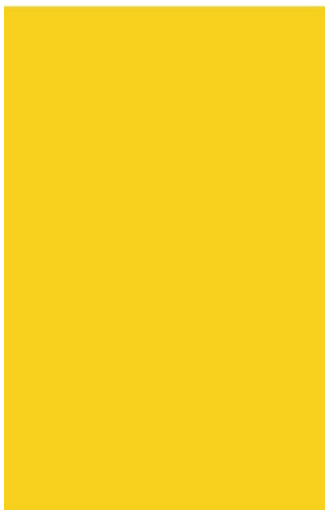


# 2021-2022 Employee Handbook



Trenholm State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (1866 Southern Lane, Decatur, Georgia, 1-404-679-4500) to award Associate Degrees, Certificates and Short Term (Specialized Training) Certificates. Authorized By: Alabama Community College System Board of Trustees - Revised February 14, 2022.

# ACCREDITATION AND CERTIFICATIONS

The College is accredited by the Southern Association of Colleges and Schools  
Commission on Colleges (SACSCOC)

Southern Association of Colleges and Schools Commission on Colleges  
1866 Southern Lane  
Decatur, Georgia  
Telephone: 1-404-679-4500  
Website: <http://www.sacscoc.org/>

In addition, individual programs are accredited or certified by the following agencies:

Culinary Arts	American Culinary Federation, Inc. (ACF)
Dental Assisting	American Dental Association, Commission on Dental Accreditation (ADA)
Diagnostic Medical Sonography	Joint Review Committee on Diagnostic Medical Sonography JRC-DMS (CAAHEP)
Emergency Medical/ Paramedic	Commission on Accreditation of Allied Health Education Programs (CAAHEP)  Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession (CoAEMSP)
Medical Assisting	Commission on Accreditation of Allied Health Education Programs (CAAHEP)  Association of Medical Assistants' Endowment
Medical Radiologic Technology	Joint Review Committee on Education in Radiologic Technology JRCERT
Practical Nursing	Accreditation Commission for Education in Nursing (ACEN)  Alabama Board of Nursing

Automotive Service Technology	National Automotive Technician Education Foundation (NATEF)
Computer Information	Cisco Certified Network Associate (CCNA) Systems Technology
Industrial Electronics Technology	National Association of Radio and Telecommunications Engineers (NARTE)
Truck Driver Training	U. S. Department of Transportation (DOT)

## **Equal Opportunity In Education and Employment**

It is the official policy of the Alabama Community College System and H. Council Trenholm State Community College that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

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## PREFACE

This handbook serves as one of the sources of information which supports the mission of the College and which guides the faculty and staff toward accomplishing the objectives of the College. It contains several guidelines developed in support of the Alabama Community College System (ACCS) policies. These guidelines include statements about advising, benefits, employment, evaluation, instruction and services. This handbook also contains several specific Alabama Community College System Board of Trustees policies about which inquiries often arise. Various forms referenced in the body of the handbook which are used in the operation of the College can be located on College intranet at <https://trenholm.sharepoint.com/Forms-Documents/Pages/Forms-&-Documents.aspx>.

This handbook is meant to be a resource for the faculty and staff to foster the smooth operation of the College. It is not intended to be a contract between the employee and the College. In addition, statements inadvertently in conflict with a federal or state statute or Alabama Community College System Board of Trustees policy have no legal force or effect.

The College has accepted all ACCS Board policies as its own and any policy found in this handbook which is contrary to the language or intent of policies found in the current edition of Policies, Procedures, and Regulations Governing Alabama State Community, and Technical Colleges is null and void. A copy of the State Policy Manual referenced above may be found in the President's offices on both campuses. ACCS Policies are available for review at <https://www.accs.edu/about-accs/board-of-trustees/policies-and-procedures/> All College employees, programs and services are subject to the policies of the Alabama Community College System Board of Trustees, regardless of whether or not the policy is discussed or presented in this handbook. Any policy in this handbook which is contrary to federal or state law or to ACCS Board Policy is null and void.

## COMPLIANCE POLICY

It is the official policy of the Alabama Community College System and H. Council Trenholm State Community College that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. H. Council Trenholm State Community College has filed, with the Federal Government, an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Acts of 1964 and the Regulations issued thereunder. It is also the policy of H. Council Trenholm State Community College to be in accordance that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The College adheres to Federal Policies under Title IX prohibiting discrimination on the basis of sex and provides protection against acts of sexual harassment. The Title VI and IX Coordinators for the College are:

### **Title VI**

Geneva Patterson  
Library Tower  
Trenholm Campus  
1225 Air Base Blvd  
Montgomery, AL 36108  
(334) 420-4330

### **Title IX(Employees)**

Dr. Pamalon Rollins  
Building A/B  
Trenholm Campus  
1225 Air Base Blvd  
Montgomery, AL 36108  
(334) 420-4253

### **Title IX(Students)**

Theresa Mays  
Building F  
Trenholm Campus  
1225 Air Base Blvd  
Montgomery, AL 36108  
(334) 420-4296

## AMERICANS WITH DISABILITIES ACT (ADA)

In addition, the College is in compliance with Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of disability in the recruitment and employment of faculty and staff, or the operation of any of its programs and activities as specific by Federal Law and Regulations. The College is actively pursuing the guidelines in compliance of the Americans with Disabilities Act. ADA prohibits discrimination on the basis of disability for employees or students. The coordinator for compliance is:

**Section 504 (ADA)**

*Employees*

Dr. Pamalon Rollins  
Building A/B  
Trenholm Campus  
1225 Air Base Blvd.  
Montgomery, AL 36108  
Telephone 334-420-4253

**Section 504 (ADA)**

*Students*

Monica Robinson  
Building F  
Trenholm Campus  
1225 Air Base Blvd.  
Montgomery, AL 36108  
Telephone 334-420-4418

Persons who believe they have been subjected to discrimination prohibited by Title VI, IX, Section 504, or an Act or Regulation issued thereunder may file with this College a written complaint.

**Accommodations:**

Students, visitors, and employees requesting accommodations or further information should contact the ADA coordinator. Requests for accommodations will be considered on a case-by-case basis. The college is not required to evaluate students or others requesting accommodation, or pay for such an evaluation. It is the requesting party's responsibility to provide appropriate documentation or evidence of disability and request accommodations.

**Handbook Changes**

Any changes needed in policies or procedures should be addressed with the person or committee with primary responsibility for that section and the Policy Review Committee or President. To incorporate such changes, the assigned person or committee should submit to the Office of Human Resources an edited section of the handbook or replacement pages, with the source of approval noted. Any new polices or procedures will be communicated to the employees through memorandum by the President or Policy Review Committee. The Office of Human Resources will be responsible for the inclusion of new policy and procedures into the handbook and will issue page updates annually at the beginning of the academic year.

The Office of Human Resources will make revisions that need to be made to the handbook, due to policy changes made by the Alabama Community College Board of Trustees. These revisions will be prepared and page updates will be issued as needed. The entire handbook is revised on alternating years beginning with the year 2006-2007.

# COLLEGE INFORMATION

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## INTRODUCTION

H. Councill Trenholm State Community College is a comprehensive two-year technical college located in Montgomery, Alabama. The College provides technical certificate and degree programs; adult learning opportunities; civic, social, cultural and personal development opportunities; business and industry training opportunities; and support of economic development for the central Alabama region. The College is part of the Alabama Community College System, a statewide system of postsecondary colleges governed by the Alabama Community College System Board of Trustees.

The College operates one campus, the Trenholm Campus and several off-site locations, and provides educational services for Montgomery and the surrounding area.

H. Councill Trenholm State Community College is authorized by the State of Alabama to provide vocational, technical, academic, and lifelong educational opportunities; promote economic growth; and enhance the quality of life for the people of central Alabama. The College operating as a single entity, integrating all programs and services where feasible into a single delivery system, is committed to providing comprehensive technical services to its community.

Through its open door admission policy and special recruitment efforts, H. Councill Trenholm State Community College helps students obtain real educational opportunities, offering promising students a better beginning. The college's efforts are focused by its mission and vision statements and guided by the values and goal statements developed and reviewed regularly by its employees as part of the college's annual planning process.

## INSTITUTIONAL MISSION

H. Councill Trenholm State Community College mission to provide comprehensive accessible educational opportunities, including academic transfer and technical programs, designed to promote economic development, enhance workforce development, and improve the quality of life for the community.

## VISION STATEMENT

H. Councill Trenholm State Community College vision is through the commitment to educational excellence, students will be prepared to meet the challenges of a global society and the college will serve as the region's leading catalyst for economic and workforce development.

## CORE VALUES

Trenholm State Community College administrators, faculty and staff embody the highest academic and institutional commitment to students and the community by exhibiting the following 13 values:

1. **ACADEMIC RIGOR:** We are committed to standards of academic rigor that assure students a high-quality education that fosters personal and intellectual growth for productive careers and meaningful lives.
2. **ACCESS:** We promote an accessible and affordable education designed to optimize opportunities for student participation.
3. **ACCOUNTABILITY:** We create an accountable environment that continually builds an exceptional community college through shared governance, collaboration, and a commitment to the delivery of our mission.
4. **COMMUNICATION:** We encourage dialogue and the freedom to have an open exchange of ideas for the common good.
5. **DIVERSITY:** We recognize and value diversity in its many forms as a representation of the richness of the human experience.
6. **EXCELLENCE:** We set and model high standards for students and our faculty, staff, administrators, and community partners.
7. **INNOVATION:** We strive to be creative and inquisitive community based on the pursuit of knowledge, wisdom, and discovery.
8. **INTEGRITY:** We hold ourselves accountable to the communities we serve and seek to model personal and intellectual integrity in all we do.
9. **LEADERSHIP:** We are committed to identifying the unique strengths of our faculty and staff by encouraging leadership and supervision that recognize individuals who utilize their talents in support of our students.
10. **LIFE-LONG LEARNING:** We are committed to promoting the educational growth and development of all individuals through a variety of postsecondary professional, technical, and academic programs and services.
11. **PROFESSIONALISM:** We value professionalism through our clear sense of commitment, perspective, and direction.
12. **QUALITY-DRIVEN:** We are dedicated to a supportive learning community that uses learning outcomes to measure success and guide innovative curricular and program improvements to meet the individual and group needs.
13. **STUDENT SUCCESS:** We are committed to the success of our students by adhering to the highest level of academic and professional standard.

