will be handled on a "need to know" basis with a view toward protecting the interest of all parties involved. The College will do everything consistent with

enforcement of this policy and with the law to protect the privacy of all parties involved and to ensure that all involved are treated fairly.

This policy seeks to encourage students, faculty, and other employees to express freely, responsibly, and in an orderly way, opinions and feelings about any problem or complaint of harassment and discrimination. An employee or student bringing a complaint or assisting in investigating a complaint will not be adversely affected in terms of conditions of employment or enrollment. Any act of reprisal, including internal interference, coercion, and restraint, by a College employee or by one acting on behalf of the College, violates this policy and will result in appropriate disciplinary action.

## **DISCIPLINARY SANCTION**

A conclusion that harassment or discrimination has occurred shall subject the offender to appropriate disciplinary action and may result in, but is not limited to, his/her suspension, discharge, dismissal, or a "no-trespass" warrant. It is the intent of this 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 a satisfactory conclusion to the investigation.

## **REPORTING HARASSMENT**

Any person who is the victim of, or who is aware of, any harassing or violent behavior prohibited by this policy should report such incidents to the Executive Human Resources Director. Reports of an activity of a sensitive nature will be investigated and resolved, to the fullest extent reasonable, in such a manner as to best protect the privacy of all victims and witnesses.

## **COMPLIANCE WITH STATE LAW**

### **FIREARMS ON CAMPUS**

Pursuant to [Board Policy 511.01](#), firearms are prohibited on campus or on any other facility operated by the College. 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.

### **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 college employees.

### **Probationary Instructors**

All full-time instructors at the College 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 the College shall attain non-probationary status upon the completion of six (6) consecutive semesters in the capacity of instructor at the College, 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 experimental, pilot, temporary, or like special programs, projects, or purposes, the funding and duration of which are finite.

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. If an instructor's probationary employment is terminated within the period of a current written contract for a specified period of employment, the employee will be given notice of cause and an opportunity for a hearing before the President.

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 contract 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 the College 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 the College shall attain non-probationary status upon the completion of thirty-six (36) consecutive months of probationary employment at the College, 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 the College 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 Employees**

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 the College 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 the College, 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 College 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 the College, 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 the College, 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 College 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:

1. prospective in effect;
2. based on the recommendation of the President; and
3. applied to similarly situated employees within the College, 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 the College 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 the College 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 the College may be reassigned to any position for which the respective employee is qualified, or to any work location of the College, 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.

## **PERSONNEL POLICIES AND PROCEDURES**

### **HIRING PROCESS FOR FULL TIME**

Vacancies in presidential, full-time faculty, and other full-time administrative, support and supervisory positions, regardless of whether the position is shown on Salary Schedules A, B, C, D, E or H are filled according to the practices and procedures set out in the [Alabama Community College System Uniform Guidelines](#).

### **CLASSIFICATION OF PERSONNEL**

A faculty member is a full-time instructor, librarian, or counselor who has the minimum qualifications established by the Board and whose salary is derived from Schedule D adopted by the Board.

An administrator is any professional staff person whose salary is determined from Schedules A, B, C-1, C-2, or C-3 adopted by the Board.

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

Part-time employees are hired for less than the normal contract period. Part-time instructors are employment on a per course basis and only for one semester at a time.

### **COLLEGE VOLUNTEERS**

A college volunteer is defined as any uncompensated individual whose services are offered freely to support the activities of the College. College volunteers are expected to abide by all College policies, procedures and external laws and regulations that govern their actions. These may include, but not be limited to, those relating to ethical behavior, safety, confidentiality, protected health and student information, computer use, financial responsibility, and drug use. College volunteers are not eligible for compensation or any College benefit as a result of their volunteer association with the College. College volunteers may not replace employee positions at the College.

No individual may volunteer without approval of Human Resources. It is the responsibility of the supervisor to contact the office of Human Resources for the selection process of volunteers. All volunteers must sign a background check consent form and provide a photo ID to Human Resources. A background check will be completed on all volunteers with the College. The background check fee will be the responsibility of and charged to the Department/Division requesting volunteer.

## **CRIMINAL BACKGROUND CHECKS**

Pursuant to [Board Policy 623.01](#), Criminal Background Checks, and applicable Guidelines, the College requires criminal background checks for all full-time and part-time employees.

Any individual selected for employment will be required to submit a full consent in addition to personal identifying information in order to complete a criminal history background check. Any offer of employment will be contingent upon an acceptable background check. The application for employment, and any contract or letter of employment, will contain a notice of contingency. Any individual offered employment will be responsible for the cost of the background check.

The President, upon consultation with the Alabama Community College System, will determine the necessity of subsequent criminal background checks for current employees who have a background check on file and who are being promoted or transferred to a new position. Factors to be considered will be remoteness of previous background checks and the duties and responsibilities of the new position.

In the event of a finding of a felony or a crime involving moral turpitude, resolution will be in accordance with the Students First Act and provisions of [Board Policy 623.01](#).

## **REDUCTION IN FORCE PROCEDURES**

The Board, at the request of the President and upon the recommendation of the Chancellor, shall determine when it is necessary for the College to implement a reduction-in-force procedure. Upon the formal approval by the Board 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 the 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 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.

## CONFLICT OF INTEREST AND ETHICS

Employees owe professional loyalty to the College 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.

All employees of the College are required to complete online ethics training upon hire and proof of completion is maintained in personnel file in the Human Resources office. The President has the authority to assign additional training at his/her discretion.

## OUTSIDE EMPLOYMENT

Faculty and staff must be careful that their work for others does not conflict with their obligations and commitments to the College. For additional information concerning outside employment refer to [Board Policy 615.01](#). A *Notification of Secondary Employment Form* is required to be submitted for all faculty and staff members employed by the College. ([Appendix E](#))

## EMPLOYMENT OF RELATIVES

The College complies with [Board Policies 205.03](#): Employment of Relatives; [205.04](#): Disclosure of Employment of Relatives; and [205.05](#): Supervision and Evaluation of Relatives. All faculty and staff members employed by the College must complete a *Family Relationship Disclosure Form* submitted to Human Resources. ([Appendix F](#))

## STANDARDS FOR PROFESSIONAL BEHAVIOR

Employees are expected to treat each other as well as students and others in a professional manner while conducting college business. Discourteous or offensive behavior directed toward staff, students or others will not be tolerated. Examples of such behavior include, but are not limited to:

1. Bullying or berating others
2. Physical or verbal intimidation, such as shouting or angry outbursts, directed toward others.
3. Derogatory verbal or physical behavior such as name-calling.
4. Directing profanity toward others
5. Behavior that has the effect of humiliating others
6. All forms of dishonesty, including cheating, plagiarism, and/or furnishing false information to the College

7. Forgery, alteration, or misuse of college documents, records, or identification
8. Intoxication or the display, possession, or use of alcoholic beverages or illicit drugs on any area of the campuses
9. Use, possession, or distribution of firearms, ammunition, fireworks, incendiary, or any type of explosive device or material on any area of the campuses
10. Participating in any form of gambling
11. Unauthorized entry or use of any college facility
12. Insubordination toward a supervisory college official
13. Misfeasance, malfeasance, or failure to perform assigned duties and responsibilities
14. Violation of any federal, state, or local laws
15. Other unprofessional or inappropriate behavior
16. Discourteous or offensive behavior also includes written or electronic communication as well as group behavior (e.g. “mobbing”) which has a negative impact on the workplace and/or on others.

Workplace bullying is behavior that harms, intimidates, offends, degrades or humiliates an employee, possibly in front of other employees, students, or customers. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale, and create legal risks.

Employees who believe they are being subjected to discourteous or offensive behavior are encouraged, when appropriate, to ask the person engaging in the behavior to stop. If an employee is uncomfortable doing so, or if the behavior continues, the employee should report the incident to his/her immediate supervisor. If the employee is not comfortable reporting the matter to his/her immediate supervisor, the employee should follow the chain of command according to the Organizational Chart.

Reports of unprofessional behavior should be taken seriously by supervisors and managers and followed up on as promptly as is reasonably possible. Upon completion of any follow up, the responsible supervisor or manager should also advise the person who made the report that the matter has been reviewed and addressed.

Violation of these standards may be cause for disciplinary action, up to and including termination. Disciplinary action will be determined on a case-by-case basis depending upon the severity of the behavior and whether it is a repeated or an isolated instance. Employees may also be subject to disciplinary action for making false complaints of allegations of discourteous or offensive behavior.

Discourteous or offensive behavior that involves forms of unlawful discrimination or harassment based on a protected status under state or federal law is covered under the College non-harassment policy. Complaints of unlawful discrimination or harassment should be directed to the Executive Human Resources Director.

Professional behavior is expected of all employees. Display of unprofessional behavior such as physical violence or abusive language will not be tolerated and will result in disciplinary action.

## **PROFESSIONAL ATTIRE**

All employees of the College serve as role models for the students they serve and as leaders in the community. Consistent with these roles, all employees shall dress in a manner and have an appearance that is appropriate and professional in light of their job functions and working environment. Questions regarding appropriate dress should be directed to the employee's immediate supervisor.

Employees may wear collegiate logo apparel on Friday. All logo apparel should be neat, clean, and present a professional image. Questions regarding appropriate college logo apparel should be directed to the employee's immediate supervisor.

The College encourages all employees to wear identification (ID) badges while on duty. ID badges should be worn for security, identification, and customer service purposes. ID badges should be displayed for ease of visibility on the upper body. If wearing the ID badge in this manner presents a safety concern, the employee should consult the immediate supervisor.

## **LETTERS OF APPOINTMENT**

The College issues Letters of Appointment to all full-time employees in accordance with [Board Policy 603.01](#). A Letter of Appointment is an employment agreement of indefinite length but with a specific beginning date. The employment period begins September 1 for staff positions and on the first duty day of the fall semester and optional summer semester for faculty positions.

In conjunction with employment agreements, college personnel are required to review and sign a statement of Terms and Conditions of Employment. Newly hired personnel are also required to follow new hire processing procedures and submit the necessary documentation to the Human Resources Office.

The President may offer Letters of Appointment for one semester, two semesters, a summer term, or a full year as appropriate to librarians, counselors, and instructors, provided there is sufficient enrollment and funds are available. In addition, the President may offer Letters of Appointment for up to a full year as appropriate to support staff and administrators.

## **DUTY DAYS AND HOLIDAYS**

The College develops its own yearly calendar to meet requirements of [Board Policy 201.02](#) and submits the proposed calendar to the Chancellor for approval. The approved calendar is published in the Catalog and Student Handbook.

The College is open all work days excluding official holidays. Exceptions are made for weekend classes and library operation. The campus of the College is closed for the following fifteen official holidays:

1. New Year's Day
2. Martin L. King Day/Robert E. Lee Birthday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Veterans Day
7. Thanksgiving Day
8. Day after Thanksgiving Day
9. Christmas Eve
10. Christmas Day
11. Five other days designated by the President and published in the official, approved College calendar

Days that the College is officially open are the duty days for all full-time non instructional personnel.

The normal workweek for full-time, non-instructional personnel employed by the College is at least forty (40) hours.

The work schedules of all employees shall conform to the normal operating hours of the College. All employees of the College are to have a work schedule approved by their respective dean. Employees not supervised by a dean will have a work schedule approved by the President. Failure to abide by the approved work schedule will be deemed insubordination except where prior approval is attained for an exception to the approved work schedule.

All full-time college personnel, subsequent to a workday exceeding the normal workday hours, shall adjust their work schedules within a period of one week (or five business days) at a rate of one hour for one hour.

## **DUTY DAYS FOR INSTRUCTORS, LIBRARIANS, AND COUNSELORS**

Full-time instructors, librarians, and counselors employed on a nine-month basis (fall and spring semesters) are required to work a minimum of 175 days. Those employed full-time for the summer term must work a minimum of 54 days. A 175 duty day period and a 54 duty day period will be used in computing the daily salary rate for instructional personnel for the fall/spring and summer semesters, respectively.

## **INSTRUCTOR LOADS AND HOURS**

Full-time instructors, librarians, and counselors (collectively referred to as faculty) must spend a minimum of 35 hours per week on duty, exclusive of lunch periods and any other regularly scheduled breaks. This does not mean that every faculty member is required to be on duty seven hours each day, but it is intended that faculty have a regular schedule of instruction, student advising, and preparation that totals at least 35 hours per work week on campus. Faculty schedules, including office hours, must be approved by the appropriate supervisory dean at the beginning of each semester. Office hour schedules are to be posted on the outside of each faculty member's office door during each semester.

Technical Education Faculty are required to maintain an office and class schedule for a combined total of 35 hours, at minimum, which includes instructional contact hours ranging from 24 to 30, and a minimum 3 hours office/planning reserved for Fridays, during Fall and Spring Terms.

Faculty members who are late for work or absent from duty must take appropriate leave and are responsible for notifying the Division Chair and/or Dean in order that substitutes and assignments can be arranged for missed classes.

## **INSTRUCTOR OVERLOADS**

A full-time instructor may be employed to teach an additional three or four-credit hour course (above the normal instructional load) per term for pay only if requested by the faculty member and approved by the President or the President's designee. The overload course must be taught outside the instructor's normal 35-hour work week. Compensation for the overload course will be paid at the prevailing adjunct compensation rate.

Overloads with pay will be approved only for instructors who teach at least the minimum full-time load (or equivalent as determined by the President), including at least 15 credit hours for a Fall or Spring Semester and at least 12 credit hours for a Summer term. The additional compensation will be for the number of credit hours in the overload course approved by the President. In the case of an overload, the College reserves the right to assign extra duties for the

13<sup>th</sup> or 16<sup>th</sup> hour of the normal load, respectively, for a Fall/Spring Semester or a Summer term, or to have one hour of the overload applied to the normal instructional load.

Proposed faculty overloads not in accordance with these standards must be approved by the Chancellor. In addition, Board policy only authorizes the instruction of one course beyond the normal instructional load. The instruction of more than one overload course by a single instructor will also require approval by the Chancellor.

Technical faculty's overload is based on contact hours exceeding 30 contact hours per week. 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.

## **SUMMER EMPLOYMENT**

A full-time instructor, counselor, or librarian on Salary Schedule D who is employed fall and spring semesters shall have first option (over part-time or temporary employees) for employment in the summer term (three months), provided that: (1) there is sufficient student enrollment; (2) there is sufficient funding available; (3) the employee is qualified to provide the service scheduled; (4) the employee is in line to be hired by the institution's summer employment policy; (5) an instructor, counselor, or librarian who attained tenure prior to September 1, 1979, and who is employed by virtue of an academic year contract with a technical college or technical department/division of a community college, and who desires to be employed during the summer term, shall have the first option for employment over all other full-time technical college/division employees covered by this policy at the institution; and (6) instructors may be given priority for summer teaching only in those areas in which they taught on a regular basis during the preceding academic year.

A full-time instructor employed for less than a full teaching load for a summer term is paid a pro rata amount of his/her Salary Schedule D compensation based on: (1) qualifications and experience; and (2) a full teaching load. A full teaching load for an academic instructor is twelve (12) to thirteen (13) credit hours per term or the equivalent, as determined by the President.

More detailed information regarding summer employment for full-time instructors, counselors, and librarians on Salary Schedule D may be found in [Board Policy 603.02](#) and the accompanying guidelines.

## **PART-TIME AND SUBSTITUTE FACULTY COMPENSATION**

Temporary personnel, support personnel, and adjunct instructors working less than twenty (20) hours per week are compensated from local salary schedules. Information on pay for part-time employment may be obtained from the Human Resources office.

When substitute instructors are used at the College, it shall be the responsibility of the President or assigned Administrator to provide for the payment of these instructors in the institutional budget each year. Substitute instructors shall be paid on a prorated basis consistent with the relevant salary schedule.

Substitute instructors for courses covered by a licensing board should meet the qualification standards established by the governing board.

## **ONLINE OFFICE HOURS**

Faculty may request in writing from their direct supervisor one (1) hour per week of flex-time/off-campus office hours for each online course taught on a full-time basis, up to a total of five (5) hours per week, one hour per week per online class. For the development of a new online course or substantial revision of an online course, an instructor may request in writing from their direct supervisor up to three (3) hours of flex-time/off-campus office hours per week per course. (This policy does not pertain to hybrid or any form of partially online classes.)

## **POSTSECONDARY FACULTY QUALIFICATIONS**

The College complies with [Board Policy 605.02](#): Postsecondary Faculty Credentials. Faculty are ranked and placed based on the guidance of this policy.