## INSTITUTIONAL GOALS

### *Strategic Goal 1:*

**STUDENT SUCCESS PATHWAYS:** Trenholm State Community College will increase efforts to provide programs and services that enhance active learning to ensure achievement of students' educational and career goals.

### *Strategic Goal 2:*

**WORKFORCE PATHWAYS:** Trenholm State Community College will ensure that academic, career and technical degrees, certificates and credentials result in marketable student employment by strengthening career pathways, ensuring curricular relevance and expanding partnerships.

### *Strategic Goal 3:*

**TRANSFER PATHWAYS:** Trenholm State Community College will provide clear and direct educational pathways by delivering flexible, relevant and quality transfer programs and related support services that result in a seamless transfer to four-year institutions.

### *Strategic Goal 4:*

**INSTITUTIONAL GROWTH AND SUSTAINABILITY:** Trenholm State Community College will maintain financial stability and expand infrastructure and technology to establish state-of-the-art learning environments that facilitate career development and student success.

## **THE COLLEGE CAMPUSES**

The physical resources of H. Councilll Trenholm State Community College consist of one campus and several off-campus sites. All College facilities are easily accessible to the public.

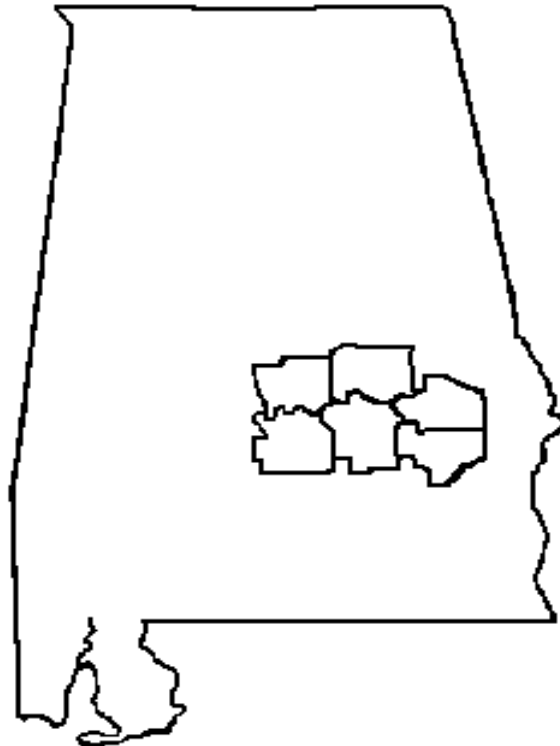
The Patterson campus is located at 3920 Troy Highway, Montgomery, Alabama. The campus rests on forty-three acres of land with fourteen buildings. The Patterson campus has two extended instructional sites, the Truck Driving Training Center, located at 5420 Troy Highway.

The Trenholm campus is located at 1225 Air Base Boulevard, Montgomery, Alabama. This campus rests on thirty-five acres of land and consists of fourteen buildings, including the Learning Resource Center (Library Tower) located at 3086 Mobile Highway. The Culinary Arts program is located at 8 Commerce Street in the downtown area.

## **COLLEGE SERVICE AREA**

The College service area consists of primarily a six county area located near the center of the State of Alabama. The service area includes the area of Macon County, west of a line drawn north to south through the city of Franklin; Elmore County, excluding correctional education and the Central Alabama Community College site in Tallassee; Montgomery County; the area of Bullock County, west of a line drawn north to south through the city of Union Springs; Lowndes County and Autauga County, in cooperation with Wallace Community College-Selma. The area consists of urban, suburban, and rural populations.

### ***SERVICE AREA MAP***





## **COLLEGE OPERATING HOURS**

### **College Normal Operating Hours shall be:**

7:30 a.m. - 10:30 p.m.	Monday – Thursday
7:30 a.m. - 11:30 a.m.	Friday
as needed	Saturday – Sunday

### **Class Time:**

Normal Class Time shall be:

8:00 a.m. – 10:30 p.m.	Monday – Friday
as needed	Saturday – Sunday

### **Admissions & Financial Aid**

Normal Operating Hours shall be:

7:30 a.m. - 5:30 p.m.	Monday – Thursday
7:30 a.m. - 11:30 a.m.	Friday

At the beginning of each Term through Add/Drop Period  
7:30 a.m. - 8:00 p.m.

### **Business Office**

Normal Operating Hours shall be:

7:30 a.m. - 5:30 p.m.	Monday – Thursday
7:30 a.m. - 11:30 a.m.	Friday

### **Cashier**

Normal Operating Hours shall be:

7:30 a.m. - 5:15 p.m.	Monday – Thursday
7:30 a.m. - 11:15a.m.	Friday

Patterson Campus

7:30 a.m. – 2:45 p.m.	Monday – Thursday
7:30 a.m. - 11:15a.m.	Friday

At the beginning of each Term through Add/Drop Period as published each semester in the semester transition memo.

### **Virtual Bookstore**

The Virtual Bookstore is easy! Just have your course information ready, visit [trenholmstate.ecampus.com](http://trenholmstate.ecampus.com) and click “Order Textbooks.” Payment may be made by credit or debit card, PayPal, buyback credit or financial aid.

# HISTORY OF TRENHOLM STATE

H. Councill Trenholm State Technical College was created through the consolidation of John M. Patterson State Technical College and H. Councill Trenholm State Technical College in April 2000. The Trenholm Campus was designated as the main campus of the combined institutions. Both institutions were accredited by the Council on Occupational Education, which granted approval for the merger in March 2002. In December 2014, Trenholm State was granted initial accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees.

In May 2015, H. Councill Trenholm State Technical College officially became H. Councill Trenholm State Community College.

## **Patterson Site**

The John M. Patterson State Technical School was established as a result of the 1947 passage of Regional Vocational and Trade School Act 673 by the Alabama State Legislature. The Montgomery County Board of Revenue and the City of Montgomery purchased 43 acres of land at the junction of the Southern Bypass and U.S. 231 South in 1961. The school opened on September 4, 1962. Patterson was named a technical college by action of the State Board of Education in 1974.

## **Trenholm Campus**

H. Councill Trenholm State Technical College was authorized by the Alabama State Legislature in May 1963. Construction was completed and classes began in August 1966, with the City of Montgomery and the Montgomery County Board of Revenue contributing to construction costs. The College was named for the late Dr. Harper Councill Trenholm, a past president of Alabama State University.

## **ORGANIZATION AND ADMINISTRATION**

H. Councill Trenholm State Community College is a two-year public institution of higher education operating as part of the two-year Alabama Community College System (ACCS). The organization and administration of H. Councill Trenholm State Community College is under the supervision and direction of a Board of Trustees appointed by the Governor of the State of Alabama.

The Alabama Community College System Board of Trustees plays a critical role in the education of hundreds of thousands of adults each year. The members of the Board of Trustees serve as guardians for the Alabama Community College System's missions and goals with the Governor serving as chair of the Board by virtue of elected office. The other board members are appointed from eight districts, with one state-wide member and an ex-officio liaison from the State Board of Education

For the purpose of assisting the Alabama Community College Board of Trustees in carrying out its authority and responsibilities for each of the colleges, the Board of Trustees appoints a Chancellor who also serves as Chief Executive Officer of the Alabama Community College System. The Chancellor serves at the pleasure of the ACCS Board of Trustees but it is customary for the Chancellor to have a multi-year contract.

The College President is appointed by the Alabama Community College Board of Trustees and heads the College's organizational structure. Specific areas of operation include the following: Student Services; Instructional Services; Development Planning/Research; Finance and Administrative Services, and Information Technology. Each of these areas functions under the guidance of a Dean or Director who reports directly to the President. The President reports to the Chancellor and is responsible for operating the college within the Alabama Community College Board of Trustees policies and all applicable state and federal laws. This organizational structure is in compliance with the Handbook of Accreditation of the Council on Occupational Education and Guidelines of the Alabama Community College Board of Trustees.

A College Advisory Council composed of representatives of area industry, business and management assists the Administration. The Council serves in an advisory capacity to the President in promoting the interest and general welfare of the College.

## COLLEGE ADMINISTRATION

Dr. Kemba Chambers.....President

Dr. Brad Fricks.....Executive Vice President

Ms. Theresa Mays.....Dean of Student Affairs & Information Services

Dr. Nakia Robinson ..... Dean of Instructional Services

Mr. Danny Perry ..... Dean of Career/Technical Education & FAME Coordinator

Dr. Adrian Douglas..... Dean of Financial & Administrative Services

Dr. Charles Smith.....Dean of Community Engagement & Grants

Dr. Mimi Johnson .....Director of Institutional Effectiveness/SACSCOC Liaison

Dr. Pamalon Rollins .....Director of Human Resources/Senior Personnel Officer

Mr. Louis Campbell.....Director of Facilities

Mr. Jody Noles.....Director of Information Systems

Mrs. Shearese Grant .....Administrative Assistant to the President

## **INSTRUCTIONAL DIVISION DIRECTORS**

A Division Director shall be appointed for each instructional division to coordinate the activities of Program Coordinators in discharging the responsibilities assigned to the Division, including distributing information and materials to programs and instructors, collecting data, assisting in program development, and assisting in instructor evaluations.