## **ACADEMIC POLICIES AND PROCEDURES**

### **Course Syllabus**

All instructors are required to develop and distribute a course syllabus for each course they teach. The course syllabus should be congruent with the general course outline/competency forms which have been developed for each course by the Alabama Community College System Office. The following items should be included (if applicable) on the course syllabus: (1) course number, title, textbook, instructor, office hours/location, prerequisites, if any; (2) course objectives/competencies/outline of topics; (3) attendance policy; (4) examination policy; (5) make-up policy; (6) grading policy; (7) disciplinary policy; (8) statement of discrimination/harassment; (9) American with Disabilities policy; (10) E-books/laptops in classroom. The course syllabus must be submitted to the division/department chair at the beginning of the semester. Any student who requires special accommodations under the Americans with Disabilities Act should contact the student ADA Campus Coordinator.

Official Class Rolls, Financial Aid Reporting, Mid-Term Alerts, and Final Grade Reporting  
Official class rolls, financial aid reporting, mid-term alerts, and final grade reporting are all done on the web from the College home page. The due dates for reporting each term will be emailed to instructors' email addresses. Explicit directions for all reporting can be found in the Appendices. It is imperative that all reporting be completed before the designated deadlines. Failure by a faculty member to file reports by the deadline results in major problems for the entire college.

## **Withdrawal**

A student who wishes to drop or withdraw from a single course may do so via the College website. Until the date specified in the college calendar, the student will receive a grade of "W" for any course dropped. Withdrawal after the date specified in the calendar is permitted only under extenuating circumstances and requires the approval of the appropriate Instructional Dean. A grade of "W" is assigned if the student is doing satisfactory work and approval is given. Otherwise, a grade of "F" is assigned. Students may also drop a course via the Internet.

A student may withdraw from the College at any time during the semester by obtaining a "Withdrawal Request Form" from the Admissions and having it processed. Any withdrawal before the date specified in the calendar will result in a grade of "W" in all courses. After the withdrawal date specified in the calendar, a grade of "W" (withdrawn not failing) will be assigned only if the student is doing satisfactory work at the time of withdrawal and extenuating circumstances apply. A grade of "F" will be assigned if the student is not doing passing work at the time of withdrawal or if he/she fails to follow the above procedure. Students may not completely withdraw from the College via the Internet.

A student may be dropped administratively from any course for (1) failure to complete college registration properly; (2) failure to fulfill conditions of registration in those cases where a student may have been allowed to register on a conditional basis; (3) failure to fulfill other conditions of admission and/or registration; (4) failure to attend class; (5) failure to comply with student conduct standards; and (6) failure to comply with "standards of practice" as established by the Alabama Board of Nursing, or other regulatory or licensing agencies for programs of study in the Health Sciences Division.

## **Attendance Policy**

1. The number of absences allowed for the class, if any.
2. Handling of late arrivals and early departures, if allowed.
3. Policy for course make-up work, if allowed.
4. Students on financial aid programs are responsible for knowing their particular attendance policies, if any. Those students must contact the financial aid office to receive written attendance reporting requirements.

5. Students are responsible for the knowledge, skills, and abilities not acquired due to absences and for assignments made or due from the first day the class.
6. Students are expected to attend each class session, to arrive on time, and to remain for the entire class session.
7. Faculty will record attendance from the first day of the semester.
8. Excessive absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course.
9. In such cases, the student should withdraw from the class before the last day to drop with a grade of "W". Withdrawal from class may affect eligibility for federal financial aid. Students should contact the Financial Aid Office for information.
10. When a student is absent from class, the student is responsible for all material covered in the class and for any assignments made in class.
11. The instructor is not required to review with the student any material missed as a result of being absent, nor is the instructor required to notify a student if the student is in danger of a lowered grade due to any graded work missed.
12. The instructor is not required to provide an opportunity for make-up work. The instructor's policies regarding make-up work shall be clearly defined in the syllabus to be available on the first day of class.
13. Attendance requirements in programs that lead to board licensure or certification may differ from this policy.

Each instructor should discuss attendance policies during the first class meeting including, but not limited to:

1. Number of absences allowed – if any
2. Handling of late arrivals and early departures - if allowed.
3. Course make-up work, if allowed.
4. Students on financial aid programs are responsible for knowing their particular attendance policies, if any. Those students must contact the financial aid office to receive written attendance reporting requirements.
5. Administrative withdrawal if used.

### **Administrative Withdrawal**

Before the published drop date (last day to withdraw with a "W"), a student may be dropped administratively from any course for failure to attend class(es) when the student has missed more than 20% of the total number of hours that the class meets. Examples are provided in the appendices. However no student may be administratively withdrawn after the last day to withdraw with a "W" as published in the college calendar. The number of absences resulting in administrative withdrawal may differ in programs that lead to board licensure or certification but must be clearly stated in the course syllabus. The form to be used to request a student be withdrawn from a class appears in the appendices. Instructors that plan to administratively

withdraw students due to excessive absences must include that policy in their syllabus. If a student that has been administratively withdrawn returns to class, the instructor must advise the student of the administrative withdrawal. Students that have been administratively withdrawn should not be allowed to attend class unless they are reinstated by the instructor or through the appeal process.

### **Appeal Process**

1. Students that have been dropped for failure to attend may submit, in writing, an appeal to the course faculty member.
2. Faculty member will evaluate the appeal for extenuating circumstances and will notify the student within five working days as to the outcome of the appeal.
3. If a student is to be allowed to return to class, the faculty member must submit a request to the Student Records Office for the student to be re-enrolled.
4. If a student is not allowed to return to class, the student may file a written appeal to the appropriate division/department chairperson who will notify the student within five working days as to the outcome of the appeal.
5. If the matter cannot be resolved at the Division Chairperson level, the student may make a final written appeal to the appropriate instructional dean. The decision of the instructional dean is final and will be communicated to the student within five working days from the date the written appeal is received.

Instructors must record attendance from the first class meeting of the semester. Faculty should maintain a record of student attendance, grade book, and grades for a period of three years.

1. Instructor's absences or administrative class dismissals will not be counted as student absences.
2. No club or organization shall interfere or support interference with the regular academic pursuit of any student by causing or encouraging non-attendance at classes or college activities without prior consent of proper college officials or by any action that might cause disruption to a student, instructor, or college activity.
3. An absence may be excused due to extenuating circumstances.
4. Excused absences include, but may not be limited to:
  - a. Active military duty.
  - b. Jury duty/court appearance.
  - c. Death in the immediate family - This includes: husband, wife, father, mother, son, daughter, brother, sister, or on an individual with a close personal tie to the student. For purposes of application of this policy, an individual with a close personal tie to the student is limited to the following: a person standing in loco parentis; where unusually strong personal ties exist due to a student having been supported or educated by a person; 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.

- d. Illness - Students who give birth or experience an illness or injury which requires, but is not limited to, hospitalization, surgery, or more than one week's absence may be required to provide a physician's statement.

Adjunct instructors must provide a copy of their student attendance records to their respective Division Chairpersons at the end of each semester. Instructors will not be employed to teach in subsequent semesters unless attendance records are submitted as required.

Attendance requirements in programs that lead to board licensure or certification may differ from this policy.

Hybrid and On-line course syllabi are required to contain the same attendance guidelines as other courses.

Adjunct instructors must provide a copy of their student attendance records to their respective Division Chairpersons at the end of each semester. Instructors will not be employed to teach in subsequent semesters unless attendance records are submitted as required. Attendance requirements in programs that lead to board licensure or certification may differ from this policy. Hybrid and On-line course syllabi are required to contain the same attendance guidelines as other courses.

1. Make-Up Exam Policy (For Exams Other Than Finals): Academic, Technical, and Health Sciences Divisions Full-time faculty will take the responsibility of administering their own make-up exams during their office hours.
2. The Assessment Center administers placement tests, adjunct faculty's make-up tests, and tests for ADA. Instructors should contact the Assessment Center with any questions or problems regarding testing. Adjunct faculty may utilize the Assessment Center to administer make-up exams.
3. Final Examinations Students will be expected to take their final examinations at the regularly scheduled times. No exceptions will be made without the permission of the instructor of the course and the appropriate Dean. The forms for requesting a rescheduled examination are available in the administrative offices and must be submitted three weeks in advance of the final examination period. Makeup examinations or early examinations are not permitted unless the student satisfies the faculty member and the Dean that the absence involves an official college trip, a return or responsibility to another educational institution, or an emergency such as an illness (doctor's statement), death in the family, or court appearances.