Instructional Division Director is a temporary assignment which will be evaluated annually. The assignment of Instructional Division Director shall be made by the President upon recommendation of the Executive Vice President.

## **INSTRUCTIONAL PROGRAM COORDINATORS**

A Program Coordinator shall be designated for each instructional program area. In programs with more than one instructor the President shall designate the Program Coordinator upon recommendation of the Division Director and the Executive Vice President. The designation as ProgramCoordinator is a temporary assignment which will be evaluated annually.

# THE ALABAMA COMMUNITY COLLEGE SYSTEM BOARD OF TRUSTEES

Governor Kay Ivey, President  
State Capitol, Room N-104  
600 Dexter Avenue  
Montgomery, Alabama 36130  
Fax (334) 242-3282

Mr. Al Thompson, District I ..... [stateboarded1@gmail.com](mailto:stateboarded1@gmail.com)  
307 Land Avenue  
Bay Minette, Alabama 36507  
Telephone ..... (251)604-6394

Mr. Ron Fantroy, District 11 ..... [ron.fantroy@shawinc.com](mailto:ron.fantroy@shawinc.com)  
73 Lark Salter Lane  
Evergreen, Alabama 36401  
Telephone ..... (251)227-0196

Ms. Susan Foy, District 111 ..... [sfoy@russellmedcenter.com](mailto:sfoy@russellmedcenter.com)  
423 Auburn Drive  
Alexander City, Alabama 35010-3407  
Telephone ..... (256)749-5113

Mr. Frank Caldwell, District IV ..... [frankandmelba@hotmail.com](mailto:frankandmelba@hotmail.com)  
815 Hickory Trace Drive  
Jasper, Alabama 35504  
Telephone ..... (205)221-6159

Ms. Crystal Brown, District V ..... [crystal@dcc.org](mailto:crystal@dcc.org)  
1904 Weatherly Circle  
Decatur, Alabama 35603  
Telephone ..... (256)303-2020

Mr. Milton Davis, District VI ..... [mdavis@bharbert.com](mailto:mdavis@bharbert.com)  
706 Hampden Place Circle  
Birmingham, Alabama 35242  
Telephone ..... (205)937-9381

Mr. Chuck Smith, District VII ..... [chksmith@bellsouth.net](mailto:chksmith@bellsouth.net)  
1 Seminole Street  
Demopolis, Alabama 36732  
Telephone ..... (251)752-3351

Mr. Blake McAnally, Member-at-Large ..... [hlakem@pughwrightmcanally.com](mailto:hlakem@pughwrightmcanally.com)  
2311 Galahad Drive SW  
Decatur, Alabama 35603-1169  
Telephone ..... (256)566-4009

Mr. Jeff Newman, Ex-Officio Member ..... [newmanjef@hotmail.com](mailto:newmanjef@hotmail.com)  
Post Office Box 266  
Milport, Alabama 35576  
Telephone ..... (205)712-0011

(An updated list is maintained at the Alabama Community College System website <https://www.accs.cc/index.cfm/board-of-trustees/>)

# ALABAMA COMMUNITY COLLEGE SYSTEM

Mr. Jimmy Baker

Chancellor

135 South Union Street  
Montgomery, AL 36104

## COLLEGE ADVISORY COUNCIL

Standards of quality are maintained through the assistance of an advisory council. The advisory council, whose membership reflects representation of business and industry, serves in an advisory capacity to the President of H. Council Trenholm State Community College. The council makes recommendations concerning H. Council Trenholm State Community College's programs; i.e., they stay abreast of current trends. In addition to the college advisory council there is a program advisory committee for each specific program.

## ADVISORY COUNCIL MEMBERS

Dr. Jacqueline Brooks  
Macon County Schools  
334-727-1600  
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Mr. Mike Jenkins  
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Mr. Don Greer  
Trenholm State (Retired)  
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[Don529@centurytel.net](mailto:Don529@centurytel.net)

Hon. Sylvester Smith  
Attorney at Law  
334-265-8176  
[sssmithlaw@bellsouth.net](mailto:sssmithlaw@bellsouth.net)

## H. Council Trenholm State Community College

### DIRECTORY OF PROGRAMS OF STUDY

<b>Program Areas</b>	<b>Department Code</b>	<b>Degree Certificate Options</b>
General Education (Associate of Arts)	GEA	A.A.
General Education (Associate of Science)	GES	A.S.
Accounting Technology	ACT/BUS	AAS, CER
Air Conditioning & Refrigeration Technology	ACR	AAS, STC
Automotive Collision Repair	ABR	CER,STC
Automotive Manufacturing Technology	AUT	AAS,CER, STC
Automotive Technology	ASE	AAS,CER, STC
Child and Human Development	CHD	AAS,CER, STC
Computer Information Systems	CIS	AAS, STC
Culinary Arts/Hospitality Management	CUA	AAS, STC
Dental Assisting Technology	DAT	AAS,CER, STC
Diagnostic Medical Sonography	DMS	AAS
Diesel Mechanics	DEM	CER, STC
Electrical Technology	ELT	AAS, STC
Emergency Medical Services	EMS	AAS, STC
Graphic Design	GRD	AAS,CER, STC
Industrial Maintenance Technology	INT	AAS, STC
Machine Tool Technology	MTT	AAS,CER, STC
Medical Assisting Technology	MAT	AAS, STC
Medical Radiologic Technology	RAD	AAS
Office Administration	OAD	AAS, CER
Practical Nursing	NUR	CER
Truck Driving	TRK	STC
Welding	WDT	CER, STC



## **STANDING COMMITTEES/TEAMS OF THE COLLEGE**

A number of standing committees/teams is appointed to serve the College. Standing committees/teams serve the College by providing for a broad base of experience, perspective and knowledge into the planning, implementation and evaluation decisions effecting the operation of the institution. Each employee of the institution shall be appointed to one or more standing committees. Functioning on these committees/teams is an integral part of the employee's job responsibilities.

Below is a list of the teams of the college that are associated with governance of the college. All collegiate teams are required to meet at least annually and submit a copy of the minutes to the Office of the President. The purpose, structure and members of these committees/teams are published by the College in a separate publication each year.

### **COMMITTEE/TEAM CHAIRS AND CO-CHAIRS**

Academic Calendar Team	Grievance Team
Academic Council	Health and Safety Team
Administrative Council	Marketing Team
Admissions Evaluation Team	Policy Review Committee
Assessment/SLO Committee	President's Cabinet
Catalog/Handbook Team	Program Advisory Teams
College Advisory Council	Registration Team
Commencement Program Team	Scholarship Team
Curriculum Committee	Sick Leave Bank Team
Distance Education Committee	Student Disciplinary Team
Facilities Master Plan Team	Sunshine/Flower Fund Team

### **ADVISORY TEAMS/COUNCILS**

College Advisory Council  
Program Advisory Teams

# EMPLOYEE RELATIONS

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## CODE OF CONDUCT

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

As specified in the applicable Alabama Community College System Policy, the activities outlined below are prohibited:

1. Sexual Harassment (ACCS 601.04)
2. Gambling on College campuses (ACCS 513.01)
3. Smoking in prohibited areas (ACCS 514.01)
4. Possession of firearms, dangerous chemicals, or other dangerous weapons on campus or at College functions (ACCS 511.01)
5. Absence from work without approved leave (ACCS 618.01)
6. Disclosure of confidential information (ACCS 616.01 and 809.01)
7. Failure to report for duty at the beginning of a semester (ACCS 619.01)
8. Pursuit of individual interest resulting in a conflict with the interest of the College (ACCS 615.01)
9. Discrimination based on race, color, national origin, religion, age, disability, marital status, or gender (ACCS 601.01, 601.02, and 601.04)
10. Use of official position and influence to further personal gain or that of a family member or personal associate (ACCS 615.01)

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

Theft, tardiness, disruptive conduct, sleeping on the job, abuse of equipment or facilities, violation of published safety regulations, unauthorized solicitations on work premises, use of abusive or threatening communications, unauthorized use of equipment, facilities, or other resources, physical or verbal abuse of persons within the College community, possession or use of alcohol or other controlled substances on campus, and any form of fraud, dishonesty,

or falsification of student records, employment applications, or records kept in performance of job duties.

The Students First Act further specifies that an employee's employment may be terminated for failure to perform his/her duties in a satisfactory manner, neglect of duty, incompetence, insubordination, immorality, justifiable decrease in jobs in the institution, or other good and just causes provided such termination shall not be made for political or personal reasons.

## **DISCIPLINARY ACTION**

Trenholm State Community College seeks to create an opportunity for an employee to improve performance or resolve problems by taking a proactive and supportive approach to handling employee discipline. Given that all situations differ, each disciplinary action is handled on a case-by-case basis. Discipline actions imposed depend upon the seriousness of the performance/behavioral issues and the impact such behavior or lack of performance has on the College.

The College values each employee and may seek remedies to resolve issues by using the following disciplinary steps:

### **Step 1: Verbal Warning**

A verbal warning by the immediate supervisor will be documented.