## **STUDENT FIELD TRIPS/STUDENT ORGANIZATION TRAVEL REGISTRATION**

Faculty members desiring to make field trips should submit to the appropriate Dean the field trip request form which is available through Dean of Students Office. The student organization travel registration form is available in the Dean of Students Office. This form must be completed prior to travel.

## **ACADEMIC ADVISING**

Faculty members are expected to participate in a program of academic advising for students. This program will be designed by the academic advising staff of the Student Development Office.

## **FACULTY INVOLVEMENT**

Faculty will be actively involved in pre-registration, registration, and record-keeping. In addition to advising students, faculty should:

1. Assist the Division Chairperson in establishing and controlling section size.
2. Maintain and retain a record of student attendance, gradebooks, and grades for a period of at least five years to provide source documents for the audit of permanent records and the correction of administrative errors. Upon termination of employment, faculty should leave grade books with appropriate Instructional Dean.

## **FINANCIAL AID/VA ATTENDANCE VERIFICATION PROCEDURES**

Students receiving federal student aid and Veterans' benefits must attend class. It is the responsibility of the instructors to notify the financial aid office if students are not attending. Attendance verification will be performed only at the beginning of the semester.

## **SALARY SCHEDULE E ADVANCEMENT**

The College maintains job descriptions and establishes guidelines for advancement within a level for a position on Salary Schedule E according to the ACCS Uniform Guidelines for Advancement. ([Appendix G](#))

## **EMPLOYEE COMPLAINT RESOLUTION POLICY AND PROCEDURE/PLAN OF RESOLUTION**

It is the policy of Central Alabama Community College to provide an effective and timely method for faculty and staff to bring for the workplace issues and concerns. These issues and

concerns may include working conditions, performance, policy, procedures, or problems with co-workers or supervisors. This complaint policy does not apply to complaints about employment actions based on internal and external department and/or CACC reorganization, financial necessity or budget determinations and termination of employment.

This policy is intended to provide fair and prompt consideration to all faculty and staff complaints. Central Alabama Community College encourages all faculty and staff to use the complaint procedure without fear of prejudice or retaliation within the limits of the grievance process and with the assurance that his/her confidences will be respected.

**Note:** Complaints about harassment as defined in the Harassment Discrimination Policy will be properly investigated accordingly to that policy, not this one.

**Definitions of Complaint:** An issue brought forth by a faculty or staff member (employee) concerning the workplace which may include, but is not limited to, working conditions, performance, policies, procedures, or problems with co-workers or supervisors. A complaint is not an issue that is a “grievance” as defined below.

**Faculty or Staff Member:** Regular full-time or part time employees.

### **Informal Complaint Procedure**

Employees who have work-related concerns are encouraged to discuss them with their supervisor as soon as possible after the event(s) that cause the concern. The supervisor should address the issue within three (3) working days.

If the concern is not resolved with the employee’s supervisor, the employee may bring the issue to Human Resources. Human Resources will mediate and facilitate a solution satisfactory to all parties.

If the parties cannot reach satisfactory conclusion, the employee may choose to file a formal complaint/concern with Human Resources.

### **Formal Complaint Procedure**

#### Step 1 - Written Complaint

Employee must submit formal complaint in writing by completing an *Employee Complaint/Concern Form*. ([Appendix H](#)) The document should describe the incident or complaint and the evidence upon which it is based. The document should describe the issue with specific facts, including: personnel involved, events, dates and other information relating to the complaint. The complaint should be marked “personal and confidential” and addressed to the

Executive Human Resources Director. The document should be filed as soon as possible and within five (5) working days after the incident or problem first occurred.

Human Resources records all written complaints and sends the employee written acknowledgement that the complaint was received and is under review.

### Step 2 – Plan of Resolution

Human Resources investigates the complaint, meeting separately with the employee and others who either are named in the complaint or who may have knowledge of the facts set forth in the complaint. The investigation is completed within ten (10) working days from the date Human Resources receives the written complaint.

Within ten (10) working days after conclusion of the investigation, Human Resources will prepare a written report of the investigation and findings; written notification to the complainant and the individual or supervisor against whom the complaint is made, that the investigation with recommended plan of resolution is complete.

### **Other Issues Relating to Complaints Concerns**

Other Forums – If at any time before or during this procedure the employee files a complaint or grievance in another forum, CACC reserves the right to discontinue the complaint or grievance proceedings if, in its judgment, it determines that continuation will not conclude the matter with finality or will be unnecessarily duplicative.

### **Filing A Grievance**

If any employee complaint is not, or cannot be, resolved at the first level of supervision, as described above, the employee may then file such an unresolved complaint as a “grievance.” Refer to [Board Policy 620.01](#). Employee must complete an *Employee Grievance Form* ([Appendix I](#)). Refer to instructions ([Appendix I-a](#))

**Note:** Employee must follow the Employee Complaint Resolution Policy and Procedure/Plan of Resolution as set forth before filing a grievance.

### **ACADEMIC FREEDOM**

The College adheres to Alabama Community College System Policy for Academic Freedom, which states, “The Alabama Community College System supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members

are entitled to freedom in the classroom in discussing discipline related subjects. 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.” The College further expounds on the ACCS System Policy of academic freedom with policies as set forth by the American Association of University Professors concerning academic freedom. These policies are as follows:

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

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.

## **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)** make it illegal for “any officer or employer 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 AND COPYRIGHT POLICIES**

Central Alabama Community College recognizes and values creativity and innovation as part of the teaching and learning process. Similarly, the College recognizes the importance of and wishes to encourage the transfer of new knowledge, generated in the College to the private sector for the public good. At the same time, as a publicly funded institution, the College must be a good steward of the public resources provided to it, and must safeguard against the use of public funds for private gain. This policy addresses the rights to, interest in, and protection and transfer of Intellectual Property created by the College's faculty, staff and students.

For purposes of this policy: "Intellectual Property" means inventions, discoveries, innovations and copyrightable works. "Invention" means a tangible or intangible discovery, whether or not reduced to practice, and tangible research products, whether or not patentable or copyrightable. Such research products include, but are not limited to, computer programs, integrated circuit designs, industrial designs, databases, technical drawings, equipment, biological materials and other technical creations. "Copyrightable Works" mean original works of authorship fixed in tangible media of expression.

### **Ownership**

Ownership of any Intellectual Property created by a faculty or staff member employed by the College or by a student enrolled at the College such as written compositions, musical scores, scriptures, sculptures, paintings, photographs, films, videotapes and computer software, shall be vested in the faculty, staff or student unless the faculty, staff or student has been employed by the College to create the Intellectual Property. Any works created by faculty or staff members or students using College resources, including time at work, belong to the College.

### **Use of Intellectual Property: Submitted Work as Part of Course Requirements**

1. When a student submits work as a course requirement, the student retains ownership of the work, but ownership of the physical or electronic document shall be vested in the College. The College is granted a perpetual, royalty-free license by the submitting student to make copies of the work for administrative and educational purposes.
2. The College and its faculty, staff and students recognize that some Intellectual Property may arise or be developed by students from interaction with the instructor and other students. Under those circumstances, the Intellectual Property may not be the exclusive property of the student.
3. When work prepared/done by a student, faculty or staff has been accepted for publication by a journal or a publisher, absent an agreement to the contrary, the work becomes the property of the publisher.

### **Use of Intellectual Property: Computer Programs**

1. Computer programs that are written within the scope of faculty, staff and students' employment duties with the College become the property of the College.
  2. When a program is developed for a course project or assignment by a student, faculty member or staff member, ownership is retained by the student, faculty or staff member with the College having a perpetual and royalty-free license to make and distribute copies to faculty, staff and students for administrative and educational purposes.
- Compensation for Creation of Intellectual Property

The College does not compensate employees or students for intellectual property of any kind developed as part of the creator's normal employment duties or course assignments. The only compensation provided by the College for intellectual property, other than that allowed for online course development, will be for fulfillment of a preauthorized, legally binding contract issued by the College to the creator for the sole purpose of the development of the Intellectual Property. Such a contract will necessarily constitute work performed in excess of the employee's normal duties and beyond his/her scheduled work hours. Compensation for intellectual property developed during the creation of an online course by a certified online instructor is governed by the policies set forth in the College's Distance Learning Policy Manual, which is published on the College's Distance Education webpage. Additionally, hard copies are housed in the Office of the Director of Distance Education.