### **Step 2: Written Reprimand**

A written notice summarizing the specific problem regarding the employee's behavior or lack of performance and an outline of a desired Corrective Action/Performance Improvement Plan will be given to the employee. A summary of the plan will be shared with the President and placed in the employee's personnel file.

### **Step 3: Suspension**

Upon recommendation from the supervisor and the Senior Personnel Officer, the President may suspend an employee, without pay, for up to 20 days. Before a suspension is imposed, the employee will receive adequate notice of reasons for proposed suspension(s).

### **Step 4: Termination of employment**

Recommendation for the termination of an employee must be initiated by the appropriate Dean and/or Executive Vice President and sent to the Senior Personnel Officer. The provisions of the Students First Act, Ala. Code § 16-24C-6 (1975), shall be followed in acting upon the recommendation. This policy does not prohibit the College from suspending or terminating employees without prior discipline in accordance with the Students First Act. Therefore, the College reserves the right to skip steps in this process depending on the seriousness and impact of the behavior.

## **CONFIDENTIALITY**

H. Councill Trenholm State Community College (Trenholm State) maintains strict confidentiality and security of records in compliance with the Privacy Act of 1974 and Health Insurance Portability and Accountability Act (HIPAA), in addition to other federal and state laws. These laws pertain to the security of all records that contain information that could reveal private information concerning an employee.

Faculty, staff, and students or others may have access to such private information to the extent necessary to perform their duties. As an individual with access to private information of the college, you are required to protect against unauthorized access, ensure the security and privacy, and disclose any anticipated threats or hazards to such information. You must be very careful not to release this information to any individuals, including but not limited to unauthorized college employees or students who do not have a legitimate college or business need to know. If in doubt, you should act to preserve the confidence of information requested, until you have verified Trenholm State's policies through your supervisor or the Office of Human Resources.

Information may not be used, disclosed, copied, sold, loaned, reviewed, altered or destroyed except as properly authorized by the appropriate college official within the scope of applicable federal or state laws, including record retention schedules and corresponding policies. No Trenholm State employee, student or other individual is permitted to realize any personal gain as a result of disclosing or using confidential information. This obligation of nondisclosure or unauthorized use continues indefinitely, even after your relationship with Trenholm State ends.

As faculty, staff, student, or volunteer of Trenholm State, you must abide by the rules, regulations, policies and procedures of Trenholm State as well as federal and state laws applicable to your position at the college. Your failure to comply with any applicable law or procedure may result in the revocation of your access to confidential information; disciplinary action, including termination of employment; criminal and/or civil penalties, depending upon the nature and severity of the breach of confidentiality.

## **EMPLOYEE GRIEVANCE**

This policy is intended to cover grievances between and amongst employees of an ACCS entity about general workplace issues, conduct, or professionalism. This policy does not apply and cannot be used against a President. This policy is not intended to cover complaints regarding discrimination, harassment, hostile work environment, ethical concerns, or other legal-related matters, which are covered under Policy 620.02.

Any employee who claims a grievance (or who is reporting an observed grievance) must file a written statement within 10 calendar days from the date of the alleged incident, otherwise the grievance will not be reviewed under this policy. Oral grievances do not comply with this policy. The written statement must be filed with the complaining employee's direct supervisor, unless the direct supervisor is the person about whom the grievance is lodged. In such cases, the employee must file the statement with the next supervisor in line. The supervisor (or other person receiving a written grievance) will notify HR personnel and/or the President as appropriate.

The supervisor, or other person appointed to address the grievance, must review the written statement and conduct an investigation of the claims within 45 calendar days (or as otherwise agreed), and then make a written report of findings with recommendations within 60 calendar days of receipt of the grievance. The report must be given to the President, the complaining employee, and the person about whom the grievance is lodged. The complaining employee or the person about whom the grievance is lodged has 5 calendar days from receipt of the written report to provide specific written objections to the report of findings with recommendations to the President, which will be considered by the President or his/her designee before issuing a final decision. This decision shall be final.

An employee who brings a good faith grievance under this policy shall not be retaliated against in any manner. Any employee who retaliates against an employee for making a good faith grievance under this policy will be disciplined.

The President's decision will be final.

**NOTE:** If the last day for filing a notice of appeal falls on a Saturday, Sunday, or a legal holiday, the appealing party will have until 5:00 p.m. the first working day following to file.

## **EMPLOYEE COMPLAINTS**

This policy is intended to cover employee complaints related to discrimination, harassment, hostile work environment, ethical concerns, and other legal-related matters against any person associated with the College. This policy does not cover general workplace grievances, conduct, or professionalism, which are addressed by Policy 620.01 or complaints of sexual harassment which are covered in Policy 620.03. This policy does not apply and cannot be used against a President.

Any employee who believes he/she has been subjected to or observed:

- discrimination based on race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law,
- harassment in forms other than sexual,
- hostile work environment,
- ethical violations or similar concerns,
- criminal acts,
- ACCS, College, or Chancellor policy or procedure violations,
- or other legal-related issues,

by any person associated within the College or ACCS entity (other than a President), shall report the action immediately, and in no event less than ten (10) calendar days following the event, to the Title IX Coordinator, Human Resources Director, or President. In conjunction with the report, the employee shall provide a written statement, as well as any evidence the employee believes substantiates the complaint, and shall be required to assist in an appropriate investigation.

The President will designate an appropriate person to review and investigate the matter and may engage legal counsel for this purpose, as determined by the President. This review and investigation shall be conducted promptly and within 45 calendar days if practical, but not later than 60 days, unless this period is extended by agreement of the complaining and responding parties. The President or his/her designee shall issue a written response to the reporting employee within 15 calendar days if practical, but not later than 30 days unless this period is extended by agreement of the complaining and responding parties; once the review and investigation has been completed, and this written response shall be final.

An employee who brings a good faith complaint under this policy shall not be retaliated against in any manner. Any employee who retaliates against an employee for making a good faith complaint under this policy will be disciplined.

## SEXUAL HARASSMENT COMPLAINTS

Grievance Procedure for complaints of sexual harassment that is consistent with the requirements of 34 C.F.R. § [106.44](#) and §[106.45](#) can be found at [https://www.trenholmstate.edu/uploads/files/Title\\_IX\\_Procedures\\_8\\_12\\_2020.pdf](https://www.trenholmstate.edu/uploads/files/Title_IX_Procedures_8_12_2020.pdf).

This policy is intended to cover complaints of sexual harassment occurring in a College's education programs or activities by an individual applying for admission or employment, an employee, a student or an individual otherwise participating in or attempting to participate in a College's educational programs or activities.

## HARASSMENT POLICY

The Trenholm State Community College is committed to providing both employment and educational environments free of harassment in any form. Employees shall adhere to the highest ethical standards and professionalism and refrain from any form of harassment. Both employees and students shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is respected. Any practice or behavior that constitutes harassment shall not be tolerated.

*Harassment* can be defined as but is not limited to:

- a. Disturbing conduct which is repetitive;
- b. Threatening conduct;
- c. Intimidating conduct;
- d. Inappropriate or offensive slurs, jokes, language, or other verbal, graphic, or other like conduct;
- e. Unwelcome sexual advances, requests for sexual favors, or sexual based offenses;
- f. Assault;
- g. Repeated contact solicited during non-traditional business hours which may be perceived as harassment by recipient unless it is specifically associated with work related duties.

Employees and students who are found in violation of this policy shall be disciplined as deemed appropriate by the investigating authority. Harassment of employees or students by non-employees is also a violation of this policy.

This policy encourages faculty, students, and employees who believe that they have been the victims of harassment to contact the Title IX Coordinator, Human Resources

Director/Coordinator or President at the institution within ten (10) days of when the alleged incident occurred. Any reprisals shall be reported immediately to the Title IX Coordinator, Human Resources Director/Coordinator or President. Any employee or student who becomes aware of any harassment shall report the incident to the Title IX Coordinator, Human Resources Director/Coordinator or President. Failure to act, which includes initial investigation, shall be deemed in direct violation of this policy.

This policy shall be distributed, communicated, and implemented in a manner which provides all interested parties the opportunity to be informed of this policy. A college-wide educational program shall be utilized to assist all members of the college community to understand, prevent and combat harassment.

Complaints or Reports concerning sexual harassment should be made, processed and addressed under ACCS Board Policy 620.03 and the College's Title IX Procedures - Sexual Harassment Complaint Procedures OR to file a Complaint or report sexual harassment see ACCS Board Policy 620.03 and the College's Title IX Procedures - Sexual Harassment Complaint Procedures at [https://www.trenholmstate.edu/uploads/files/Title\\_IX\\_Procedures\\_8\\_12\\_2020.pdf](https://www.trenholmstate.edu/uploads/files/Title_IX_Procedures_8_12_2020.pdf)

### **Sexual Harassment Training**

The Director of Human Resources shall review the Sexual Harassment & Discrimination Policy and recommend changes to the President. The college will provide annual training related to harassment, including sexual harassment.

### **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 sexual 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, including any act of reprisal, including internal interference, coercion, and restraint, by a Trenholm State employee or by one acting on behalf of Trenholm State. Retaliation against a



student or employee for bringing a sexual harassment or discrimination complaint is strictly prohibited. Retaliation is itself a violation of this policy and may be grounds for disciplinary action.

### **Disciplinary Sanction**

A conclusion that sexual harassment and discrimination has occurred shall subject the offender to appropriate disciplinary action and may result in, but not be limited to, his/her suspension, discharge, expulsion, or dismissal. It is the intent of this policy to provide for a prompt and thorough investigation of any complaints.