### **Copyright Issues**

Intellectual Property rights for Copyrightable Works are earned through ownership, which is established according to the rules set forth earlier in this policy. College employees and students alike must comply with all federal copyright laws in the creation and use of intellectual property, whether such property is created for compensation, created or used as part of a course requirement, or created or used as part of normal employment duties. In particular, the College complies with Public Law 110-315 (the Higher Education Opportunity Act), which requires the institution to take measures to combat unauthorized distribution of copyrighted materials through illegal downloading or peer-to-peer (P2P) file sharing of music, photographs, videos or other digitally stored information. The U.S. Digital Millennium Copyright Act (DMCA) criminalizes such unlawful distribution, even when such distribution is unintentional.

### **Use of Revenue from Intellectual Property**

All revenue derived from the sale or use of Intellectual Property created in association with the College belongs to the established owner(s). Since ownership is dependent upon whether College resources are used in the production of Intellectual Property, instructors are prohibited from profiting from the sale of materials created while using College resources to develop online courses. More information on the Intellectual Property policies surrounding online course

development can be found in the College's Distance Education Policy Manual, which posted on the College's Intranet.

### **Resolution of Disputes**

All complaints regarding the ownership of Intellectual Property, its use, compensation for its development, and/ or use of revenue derived from its sale shall be addressed through the College's standard Grievance and Appeal procedures as established in the Student Handbook and Employee Handbook.

### **EVALUATION OF PERSONNEL**

The president is responsible for the development and implementation of an evaluation system whereby all instructors and other employees at the institution are evaluated at least annually. The college's evaluation process occurs annually each spring. The Executive Human Resources Director initiates the process through electronic communication with supervisory personnel.

### **FACULTY EVALUATIONS**

The faculty appraisal system at the College is based on observed accomplishment of the specific duties and responsibilities included in the faculty job description. As required by Board policy, instructors are evaluated annually. Individual records of all written evaluations are maintained within the employee's personnel file and/or the supervisor's office. *Faculty Member Evaluation* form ([Appendix J](#)). Each faculty member should complete and present a *Professional Development Plan* to supervisor at time of annual evaluation. ([Appendix K](#))

Full-time instructors are evaluated annually each spring by their Division Chairs using the Faculty Performance Appraisal Form. This form must be submitted to the Human Resources office no later than the end of April each year. Full-time instructors are also evaluated each semester by their students using an online method of evaluation.

Adjunct faculty should also be evaluated at least annually by their Division Chairs or designee.

### **STAFF EVALUATIONS**

Evaluation of non-instructional personnel is a performance-based system conducted annually for all personnel by the appropriate supervisor. A performance appraisal form is completed on each non-instructional personnel employee and is maintained in the employee's permanent personnel file in the Human Resources office. Forms used in the evaluation process are to be submitted to the Human Resources office no later than the end of June each year. *Professional and Support Staff Evaluation* ([Appendix L](#)). Each non-instructional staff member should complete and

present a *Professional Development Plan* to supervisor at time of annual evaluation. ([Appendix M](#) and [Appendix N](#))

## **FACULTY RANK INCREASE**

Pursuant to [Board Policy 605.02](#), an instructor can advance in rank. Instructors must meet the credential standards as outlined by policy. This process is initiated and/or approved through the Dean of Instruction and the President. For additional information, refer to [Board Policy 605.02](#) and the *Faculty Rank Increase Certification Form*. ([Appendix O](#))

## **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.

All other personnel shall give written notice of resignation at least thirty (30) calendar days prior to the effective date of resignation, except by mutual written agreement of the President or designee and employee.

## **EXIT INTERVIEW**

It is the responsibility of the immediate supervisor of a departing employee to initiate the exit interview process by notifying Human Resources. All full-time employees will meet with their Supervisor, Dean, or Human Resources for an exit interview prior to the last day of employment. A copy of the *Exit Interview* form will then be forwarded to the Human Resources office. ([Appendix P](#))

## **ABANDONMENT OF POSITION**

All absences from work shall be approved in accordance with procedures established by the institution. Any employee who is absent from work without approved leave or without appropriate notification to his or her supervisor shall forfeit compensation and shall be subject to disciplinary action.

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 employing institution. However, personnel affected by this policy shall have ten (10) working days from the third day of absence to submit to the President an explanation in writing of the extenuating circumstances causing the unapproved absence from work. The explanation shall be considered before the abandonment of position policy is applied.

## **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.

## **EMPLOYEE BENEFITS**

### **PUBLIC EDUCATION EMPLOYEE'S HEALTH INSURANCE PLAN (PEEHIP)**

The Public Education Employee's Health Insurance Plan (PEEHIP) is a plan option available to eligible employees. Employees who enroll in PEEHIP may use any physician(s) they choose. If the employee chooses to use a preferred provider (PMD), the visit is subject to a co-payment designated by PEEHIP. If the employee chooses to use a non-participating physician, the visit is covered under Major Medical benefits. Also, employees under PEEHIP do not need a referral to see a specialist. Employees are encouraged to use PMD providers because in most cases it is more cost effective for the member and the plan. Insurance premiums are deducted monthly from the employees' payroll checks.

In addition, optional plans are offered through PEEHIP. For more information on PEEHIP insurance and optional plans, visit the member's page of the PEEHIP website at [www.rsa-al.gov](http://www.rsa-al.gov).

### **TEACHERS' RETIREMENT SYSTEM**

All personnel appointed to permanent full-time positions are required to participate in the Teachers' Retirement System of Alabama (TRS) while they are employed by the College. Permanent part-time staff working at least twenty hours per week must also participate in the TRS.

Temporary staff working at least twenty hours per week must participate if and when they enter a thirteenth month of employment. Members of TRS contribute a percentage of their gross salaries to a retirement fund through payroll deduction as required by law. Contributions are also made at the same rate for all extra compensation. TRS members may withdraw their accumulated contributions and interest when their employment with the College is terminated if the respective

member does not retire or accept immediate subsequent employment with another institution or agency covered by the State Retirement Systems. Members may also choose to have the contributions remain with TRS to be applied in the event of future state employment. Brochures providing detailed information on the retirement system and its various policies and procedures are available from the TRS and may be found at [www.rsa-al.gov](http://www.rsa-al.gov).

## **TAX SHELTERED ANNUITY PLANS, CREDIT UNION AND CAFETERIA PLANS**

The College offers payroll deductions for tax sheltered annuity plans, approved credit unions, and approved cafeteria plans. A list of companies currently offering tax sheltered annuity plans or cafeteria plans at the College may be obtained through the Business Office.

## **TUITION ASSISTANCE**

Employee tuition waivers are available for full-time personnel who have been employed by the College for one full academic year or at least 12 months prior to the first scheduled day of class for the term for which the employee is applying. Persons employed for at least one year will receive a waiver of one-third of tuition; persons with two years of employment qualify for a two-thirds tuition waiver; and a waiver of full tuition is given after the third year of employment. Employee tuition waivers for Athens State University are also available for full time personnel. For additional details on the tuition assistance program and the accompanying instruction, see *Employee and/or Dependent Tuition Waiver Form* ([Appendix Q](#))

## **EMPLOYEE LEAVE**

Planned absences from the job such as annual leave, personal leave, military leave, and court attendance must be requested and approved by submitting a **Leave Request Form** 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. 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. See [Board Policy 618.01](#).

## **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. See [Board Policy 610.01](#).

## **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 member 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 the College 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 by 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, and 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 (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. See [Board Policy 610.01](#).

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.

Sick leave should be requested in advance whenever possible using the Leave Form found on the College website. Since illness of employees or their immediate family members 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 and each day thereafter.

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.

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 employee's 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":

1. Personal illness or doctor's quarantine;
2. Routine physical examinations, dental appointments, eye examinations, etc.;
3. Personal injury which incapacitates the employee;
4. Attendance to an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) of the employee;
5. 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);
6. 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.
7. 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 retire with service of 10 years at age 60 or have more than 25 years of service, or 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).

Accumulated Sick Leave Days	Months of Service Credit	Accumulated Sick Leave Days	Months of Service Credit
0-7	0	218-232	15
8-22	1	233-247	16
23-37	2	248-262	17
38-52	3	263-277	18
53-67	4	278-292	19
68-82	5	293-307	20
83-97	6	308-322	21
98-112	7	323-337	22
113-127	8	338-352	23
128-142	9	353-367	24
143-157	10	368-382	25
158-172	11	383-397	26
173-187	12	398-412	27
188-202	13	413-427	28
203-217	14	428-442	29

## **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 [Board Policy 610.02](#).

## **SICK LEAVE BANK**

The College has established a sick leave bank (hereinafter “the 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 Board. Presented below is a brief summary of the Sick Leave Bank guidelines. A more comprehensive description of the operational guidelines is presented in [Board Policy 610.01](#).

The Bank is operated, managed, and governed by a Sick Leave Bank Committee subject to 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 (hereinafter “the 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. No representative on the Committee shall serve longer than five (5) years. Vacancies occurring on the Committee shall be filled by the respective parties.

Any full-time employee of the College who has completed a *Authorization for Sick Leave Bank Participation* form ([Appendix R](#)) contributing five (5) 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 submitting a *Sick Leave Bank Application for Loan* form ([Appendix S](#)). 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

College’s 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. 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. (See [Appendix T](#))

Employees may withdraw from the Bank by completing the *Notice of Resignation from the Sick Leave Bank* form ([Appendix U](#)) and sending it to the Chair of the Sick Leave Bank 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.

## 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, 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-month period. A twelve-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 files. Personnel summoned for court attendance and subsequently released are expected to return to work.

### **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 payments. The employment status of persons on maternity leave will not be affected.

Employees seeking leave related to pregnancy, the adoption of children or care/placement of foster children reference [Board Policy 611.01](#) and supporting guidelines.

## **FINANCIAL MANAGEMENT**

Each institution shall operate within available resources and shall maintain adequate operational balances as defined by the Chancellor and reported to the Alabama Community College System Board of Trustees to ensure the financial stability of the institution.

## **ACCOUNTING PROCEDURES**

The Financial Management Procedures Manual for the Alabama Community College System shall be used by all institutions. The Chancellor shall revise and maintain the manual as needed to comply with generally accepted accounting procedures, good business practices, Board policy, and applicable laws.

## **BUDGET PREPARATION**

The fiscal operation of the College is conducted on the basis of an annual budget for the fiscal year October 1 through September 30. Each annual budget is based on the annual budget appropriations approved by the Alabama Legislature. The President is ultimately responsible for the preparation of these budgets, assisted by the Chief Financial Officer. All college employees are asked to assist in the preparation of the annual budget through implementation of the following process.

1. Each employee is to complete the budget request forms which are distributed annually, arrange requests by priority, and justify them. Submit this information to the appropriate division/department chairperson or supervisor by the specified date.
2. Division/department chairpersons and supervisors, after receiving budget requests, are to prepare divisional/departmental budget requests and submit them to the appropriate dean by the specified time. All capital requests must be specified and justified.
3. The deans will compile and submit the requests to the Dean of Financial Services who will develop a draft budget and submit to the President.
4. Budgets will be returned to the deans for necessary revisions.
5. The President approves the final budget and sends to the Alabama Community College System Office for approval.
6. The approved budget is disseminated to the appropriate college employees.

## **REQUISITIONING**

Division/Department chairs, directors, and deans authorize the acquisition of instructional supplies and equipment. Request forms are available in the Business Office and must be approved by the appropriate director, chairperson, or dean. Requisitions for amounts less than \$15,000 should be prepared in the following manner:

1. A preferred vendor should be specified.
2. Nomenclature and specifications should be spelled out in sufficient detail.
3. A price should be specified in all cases.
4. The type purchase, i.e., equipment, supplies, A.V., should be specified.
5. The department should be specified.
6. Departmental budget accounts should be checked to determine if balances are sufficient to cover the request.
7. Requisitions should be signed by the appropriate budget coordinators.
8. All copies of requisitions should be submitted to the appropriate dean(s) or director(s) for approval. Major purchases should be approved by the President.
9. The requisition should be forwarded from the appropriate supervisor's office to the Business Office for final approval and execution.

## **COMPETITIVE BIDS**

For requisitions exceeding \$15,000, competitive bids must be invited. The following information should be provided to the Dean of Financial Services who prepares and submits bids:

1. Specifications
2. At least three prospective vendors
3. Delivery date required.

Competitive bids will be invited from parties specified and any other vendors who have asked to be placed in the college bid file or any other known responsible bidder.

## **TRANSPORTATION POLICY**

When college vehicles are available, they are to be used rather than personal cars for approved instate travel. When it is possible, employees are encouraged to sign up for use of college vehicles at least two weeks 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.

Transportation requests should be made through the cashier on the Alexander City campus, the cashier at the Childersburg campus, and the Coordinator of the Talladega Center. The representative at each location will provide a Vehicle Request Form. Approved travel requests

must accompany the Transportation Request Form before a vehicle can be approved for your trip.

Request specifically the date the vehicle is needed. Vehicles are scheduled in day blocks only. Each athletic team coach must provide a copy of his/her schedule and indicate the exact departure and return times 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 must be picked up and returned to the parking lot in front of the Administration building.

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

When returning to campus, the key should be returned to the appropriate persons along with the Vehicle Trip Sheet provided by the campus location representative. If returning after normal business hours, arrangements should be made in advance on how to return the key. Under **NO** circumstances should the key be left in the vehicle. Keys are issued by the cashier in Alexander City and Childersburg, and by the Administrative Coordinator in Talladega.

Employees should report any difficulties with a CACC vehicle on the Vehicle Trip Sheet. All accidents should be reported immediately to the Business Office and the driver's immediate supervisor. An official CACC Incident Report must be submitted immediately to the Business Office and supervisor. All vehicles should be returned cleaned out and with a full tank of gas to ensure they are ready for use for the next person.

## **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 procedures for purchasing fuel:

- a. 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.

- b. 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.
- c. 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
- d. 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
- e. The fuel card is the responsibility of the employee. If lost, a \$2.00 replacement fee will be charged.
- f. When purchasing fuel, the employee must correctly 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.
- g. The employee should purchase the most economical octane fuel for the vehicle or equipment.
- h. The employee must turn the fuel card with receipt, if purchase was made, to the location it was signed out.
- i. 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.

## **IN-STATE TRAVEL**

Approval for in-state travel must be secured prior to travel. Travel request forms for in-state travel must be submitted to the appropriate supervisor for approval before final certification by the Business Office that funds are available

## **OUT-OF-STATE TRAVEL**

Requests for out-of-state travel must include total estimated cost of trip, source of funds, and purpose of travel. Out-of-state travel must be submitted to the President 15 calendar days before departure. Pre-payment of travel payments may be made directly to a vendor, i.e., commercial transportation and conference registration.

Travel for Professional Development Approval of out-of-state travel for professional development activities for groups of three or more persons from a single college or ten or more persons from various colleges must be approved by the ACCS Board of Trustees.

The College supports its employees' participation in local, regional, and national professional meetings.

## **TRAVEL BETWEEN WORK SITES**

### Definition of Base:

The base is defined as the location at which the majority of one's workload is assigned. If one's work is evenly divided between two locations, the President will determine the employee's base. A base is defined by an Attorney General's opinion (88-00039) to include the city limits of the location of one's base. Thus, per diem is reimbursable only when traveling outside base limits.

Personnel are assigned a base upon employment. Position changes may require a change in base assignment. Instructors are assigned a base for each term as determined by their teaching assignment and other duties.

### First and Second Trip Travel:

First trip travel is defined as the first travel of the working day to any work location. Personnel making first trip travel to a regularly, routinely scheduled non-base work location must travel from their assigned base in order to be reimbursed for mileage. Travel is not paid to the first work assignment of the day unless traveling from a base location. In order to be reimbursed for travel to a non-routinely scheduled, non-base work site, personnel must travel from the base or a prior approved base. Use of the state vehicle is required when available. Carpooling is required as assigned by the appropriate dean.