# EMPLOYMENT POLICIES

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## HIRING PROCESS

Trenholm State Community College (Trenholm State) fill all full-time and part-time vacancies pursuant to **602.02 and Chancellor's Procedure for Policy**: <https://www.accs.edu/wp-content/uploads/2020/11/Policy-602.02-Posting-and-Hiring-Revised-9-29-20.pdf>

## HIRING AUTHORITY

The President has been designated as the hiring authority for all positions (full-time and part-time), except for Presidency. However, the President reserves the right to interview all employees when deemed necessary. A potential employee is not officially hired until approved by the President.

The President must receive prior approval from the Chancellor to hire all dean level administrators or vice presidents. The President must provide the Chancellor with the name and the curriculum vitae of all dean level administrators or vice presidents who the President intends to appoint at the institution (ACCS Policy 204.01).

In the case of an Interim or Acting President, all hiring and/or personnel decisions must be approved by the Chancellor.

## PROCESS

- I. The appropriate Dean and/or Executive Vice President will initiate the approval from the President to fill a vacant or hire a new full-time and part-time employee at the college.
- II. The appropriate administrator must discuss justification to fill a position with the President and receive budget clearance from the Dean of Finance & Administrative Services prior to sending any correspondence or request to the Office of Human Resources. Written justification must be submitted to Human Resources.
- III. A vacancy announcement will be developed from the job description and approved by the appropriate administrator and/or the President. The minimum requirements for Faculty will be based on SACS/COC and ACCS standards. The vacancy announcement shall include, but is not limited to, the following:
  - a. Job description;
  - b. Title;

- c. Required qualifications;
- d. Salary schedule;
- e. Amount of Pay;
- f. Posting Date;
- g. Information on where to submit an application;
- h. Information on any deadlines for receipt of applications;
- i. Information regarding the location for submitting applications;
- j. A contact telephone number for questions;
- k. Any other relevant information.
- l. Appropriate EEOC statement

## **FULL-TIME POSITIONS**

- IV. Vacancy announcements will be posted and distributed upon final approval from the President and/or ACCS system Office to fill position.
- V. Vacancy announcements involving jobs which are supervisory, managerial, or newly created will be posted for at least 14 days. Interim and/or temporary positions will be posted at least 7 days. Vacancies for each salary schedule will be posted and/or sent electronically to all employees. The college will post on outside platforms as needed.
- VI. All application materials will be received by the Office of Human Resources. Human Resources and/or applicable designee will prepare and review packets. Advisory/Search Committee will be appointed.
  - A. Human Resources and/or the President's designee will forward qualified applicants to the appropriate Advisory/Search Committee for interview consideration. Upon completion of interviews, the Advisory/Search Committee will interview qualified applicants and provide recommendation for further interview to the President and he/she will make the final decision to hire the applicant who best matches the need of the college, the Office of Human Resources will send a notification of hire and other applicable notifications to the Chancellor, Alabama Community College System upon President's approval. However, if three or less qualified applicants are received, the President may elect to interview and not appoint a committee. The President may appoint an Advisory Committee as needed. Should an Advisory Committee be assigned, Human Resources will provide the committee chair with the appropriate guidance on the search committee expectations. The President reserves the right to include the appropriate Dean and/or Division Director, or Executive VP in interview.

**B. For Salary Schedule D1,**

- a. The *Faculty Credentialing Committee* must review all credentials to ensure qualifications are met prior to hire. The credentialing form must be submitted to Human Resources to ensure that the new faculty is added to the Faculty Roster.
  - b. The appropriate Dean must complete and forward a Salary Placement Form and/or discuss placement with HR Director for faculty level positions to the Office of Human Resources for further processing.
- C. The Office of Human Resources will complete an appointment letter and the Benefits and Payroll Specialist will complete a payroll calendar. Upon completion, the employment offer will be made to the applicant. If the offer is accepted, the Office of Human Resources will arrange for the applicant to complete payroll forms and individual or group new employee orientation. In addition, the appointment letter will be signed by the President and selected applicant.
- D. The Office of Human Resources will work with the appropriate dean or administrator regarding the new employee's start-date.
- E. The Office of Human Resources will start the on-boarding process with selected applicant and submit the electronic *Dynamic Form* to initiate the process for the new employee's arrival by ensuring that the employee has access to necessary tools need to perform his or her job such as electronic access, computer, phone, supplies, keys, email account, Canvas, etc.

**PART-TIME POSITIONS**

- VII. All part-time positions will be advertised in accordance with the Alabama Community College System Policy 602.02.
- VIII. Vacancy announcements will be posted and distributed upon approval of the request to fill a position from the President.
- A. Vacancy announcements for Salary Schedule L (local) positions will be posted and/or sent electronically to all employees. Vacancy announcements for Schedule L (local) positions at minimum will be advertised on the college website, college bulletin boards, the Alabama Community College System and all colleges in the Alabama Community College System. All application materials will be received by the Office of Human Resources. Deans or designated individual will review applicant pool to identify potential part-time employee.
- IX. Interview process

- a. The appropriate dean and/or designee must interview qualified applicant, but the *Faculty Credentialing Committee* must review all Adjunct credentials to ensure qualifications are met prior to hire. The credentialing form must be submitted to Human Resources to ensure that the new adjunct is added to the Faculty Roster.
  - b. The dean and/or designee must also determine and advise the applicants of pay rate as well as working hours prior to submitting an employment data sheet.
- X. Completion of Employment Data Sheet (EDS)
  - a. The employment data sheet must be submitted on all part-time employees.
  - b. The employment data sheet must contain all of the necessary information, including FOAP numbers and signature of the appropriate dean before further consideration. Incomplete data sheets will be returned to the originator for completion.
  - c. An application, resume, and copies of unofficial transcripts must be attached to the data sheet on new hires.
  - d. The employment data sheet must be completed and approved *prior* to the date of employment. HR will submit appointment letter to President for hiring approval.
- XI. Completion of New Hire forms
  - a. After the President makes the appointment, the Office of Human Resources will notify the employee and start the onboarding process (completion of required payroll forms such as W-4s, I-9s, new hire reporting form NH-1, etc.). The Office of Human Resources will also notify the dean or designee of approval to hire.
  - b. The benefits and payroll Specialist will also advise the applicant of timesheet deadline if applicable.
- XII. The Office of Human Resources will submit the electronic *Dynamic Form* to initiate the process for the new employee's arrival by ensuring that the employee has access to necessary tools need to perform his or her job such as electronic access, computer, phone, supplies, keys, email account, Canvas, etc.
- XIII. Employment Eligibility Verification Procedures: The Director of Human Resources is responsible for implementing, administering, and reviewing procedures necessary to comply with the employment eligibility verification and nondiscrimination requirements of the Immigration Reform and Control Act (IRCA), as amended. The Director of Human Resources must ensure that all new employees:
  - i. Complete and sign the employee's portion of Form I-9, Employment Eligibility Verification;**
  - ii. Present original documentation supporting the employee's identity and employment eligibility. Employees must complete the employee**

**section of Form I-9 on the day they begin work and provide the required supporting documentation within three (3) business days of starting work; and**

**iii. Are cleared to work in the United States through the E-Verify system.**

- A. An employee's failure to produce required documentation within allotted time periods is grounds for immediate separation from employment. Employment can be resumed only when the required documentation is furnished.
- B. The Director of Human Resources arranges for a periodic audit of I-9s on file to ensure that Trenholm State Community College is complying with employment eligibility verification requirements.
- C. Expiration of Work Authorization: The Director of Human Resources maintains a reminder system that tracks the expiration date of each nonresident employee's authorization to work in the United States. The Director of Human Resources notifies the employee of the need for the employee to show that his or her authorization to work in the United States has been renewed. It then must update an employee's Form I-9 to show the employee's renewed authorization to work. A single line should be drawn through the previous authorization information when the new information is entered. Updated information should be initialed and dated by the Director of Human Resources performing the re-verification. An employee's failure to provide proof of his or her renewed authorization to work prior to the expiration of the authorization documented on the employee's Form I-9 results in the immediate suspension of the employee without pay or the termination of the employee.
- D. An employee is eligible to continue working during a 30-day grace period after the expiration of the employee's original work permit if the employee has filed an application to extend his or her work permit. To be eligible for the 30-day grace period, the employee must provide the Director of Human Resources with proof of having filed a work permit renewal application prior to the expiration of the employee's original work permit.
- E. Nondiscrimination: Supervisors, hiring personnel, and other employees and agents of Trenholm State Community College are prohibited from discriminating against an applicant or employee based on national origin or status as a legal immigrant. Hiring personnel should never infer from an individual's appearance or accent that he or she is unauthorized to work. The Director of Human Resources and any other

employees involved in the hiring process are prohibited from asking employees for any document not specifically designated on Form I-9 as acceptable for purposes of verifying an employee's identity and employment eligibility. The Director of Human Resources and any other hiring personnel cannot refuse to honor tendered documents that, on their face, reasonably appear to be genuine and relate to the employee in question. Any employee found to have engaged in illegal discrimination is subject to discipline, up to and including termination of employment.

- F. Recordkeeping: A copy of each employee's I-9 form is retained by the Office of Human Resources until three years after the employee's hiring date or one year after the employee's separation, whichever is later.
- G. Re-employment: If a terminated employee is re-employed within three years of initially completing an I-9 form.

## **INTERNAL POSTINGS**

Internal postings are permitted to fill a current institutional position with a current institutional employee. These notices must be posted in accordance with Section I of ACCS Policy 602.02 before the position is to be filled.