Second trip travel is defined as the second trip of any work day from any work site to any other non-base work site for the purpose of routinely scheduled work. Second trip travel is reimbursed from base to non-base and return; from base to non-base and return home (if closer than base); from home (if closer than base) to non-base and return home; from non-base to non-base and return; from non-base to non-base and return home (if closer than point of origin of travel). Carpooling is required as assigned by the appropriate dean.

## **ROOM ASSIGNMENTS FOR OVERNIGHT TRAVEL EVENTS**

Room assignments for overnight travel events are made on the basis of 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.

## **TRAVEL REIMBURSEMENT**

For in-state travel requiring an overnight stay, the traveler shall be paid per diem at \$75.00 per day. When traveling by private automobile, the state allowed rate per mile is allowed. A meal allowance of \$11.25 is allowed for a trip of from 6 to 12 hours duration. A \$30.00 allowance is allowed if a trip exceeds 12 hours duration but does not involve an overnight stay.

Reimbursement for out-of-state travel is the less costly of the state allowed rate per mile, or the prevailing tourist class airfare. Meals are limited by location and rates can be found at the State Comptroller's website at <http://comptroller.alabama.gov/pages/MIE.aspx>. Reimbursement for the amount of actual and necessary lodging, will be in full, but it is the policy of the College to use moderately priced accommodations. Receipts are required for all reimbursable out-of-state expenditures and alcohol is not reimbursed.

Forms for reimbursement of travel expenses are available on the College employee intranet. Online map mileage should be provided as documentation of miles traveled. Reimbursement forms should be filed no later than the 20th of each month. Further explanation of the State and College rules and regulations regarding in-state and out-of-state travel may be obtained from the Business Office or college travel/leave coordinator(s).

## **MAIL SERVICES**

Mail is distributed daily to faculty and administrative mailboxes in designated campus locations. All official mail must be sent in envelopes printed with the College's return address. The use of the college postal meter for personal use is prohibited.

## **WORK ORDERS**

All requests for maintenance and repair, furniture and equipment requirements, and changes to facilities, as well as reports of deficiencies in buildings and equipment, should be reported to the Maintenance department through use of a work order obtainable from any administrative office on any campus.

## **FACULTY OFFICES**

Offices are assigned by the Dean of Instruction in consultation with division chairs and affected faculty. Faculty are expected to ensure that offices are maintained properly and to report any maintenance problems to the Dean of Instruction.

## **CLASSROOMS**

Classrooms are assigned by the Dean of Instruction or division chair on the basis of anticipated section size. Should the classroom furnishings and equipment need to be rearranged, contact the appropriate dean who will coordinate approved requests with the Vice President of Financial and Administrative Services. Faculty are requested to leave the classroom in an orderly condition and, in an effort to conserve energy, turn off all lights when leaving.

## **MOVING**

Changing classrooms must be cleared through the appropriate Dean.

## **MEETING ROOMS**

Use of facilities on each campus should be scheduled through the appropriate Campus Administrator or designee.

## **FOOD AND DRINKS**

Food and drinks are permitted in designated areas on each campus. They are not permitted in classrooms and/or labs.

## **USE OF COLLEGE EQUIPMENT**

Each instructor is responsible for the department to which he/she is assigned, including all tools and equipment issued to that department. No one shall use a department or its equipment without prior permission from the instructor who is responsible and/or the dean. Using college equipment and/or supplies for private gain is prohibited.

All classroom, laboratory, and audio-visual equipment and materials are for the purpose of instruction at the College. Occasionally, however, the use of college materials and equipment in the interest of serving the community may be worthwhile. Requests for permission to do so should be submitted to the appropriate Dean, setting forth the purpose, need, and benefit to the community. No college equipment or materials should be removed from the premises without expressed permission.

Equipment and furniture have been inventoried and assigned to a specific location. If the need arises to relocate equipment, individuals are requested to contact the Director of Maintenance. Requests for the purchase of furniture and equipment should be made in writing to the immediate supervisor and forwarded to the Business Office. Problems related to damaged equipment should be reported to the immediate supervisor.

An inventory of all property is kept by the Business Office. No equipment should be moved from one location to another until a work order approval is requested and secured.

## **KEYS**

Keys shall be issued to all personnel by the Business Office. No key may be duplicated. Should a need for a duplicate key arise, Business Office designee should be contacted. All personnel are requested to secure doors when on the campus during non-business hours.

## **GENERAL INFORMATION**

### **TEXTBOOK POLICY**

1. Instructor textbooks and materials that are furnished by the College should be turned in to the appropriate division/department chairperson at the end of the academic year or upon termination of services.
2. When textbooks are to be changed, the course coordinator or division/department chairperson should call and chair a committee meeting of all full-time faculty teaching the course. Every attempt should be made to use a textbook for a minimum of two (2) years. Following review of texts and a decision by the committee, the course coordinator should implement the change utilizing the following procedures:
  - a. The request to change a course textbook for fall semester will be made by the last class day of spring semester.
  - b. No change in textbooks should be made at any other time during the year unless the textbook is no longer available to the bookstore.
3. After a decision is reached by the committee, the course coordinator or division/department chairperson is responsible for:
  - a. completing the "Course Book Information Request" form and sending it to the college bookstore. Forms can be obtained through office of Division Chair.
  - b. ordering as many complimentary copies/supplementary materials from the publisher as needed for full-time and adjunct faculty teaching the course.
  - c. distributing the books to the full-time and adjunct faculty.
4. If a new edition is published during the year, the old edition should be used, if available, until fall semester. The request for edition changes should follow the same procedure as outlined in number 2 above.
5. The course coordinator or division/department chairperson should contact all full-time and adjunct faculty using the textbook, informing them of the decision to change texts and the semester that the change will become effective.

Pursuant to the provisions as set forth in **Section 16-36-50, Code of Alabama**, each and every academic semester, the College, by and through its bookstore manager or designee for each and every campus operated by the College, shall make available the following information relating to textbooks and materials for the upcoming academic semester:

1. a complete list of required and optional textbooks for courses taught,
2. required academic learning materials for courses taught, and/or
3. required custom publications for courses taught as provided to the Campus Bookstore by the faculty and staff and through standard operating procedures.
4. The information made available shall be in the form of written lists of all course materials, listed by course title, author, publisher, editor, and ISBN number, if known.
5. A written list titled, "Textbook List For", immediately followed by the applicable semester and year (ex. Textbook List for Spring 2016) will list the textbooks, including those for on-line courses, and specialized course materials (i.e. syllabi and customized publications required by instructors) for the appropriate term with deletions from the previous term. In addition to this information, non-affiliated retailers will be supplied textbook change forms that are not loaded into the computer at the time the list is printed.
6. The course coordinator or division/department chairperson shall have the duty to ensure that all materials submitted by the faculty members for the upcoming semester shall include all necessary identification information. If customized publications are to be used in the classroom, the identification information shall include title, author, publisher, editor, and ISBN number, if known, and the specific page numbers to be reproduced.
7. Textbook changes that are necessary during the academic year (i.e. edition changes) are due to the college bookstore on November 15 for spring term and March 15 for summer term. The above-mentioned lists will be provided to the non-affiliated retailer(s) at approximately the same time and must be before the close of the second business day following the 15th of each of the respective months. Additions to said information shall be made available to the non-affiliated bookstore at approximately the same time and must be no later than the close of the second business day immediately following the date on which said additions are provided to the bookstore.
8. Said information shall be dated and placed in a pick-up box in the Campus bookstore. It shall be the responsibility of the requesting party to check the pick-up box at time intervals of their choosing.
9. Customized publications as required by the instructor for a particular course will be sold to the non-affiliated retailers at cost for production if no margin is added and at a 25% discount if there is a margin added. The College shall not sell any customized publications in violation of its copyright agreement(s) with the publisher.

10. Said information shall be made available to established College bookstore retailers having retail outlets in the municipality where the respective campus is located.
11. The College, by and through its bookstore manager or designee, shall have the duty of notifying any and all established non-affiliated bookstores, with locations in the specific municipality, in writing, of the procedures for obtaining said textbook information. The College shall make reasonable efforts, by public information such as local phone directories and the like, to determine the names and addresses of all established non-affiliated bookstores, with locations in the specific municipality.

## **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.

## **LACTATION**

Employees who are nursing may contact the Office of the Student Services at each campus location to arrange a designated time and private place to express their breast milk while on campus.

The Campus Administrator or designee will make arrangements for the employee upon request and requires a minimum of 24 hours' notice.