## **CONTINUOUS POSTINGS**

For adjunct instructors, clinical instructors, tutors, and part-time, on-call, or Hourly employees only, a continuous vacancy notice may be posted on the institution's website and may state "open until filled." However, if a continuous vacancy notice has not been posted at least 7 days prior to hiring, these positions must be posted in accordance with Section I of ACCS policy 602.02.

## **TEMPORARY/INTERIM POSITIONS**

Temporary/interim positions may be selected at the discretion of the President, but must be for a duration for one year or less. No extension beyond one year may be granted without the written approval of the Chancellor. Notices for temporary/interim positions must be posted in accordance with Section I of ACCS policy 602.02.

## **HIRING & SEARCH DOCUMENTATION**

The President is responsible for all searches and documentation thereof and retains all hiring authority for positions at the college, except the Presidency.

## **TRANSFERS OR REORGAIZATIONS**

Transfers or Reorganizations of existing personnel are not intended to be covered under this Policy.

## **CLASSIFICATION OF PERSONNEL**

A faculty member is a full-time instructor, librarian, or counselor who has the minimum qualifications established by the Alabama Community College System Board of Trustees and whose salary is derived from Schedule D1 adopted by the Alabama Community College System Board of Trustees. Adult Education Instructors will be place on salary schedule D3 adopted by the Alabama Community College System Board of Trustees.

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 Alabama Community College System Board of Trustees.

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

A part-time faculty member and part-time support staff person is a person who works 19 hours or less, whose salary is computed based on contact hours and whose salary is determined from a local (L) salary schedule adopted by the college.

## **TYPES OF EMPLOYMENT**

Employees may be full-time, temporary part-time, or permanent part-time. Full-time employees work the standard college week and are eligible for leave and other benefits described in the college faculty and staff handbook.

Permanent part-time employees are employed on a semester, nine-month, or twelve-month basis and usually on a schedule that represents a fractional part of the full-time employees' schedule. These employees accrue leave on a proportionate basis. Participation in the retirement system depends upon the part-time ratio worked.

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



## **CRIMINAL BACKGROUND CHECKS**

Pursuant to Alabama Community College System Board Policy 623.01: Criminal Background Checks, and applicable Guidelines, H. Council Trenholm State Community 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 and pay a minimum non-refundable \$17.40 payment 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.

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.

## **REDUCTION IN FORCE**

According to the Alabama Community College System Policy 624.01, Trenholm State Community Colleges' Reduction-in-Force (RIF) Guidelines "shall be reviewed every three years for any changes made necessary by law, rule, policy or obsolescence".

### **Purpose and Scope**

To provide Trenholm State Community College with a systematic and equitable procedures for reducing the number of full-time employees during situations where such reduction is made necessary by unavoidable reductions in the workforce beyond normal attrition due to extraordinary circumstances such as but not limited to decreased student enrollment, shortage of revenues, programs or courses are impractical or economically unreasonable, or changes in academic mission, administrative or ministerial function that necessitates significant organizational changes. The procedures shall only be used when circumstances justify the implementation of the procedures.

For the purpose of this policy a reduction in force (RIF) is defined as: Layoffs or other personnel actions that are unavoidable reductions in the workforce beyond normal attrition due to extraordinary circumstances such as but not limited to decreased student enrollment, shortage of revenues, programs or courses are impractical or economically unreasonable, or changes in academic mission, administrative or ministerial function that necessitates 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 a result of a lack of satisfactory performance, shall not be considered a reduction-in-force for the purposes of this policy. Reduction decisions will be made without regard for the employee’s race, color, sex, religion, national origin, age, or any other unlawful reason.

If believed that a Reduction In Force (RIF) is warranted, the President may submit a written request for approval of a RIF action to the Chancellor indicating the reason for the RIF, the current employee roster of the affected organizational unit with employee classifications, and how the employee roster is proposed to be affected and the manner in which the unit and employee will be affected. Before proceeding with the RIF, the President must obtain written approval to proceed with the proposed RIF action.

### **Implementation**

The President shall:

**a.** in the event of a proposed reduction-in-force, identify each organizational unit and each employee to be affected by the reduction-in-force to the Chancellor and the manner in which unit and employee shall be affected;

**b.** in the event of an approved reduction-in-force action, temporary and/or part-time employee(s) performing the same duties as non-temporary full-time personnel shall be released prior to the release of any of the non-temporary full-time employee(s);

**c.** in the event of an approved reduction-in-force action affecting non-temporary full-time personnel, a probationary employee performing the same duties as a respective non-probationary employee shall be released prior to the release of the non-probationary employee;

**d.** in the event of an approved reduction-in-force, affecting a full time non-probationary employee, the following factors shall be taken into consideration in the following order:

1. The requirements of any applicable court order or consent decree;
2. Seniority at the respective college in the respective job classification taking into consideration minimum qualifications for the respective position.
3. Seniority at the respective college in the respective organizational unit;
4. Seniority in general at the respective college;

## 5. Education level.

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

\*If the College has adopted a RIF Policy or Guideline, it must be presented to the Chancellor at the time a RIF is requested.

### **Affected RIF Employee Exit**

The Trenholm State Human Resources department shall provide to the released employee(s) the following assistance:

1. COBRA Insurance information;
2. TRS account information;
3. Information and assistance regarding employment opportunities at other two-year institutions, the Alabama Community College System, and other affiliated agencies and organizations via the Alabama Community College System Employment Opportunities site: <https://www.accs.edu/about-accs/job-postings/>

### **Recall and Reinstatement**

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

- a. A full-time non-probationary employee terminated pursuant to this policy shall have recall rights to the position from which he/she was terminated for one (1) calendar year from the effective date of his/her termination. If the terminated employee refuses an offer of employment pursuant to this policy, his/her rights of recall are forfeited.
- b. If a comparable position becomes available within one (1) calendar year from the effective date of a full-time non-probationary employee's termination he/she may request placement in the position with a retraining probationary period of six (6) months.
- c. Should the employee accept a job offer which receives benefits, he or she is entitled to the restoration of employee benefits. These benefits include the employee's accumulated

sick leave, and an option of buying back all, some, or none of the annual leave at the rate at which it was paid out at the time of the separation from the college.

- d. Reverse order of termination applies to all recalls and/or retraining. The college will notify the employee in writing of the job offer and recall rights. If the employee does not accept the job offer within ten (ten) days, the employee's recall rights are waived.
- e. Temporary employees, non-state funded employees, regular employees scheduled less than 20 hours per week, and probationary employees may be separated without following this policy and are not eligible for recall.

### **Implication of Students First Act**

In the event of a termination of employment to which the Students First Act procedures apply, there will be strict adherence to the prescribed procedures.

## **VERIFICATION OF CITIZENSHIP**

Trenholm State Community College is committed to meeting its obligations under United States immigration law and Beason-Hammon Alabama Taxpayer and Citizen Protection Act (the "Act"). Accordingly, Trenholm State Community College neither hires nor continues to employ an individual who is not legally authorized to work in the United States. Moreover, Trenholm State Community College does not discriminate on the basis of citizenship status or national origin in recruitment, hiring, or discharge.

## **COMPLIMENTARY PUBLICATIONS**

In an effort to encourage instructors to use textbooks, publishers furnish instructors with complimentary copies of their publications. The Alabama Ethics Commission has ruled that, effective November 1987, those publications which the instructors do not keep for their professional use are to be donated to H. Council Trenholm State Community College to avoid any possible violation of the Ethics law.

## **TRAVEL**

Business Office Policies and Procedures applicable to Travel can be found in the Fiscal Policies and Procedures Manual located on the college intranet at <https://www.trenholmstate.edu/uploads/Policies->

## **TUITION ASSISTANCE FOR FULL-TIME EMPLOYEES**

Full-time benefits eligible employees and benefits eligible Salary Schedule H employees of System colleges or entities, as well as benefits eligible ACCS system office employees, certain retirees and their dependents are eligible for tuition assistance for courses taught for credit by community and technical colleges under the control of the Alabama Community College System Board of Trustees and, when applicable, Athens State University.

### **PROCEDURE:**

#### **I. GENERAL**

The tuition assistance program is designed for all full-time benefits eligible employees, retirees, and benefits eligible H Salary Schedule employees of The Alabama Community College System and the Alabama Community College System office and their dependents as defined under Section II. This program will not include non-benefits eligible, temporary, or part-time employees, or persons serving as independent contractors to any of the Alabama Community College System colleges or entities or to the Alabama Community College System office.

The program will be coordinated by each college and entity for employees within The Alabama Community College System and the Alabama Community College System office.

An application form for the tuition assistance program is available at each college or entity and should be completed prior to registration for classes. A copy of the completed form must be maintained by the college of attendance.

#### **II. DEFINITIONS**

##### **A. Employee:**

1. any full-time benefits eligible employee of any Alabama Community College System college or entity
2. any benefits eligible employee of the Alabama Community College System office;
3. any benefits eligible Salary Schedule H employees of any Alabama Community College System college or entity.

- B. Retiree: for purposes of this policy, a “retiree” is
1. any employee who has twenty-five (25) years or more of continuous service in The Alabama Community College System or the Alabama Community College System office and retires from The Alabama Community College System or the Alabama Community College System office;
  2. any employee who retires from the Alabama Community College System or the Alabama Community College System office under disability retirement.
- C. Dependent:
1. the spouse of any eligible employee or retiree;
  2. the unmarried children of any eligible employee or retiree residing in the household of the employee or retiree, residing in the household of the employee's or retiree's former spouse, or residing in temporary housing while enrolled in college such as college dormitories, apartments, and student housing;
  3. the unmarried stepchildren of any eligible employee or retiree residing in the household of the employee or retiree;
  4. a legal ward (a minor child placed by the court under the care of a guardian) when the guardian is a benefits eligible employee or retiree.

### III. ELIGIBILITY

#### A. Requirements

##### Employees:

Employees must have been employed by an Alabama Community College System college or entity or the Alabama Community College System office for the equivalent of one full academic year for faculty or at least 12 months for non-instructional employees, prior to the first scheduled day of class for the term for which the employee is applying.

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

Retirees: Only those former employees who have 25 years of continuous service and retired from an ACCS entity or system office or those former employees who

have a disability retirement from an ACCS entity or system office are eligible for tuition assistance under this policy.

B. Termination of Eligibility

Employees: Eligibility terminates if the employee discontinues full-time employment or becomes ineligible for benefits at the respective college or entity or ACCS system office for any reason.

Dependents: Dependents will be ineligible when their respective eligible employee or eligible retiree becomes ineligible.

Retirees: Eligibility terminates for retirees and their dependents five years after the retiree's effective retirement date on file with the System entity or System office.

C. Approved tuition assistance waivers are honored through the completion of the current term only.

IV. AMOUNT OF ASSISTANCE, LIMITATIONS, CONDITIONS, AND AUDITING

A. Tuition Cost

All eligible employees and their dependents will be allowed a waiver of one-third (1/3) of the normally-charged tuition after the first (1) year (the equivalent of one (1) full academic year for faculty or at least twelve (12) months for non-instructional employees) of employment. A waiver of two-thirds (2/3) tuition after the second (2) year of employment (the equivalent of two (2) full academic years for faculty or at least twenty-four (24) months for non-instructional employees) is allowed for eligible employees and their dependents. A waiver of full tuition after the third (3) year of employment (the equivalent of three (3) full academic years for faculty or at least thirty-six (36) months for non-instructional employees) is allowed for retirees, eligible employees, and their dependents.

Partial tuition adjustments are to be rounded down to the nearest dollar. Eligible Salary Schedule H employees will be allowed a waiver calculated at a prorated rate of full-time employment. Expenses for supplies, books, and fees other than tuition

will not be waived. Each college or entity will be allowed to count the credit hours generated by these enrollees.

B. Limitation

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

C. Conditions

Any eligible student under this policy must maintain at least a "C" average (2.0 on a 4.0 scale) to be eligible for tuition waiver in the courses for which the student receives tuition assistance. Failure of the eligible student to meet this grade requirement causes the student to be ineligible for further tuition assistance until the student (1) brings his cumulative grade point average at the same college in which the tuition assistance was previously provided to a 2.0, or (2) provides satisfactory evidence that the student paid tuition at a college after he/she became ineligible for tuition assistance for the same number of hours in which the student failed to make a 2.0 in tuition assistance classes with evidence that he/she obtained at least a 2.0 in the paid classes. If a student has become ineligible for tuition assistance at one college due to his/her inability to maintain a 2.0 in tuition assistance courses, the student is ineligible to receive tuition assistance at any other college.

D. Auditing

An eligible student will be allowed to audit one (1) course (up to five (5) credit hours) per term and will be allowed the appropriate percentage of waiver of the normally charged tuition. The eligible student must meet all attendance requirements, class participation, and assignments as required of credit-enrolled students except the final examination is not required. Failure to comply with these requirements will result in the student becoming ineligible for further participation as an audit student in credit hour-producing courses reported for funding purposes. Expenses for supplies, books, and fees will not be waived.

E. Repeating Class

An eligible student may not receive tuition assistance to repeat a course for which tuition assistance was already provided. Tuition assistance, if obtained by an eligible student for a repeated course, must be repaid by the student.



Tuition assistance will be disallowed at any college for repeating a class for which the grade of "W" was originally received.

F. Recertification of Eligibility.

The eligible student must re-certify eligibility, as specified in Condition IV.C. above, prior to registering for a new term by completing, submitting, and receiving approval of the "Employee-Dependent Tuition Waiver" form.

Providing false information will result in exclusion from all tuition assistance benefits and result in a requirement to repay all tuition paid for the student under this program and possible other disciplinary action.

G. Work Week

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

H. Eligible Student Responsibility

It is the responsibility of the eligible student under this benefit program to ensure that all documents and forms required in this process are completed, submitted, and approved by the appropriate personnel in a timely manner. Any information or forms deemed incomplete will cause a delay in the processing of the tuition waiver. It is the eligible student's responsibility to verify with the college of enrollment that all documentation and forms are completed and approved in a timely manner.

## **INSTITUTIONAL SUMMER EMPLOYMENT POLICY**

Pursuant to Alabama Community College System Board of Trustees Policy 603.02, a full-time Schedule D who is employed by virtue of an academic year letter-of-appointment (fall and spring semesters) shall have first option (over part-time or temporary employees) for employment in the summer term provided that: (1) there is sufficient student enrollment; (2) there is sufficient funding available; (3) the employee is qualified to provide the service schedule; (4) the employee meets the criteria of the Institutional Summer Employment Policy; and (5) instructors may be given priority for summer teaching only in courses taught by the employee in the most recent fall and/or spring semesters.

According to Alabama Community College System Board of Trustees Policy 608.02

Procedures, the normal work week of a full-time instructor, librarians, or counselor shall be a minimum of 35 clock hours, exclusive of lunch and other regularly scheduled breaks.

The full-time teaching load for an academic instructor for summer semester is twelve (12) to thirteen (13) credit hours per semester or the equivalent, as determined by the President. The full-time teaching load for career/technical instructors is (24) twenty four to (30) thirty contact hours per semester or the equivalent, as determined by the President.

The minimum class size for the summer term will be determined based on the overall summer enrollment. Exceptions to the minimum class size must be approved on a case-by-case basis by the President. The President may opt not to offer courses in the program in which the average class size falls below the minimum during the summer term, and may make such other arrangements as deemed appropriate.

Requests for overloads will be approved by the President if deemed appropriate

## **SALARY SCHEDULE**

A salary schedule for administrators, faculty, and support personnel is established annually by the Alabama Community College System Board of Trustees. Salaries for faculty are based on years of experience and the type of certificate held by the instructor. Salaries for administrators and other personnel are based on job title and number of years' experience. Prior work experience is given based on salary schedule guidelines as follows:

*\*CREDIT AWARDED FOR WORK EXPERIENCE: PLACEMENT GUIDELINES*

### **WORK EXPERIENCE IN ALABAMA**

All community and technical college and Adult Education employees shall be given full credit for prior work experience in public schools, colleges, and adult education programs in Alabama. H. Councill Trenholm State Community College will award one (1) year of credit for every two (2) years of prior experience outside of public education which is directly related to the requirements of the position for Salary Schedules B, C, D, and H.

### **WORK EXPERIENCE OUTSIDE OF ALABAMA**

H. Councill Trenholm State Community College will award one (1) year of credit for every two (2) years of prior experience related to the requirements of the position. However, initial placement on Salary Schedules B, C, and D, which gives credit for prior experience outside of public education in Alabama must be approved by the Chancellor.

### **OTHER WORK EXPERIENCE**

Initial placement on Salary Schedules E, H, and L (local), which gives credit for prior experience outside of public education in Alabama, is within the discretion of the President. However, the experience outside of public education in Alabama for which step credit is to be awarded for initial salary schedule placement should be directly related to the requirements of the position.

The College does not give credit for part-time experience.

## **METHOD OF PAYMENT FOR NINE MONTH CONTRACT**

The salary for the academic year (nine-months) or term may be disbursed in equal monthly payments for convenience in bookkeeping under the following conditions:

Persons beginning or ending employment at a time that does not coincide with the regular beginning and ending of the academic year shall be paid on a daily rate basis for the actual number of working days they are on duty.

The daily rate for the nine-month term (academic year) shall be determined by dividing the nine-month salary by 175 working days (exclusive of holidays). This same rate is also applied to compute payment of partial summer employment (number of days times daily rate). Instructional personnel are not paid for holidays or for breaks between terms. Therefore, a person terminating employment before his/her contract is fulfilled may receive a reduced "last payment" or be required to reimburse the Alabama Community College System for salary overpaid. Certain inequities exist when the annual salary is computed on the basis of 260 workdays for full-time non-instructional personnel.

## **CERTIFICATION OF INSTRUCTIONAL PERSONNEL**

All full-time instructors must possess the appropriate credentials for their teaching assignment prior to employment unless otherwise specified. Instructors are required to present all documentation required in the postsecondary faculty credential standards to the President's designated representative prior to employment. Instructors may be employed on a full-time or part-time basis.

## **FACULTY QUALIFICATIONS**

All faculty employed in a faculty position before December 14, 1989, shall have the choice of advancing under the provisions of the certification requirements in place before December 14, 1989, or under the provisions of the new standards. All faculty employed in a faculty position on or after December 14, 1989 shall meet the certification requirements in place at the time of employment.

A copy of the certification requirements can be found in the Vice President of Instructional Services' office.

All points earned for rank change for a subsequent year must be earned by September 1. The application for the change must be submitted to the President before September 30.

## **SUBSTITUTE INSTRUCTORS**

It is the policy of H. Council Trenholm State Community College not to employ substitutes for instructors during routine day to day absences from the College due to illness, personal leave or absence while on College business, etc. However, in cases where it becomes necessary for an instructor to be absent for an extended period of time, which would be detrimental to the program and the progress of the students, every effort will be made by the administration to employ a qualified instructor temporarily.