## **GENDER NEUTRAL RESTROOMS**

Restrooms and locker rooms are available at all campus locations. Gender neutral restrooms are identified as such and may be used by either gender.

## **CHILDREN ON CAMPUS**

The College is an institution of higher education and as such must preserve conditions which will provide an environment conducive to academic and work activities performed by students and employees. For reasons that include safety of children, and assuring professional efficient performance of academic pursuits, operations, and services, the College cannot accommodate the presence of children in campus workplaces, classrooms, or any other venue or circumstance on campus.

Children will not be permitted in classrooms and are not allowed in areas where dangerous equipment is operated and/or where chemicals, cleaning products, solvents, or any hazardous

products are stored or used. Children shall not be present at an employee's workplace in lieu of other childcare arrangements, during the employee's working hours.

If children accompany students during registration or for other business on campus, the children must be properly supervised at all times. Individuals who bring children to campus are responsible for their supervision at all times. Leaving children unattended in public areas of the College does not meet this supervision standard.

Children are prohibited in State/College vehicles.

Where conditions exist which do not appear to be covered by this policy, inquiry should be made to the appropriate officials of the college. Violation of this policy may be cause for disciplinary action in accordance with local and Board policies.

## **PUBLIC RELATIONS**

Any College employee who receives a request for College-related information from the media should forward the request to the Public Relations Department. 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**

### **INTERNET USAGE**

The College provides internet and email service to all students through computer labs, college libraries, and wireless access in specific locations throughout all campuses. Being consistent with its mission, the College has invested in computing resources to provide students with reliable internet access that is readily available with current software that is used in a variety of courses.

These policies apply to all users of the college computers and network resources, including but not limited to, the College students, faculty, staff, administrators, and guests of the College. Users may be asked to provide proper identification upon using the school's resources.

### **ACCEPTABLE USAGE**

All college-provided computers shall be compliant with the educational purposes and goals of the College. It is mandatory that all users conduct themselves in a responsible, ethical, and moral manner. All users must adhere to local, state, and federal laws and maintain a high standard of

Internet use that is outlined in all parts of this policy. Use of the Internet and college computers and network resources within the College is a privilege, and information attained from these computers shall be deemed the property of the College. The College reserves the right to monitor and review any material on college computers at any time in order to determine inappropriate use.

The guidelines for appropriate usage are:

1. Use of college computers is limited to educational purposes which include: completing class assignments, educational advancement, and obtaining general knowledge.
2. The computers at the College are not to be used to play games, participate in chat rooms, or any peer-to-peer activity used to transfer files.
3. The College will not be responsible for any lost or damaged data on removable disks. Users must save all files to their own disks and no files should be saved to the college computers.
4. Computers should not be used to display personal information or for the endorsing of political candidates.
5. Any attempts to deface or alter any computer or network resource provided by the College could result in disciplinary action.

Central Alabama Community College reserves the right to monitor and review all traffic for potential violations of this policy and have authority to levy penalties that can result in the loss of computer access privileges or suspension and expulsion from the College.

## **UNACCEPTABLE USAGE**

The use of internet resources should comply with ethical and legal standards. The following will be considered as unacceptable usage:

1. It is not acceptable to use the internet/network for purposes which violate any federal or state law or college policy.
2. It is unacceptable to use the internet/network for illegal purposes to include, but not be limited to, harassing, threatening, stalking, pornographic, or obscene materials.
3. It is unacceptable to use the internet/network in a manner that disrupts normal network use and service. Such disruption would include, but is not limited to, the propagation of computer viruses, the violation of personal privacy, the unauthorized access to protected and private network resources, and the altering of system software and hardware configuration.
4. It is not acceptable to use the internet/network for commercial activities including, but not limited to, commercial solicitation for business.
5. Use for private or personal business is prohibited.
6. Copyright infringement.

The user must be aware that information retrieved from the internet may not have been verified, validated, or authenticated by a properly credentialed source to assure its accuracy. Information accessed on the Internet or other computer software available is to be used in a professional and responsible manner. The College is not responsible for information which is considered offensive in nature or is misused by the user.

## **EMAIL**

Email accounts and email services are provided to the College in support of the mission of the College, including teaching, learning, research, and the administrative functions to carry out that mission. Users of the College email services are expected to act in accordance with the College's Internet Usage and its Acceptable/Unacceptable Usage policies and guidelines, as well as with professional and personal courtesy and conduct. All users have the responsibility to use these resources in an efficient, effective, ethical, and lawful manner. Violations of these policies and/or guidelines may result in disciplinary action.

## **SAFETY**

### **COMMUNICABLE DISEASES**

The College recognizes that students and employees with communicable diseases and/or life-threatening illnesses, including but not limited to AIDS, hepatitis (HBV), and tuberculosis (TB), may wish to continue educational pursuits. As long as these students/employees are able to meet acceptable performance standards and medical evidence indicates that their condition(s) is not a threat to themselves or others, the College will ensure they are treated consistently with other students/employees. At the same time, the College is committed to providing a safe environment for all students and employees. Every precaution will be taken to ensure that neither the health nor safety of college employees and students is threatened.

Employees who have medical conditions, communicable diseases and/or life threatening illnesses which require confidentiality are encouraged to contact the Executive Human Resources Director. Information about health matters will be treated confidentially, and any information shared by the Human Resource Director will be only on a professional need-to-know basis with employee consent. Notification may be in person or may be in writing and sent to Executive Human Resources Director in an envelope marked "personal and confidential."

Health care is not provided at the College. Students and employees requesting information on HIV, AIDS and AIDS-related illnesses, HBV, and TB will be referred to appropriate agencies.

## **TOBACCO-FREE ENVIRONMENT**

The College is committed to providing a safe and healthy working and learning environment for the students, faculty, and staff on its campuses and, because of this, is a tobacco/vapor free environment. The use of ALL tobacco products, including e-cigarettes/vapor devices, is strictly prohibited on all campuses and college locations.

## **PARKING AND DRIVING**

Any person who drives a car or a motorized vehicle on any campus, day or night, must have liability insurance and must secure a parking hang tag at the Library. Parking and/or driving on grass is prohibited at all campuses.

Following are the driving and parking regulations for all campuses:

1. Parking hang tags must be affixed to the rear view mirror of the vehicle.
2. The speed limit is not to exceed 10 mph on any campus
3. The registered driver is responsible for his or her vehicle regardless of who is driving.
4. Visitors to the campus must obtain a visitors parking permit from the Business Office or campus administrative offices. This also applies to students bringing an unregistered vehicle on campus at any time.
5. No vehicle may be parked in a “no parking” zone.
6. Vehicles parked improperly with a hang tag showing will be ticketed and a fine will be assessed.
7. Vehicles parked improperly with no hang tag showing will be towed from campus at the owner’s expense.

## **EMERGENCY RESPONSE PLAN**

The Emergency Response Plan is available on the College website. Hard copies may be obtained through the Campus Administration Office.

## APPENDICES

- A. [Request for Disability Accommodation Application/Intake Form](#)
- B. [Employee Request for Accommodation Under the Americans With Disabilities Act \(ADA\)](#)
- C. [Medical/Health Care Information Release Form](#)
- D. [Central Alabama Community College Accident/Incident/Crime Report Form and Incident Reporting Form](#)
- E. [Notification of Secondary Employment](#)
- F. [Family Relationship Disclosure Form](#)
- G. [Uniform Guidelines for Advancement – Salary Schedule E](#)
- H. [Employee Complaint / Concern Form](#)
- I. [Employee Grievance Form](#)
  - a. [Instructions to File a Grievance](#)
- J. [Faculty Member Evaluation](#)
- K. [Professional Development Plan \(Faculty\)](#)
- L. [Professional and Support Staff Evaluation](#)
- M. [Professional Development Plan \(B and C Personnel\)](#)
- N. [Professional Development Plan \(E and H Personnel\)](#)
- O. [Faculty Rank Increase Certification Form](#)
- P. [Exit Interview Form](#)
- Q. [Employee and/or Dependent Tuition Waiver Form](#)
- R. [Authorization for Sick Leave Bank Participation](#)
- S. [Sick Leave Application for Loan](#)
- T. [Catastrophic Sick Leave Transfer Authorization](#)
- U. [Notice of Resignation from the Sick Leave Bank](#)