In every case where it becomes necessary for an instructor to be absent, it is his/her responsibility to notify their immediate supervisor. Each full-time instructor should submit to the Vice President of Instructional Services the names, addresses and telephone numbers of the qualified individuals who may serve as a substitute instructor.

## **DUTY DAYS**

### **Full-time Instructors**

Full-time instructors employed on a nine-month contract shall work a minimum of 172 days. Full-time instructors employed on a nine-three contract shall work a minimum of 229 days. Those employed full-time for the summer term shall work a minimum of 57 days.

### **Full-time Non-instructional Personnel**

The Alabama Community College System colleges shall be open all days except Saturdays, Sundays, the ten (10) official holidays and five (5) other days designated in the official approved calendar. Days that the College is officially open are the duty days of all full-time non-instructional personnel. The ten (10) official holidays are:

New Year's Day

Martin Luther King Jr./Robert E. Lee

Birthday

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving Day

Christmas Day

Christmas Eve

## **EMPLOYMENT STATUS**

### **Termination and non-renewal for Probationary Faculty/Staff Members**

A probationary faculty/staff members may be terminated in accordance with the procedures and requirements established in the Students First Act.

Non-renewal does not imply that the work or conduct of a probationary faculty/staff member has been unsatisfactory. All employees are required to complete and submit an *Exit Certificate* to the payroll office before the final paycheck will be released. It is the terminating employee's responsibility to present the Exit Certificate to all applicable departments.

## **RESIGNATIONS**

### **Faculty**

All instructional personnel intending to resign are required to give written notice of resignation at least thirty (30) days before the beginning of a term and each instructional staff member shall complete all instructional duties except by mutual written agreement by both parties. All property of the College shall be inventoried. Keys shall be returned to the Business Office and grade and attendance records, including all earned grades and attendance shall be submitted to the Director of Admissions and Records.

### **Staff**

All faculty and staff shall give written notice of resignation at least 14 calendar days prior

to the effective date of resignation, unless the President approves a shorter notice period.

Failure to do so may result in documentation being placed in the employee's personnel file about the failure to follow policy and may affect your ability to be rehired at any ACCS entity or system office.

All College property in the possession of the employee shall be returned to designated issuer.

## **Academic Calendar Policy**

### **I. Policy Statement and Purpose**

This policy ensures consideration of factors that contribute to establishing the annual academic calendar. The calendar will include dates of operational activities that affect students, faculty, and staff. In accordance with ACCS Policy 723.01, Trenholm State Community College will develop the college calendar by adhering to the following:

- The fall semester must begin in August and end in December. Spring semesters must begin in January and end in May.
- The calendar dates include instructional and non-instructional days, registration, drop/add, final examination days, and holidays.
- The fall semester will include two days for statewide professional development. A minimum of two local professional development days are required for the year.
- Days that the institution is officially open are duty days for all full-time, non-instructional personnel.

### **II. Academic Calendar Committee**

The Academic Calendar Committee is responsible for developing the annual academic calendar. Committee representation will include representatives from instruction, student services, facilities, the business office, executive administration, and the student body. The chairs of the committee will submit the calendar to the President's cabinet for final approval. The calendar will be published on the College's website and in the Catalog and Student Handbook.

### **III. Academic Year and Length of Academic Terms**

The academic calendar length will ensure the equivalent of 16 weeks of instruction per semester (including final examination days) for all credit classes during the fall and spring semesters. The College will offer a summer term which will consist of a 10-week semester. Each term will be inclusive of the College final exam schedule.

#### **IV. Guidelines for the Academic Calendar**

##### **A. Planning**

Academic calendars should be established at least two years in advance to allow faculty, staff, and students to plan schedules. However, academic calendars may require revisions based on changes in ACCS or college policies and procedures.

##### **B. Final Exams**

**All final exams days will be designated on the academic calendar. The final exam schedule will be posted on the College's website and emailed to all faculty.**

Students will be notified via the course syllabus. Faculty are to administer the final exam during the designated days and times as listed on the schedule. The Dean of Instructional Services must approve any changes to administering the final exam on an alternate day or time.

# EVALUATION OF PERSONNEL & INSTRUCTION

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## INTRODUCTION

Various instruments and procedures for collecting and evaluating data are used for the different levels of the organizational chart. All personnel at H. Council Trenholm State Community College will be annually evaluated to provide information for the improvement of instruction, communications and administration. As a part of a faculty member's evaluation, classroom observation is required. Each faculty member must allow the evaluator(s) admission to the classroom.

Annually, all employees will be evaluated by their immediate supervisors or designee. All results of the evaluations will be kept confidential. **Supervisors are required to review all job descriptions with subordinates at the time of review.**

## FULL-TIME NON-PROBATIONARY INSTRUCTORS

1. Each full-time non-probationary (tenured) instructor will be evaluated by students a minimum of one (1) time during the contract year. The Course Evaluation Form will be used.
2. The Executive Vice President or designee will conduct the evaluation.  
The instructor will not be present during the evaluation process.
3. The Executive Vice President will coordinate the analyses of the evaluations and supply the results to the instructor.
4. All classes may be visited at any time by the President, Executive Vice President, or designee. Such visit may be announced or unannounced. The instructor will be evaluated on all aspects of good teaching. A summary report will be provided within ten (10) working days after the visit with a copy placed in the personnel file.
5. The instructor and the appropriate instructional dean or designee will meet and discuss the results of the evaluations. If necessary, a plan for improvement will be developed, signed by both parties, and placed in the personnel file of the instructor.

## FULL-TIME PROBATIONARY INSTRUCTORS

1. Students will evaluate each full-time probationary instructor in each term. The evaluation will include the Course Evaluation Form.



Steps two (2) through five (5) above will be followed.

## **PART-TIME INSTRUCTORS**

1. Students will evaluate part-time instructors in each term. The Course Evaluation Form will be used. Steps two (2) through five (5) above will be followed.
2. Adjunct instructors are evaluated on an annual basis. The appropriate instructional dean or designee will meet and discuss the results of the evaluations. If necessary, a plan for improvement will be developed, signed by both parties, and placed in the personnel file of the instructor.

## **FULL-TIME PROFESSIONAL & SUPPORT STAFF**

All full-time professional and support staff members will be evaluated annually by the appropriate Dean and/or designee and supervisor. The instrument to be used for the personnel evaluation is on the intranet. The annual evaluation will occur in the summer term and is due by August 1 each year. A conference with the staff member, supervisor, Dean or designee, will be held to discuss the completed evaluation.

## **ADMINISTRATIVE PERSONNEL**

The President or designee will evaluate the administrative personnel. The President of the College is evaluated by the Chancellor of the Alabama Community College System.

# BENEFITS

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## Fringe Benefits:

### Instructors, Counselor, and Librarians

	Fewer than 20 hours/week	20 or more hours but less than full-time
Wage/Salary Schedule	1) Local hourly or other local* 2) Pro-rata D	1) Local hourly or other local* 2) Pro-rata D
Sick Leave	No	No
Personal Leave	No	
Institutional Leave	No	No
Annual Leave	No	No
Health Insurance	Generally No**	Yes
Retirement	Generally No**	Yes

A. \*Part-time employees should be paid in accordance with qualifications. In other words, a part-time instructor, counselor, or librarian should be evaluated in terms of where he/she would be on the D salary schedule if he/she were a full-time employee, and then it should be computed what compensation the employee would be entitled to if paid pro-rata based on percentage of full-time employment. If the employee is to be paid on a local wage or salary schedule, the employee should still be paid based on qualifications although a local salary schedule need not have the same number of qualification levels as a state schedule.

B. In no event should a part-time employee be paid a higher wage or salary under a local salary schedule than he/she would be entitled to if paid a pro-rata salary based on the C, D, or E salary schedule.

C. If a College uses a local schedule for a given job title or type of position (for example, instructor), then the same schedule should be used for all part-time employees in similar positions.

In other words, all such part-time employees should be paid in accordance with the same schedule, whether it is a local schedule or a statewide schedule.

D. \*\*There will be certain circumstances under which a part-time employee will be eligible to participate in the Teachers' Retirement System and/or be eligible for health insurance benefits. One example would be a case in which a full-time local high school employee is working part-time at a College. It would be advisable to consult with the TRS in any instance in which a part-time employee has other education employment experience.

### **Administrative or Professional Personnel**

	Fewer than 20 hours/week	20 or more hours but less than full-time
Wage/Salary Schedule	1)Local hourly or other local* 2)Pro-rata C	1)Local hourly or other local* 2)Pro-rata C
Sick Leave	No	No
Personal Leave	No	No
Institutional Leave	No	No
Annual Leave	No	No
Health Insurance	Generally No**	Yes
Retirement	Generally No**	Yes

A. \*Part-time employees should be paid in accordance with qualifications. In other words, a part-time professional should be evaluated in terms of where he/she would be on the C salary schedule if he/she were a full-time employee, and then it should be computed what compensation the employee would be entitled to if paid pro-rata based on percentage of full-time employment. If the employee is to be paid on a local wage or salary schedule, the employee should still be paid based on qualifications although a local salary schedule need not have the same number of qualification levels as a state schedule.

B. In no event should a part-time employee be paid a higher wage or salary under a local salary schedule than he/she would be entitled to if paid a pro-rata salary based on the C, D, or E salary schedule.

C. If a College uses a local schedule for a given job title or type of position (for example, instructor) then the same schedule should be used for all part-time employees in similar positions. In other words, all such part-time employees should be paid in accordance with the same schedule, whether it is a local schedule or a statewide schedule.

D. \*There will be certain circumstances under which a part-time employee will be eligible to participate in the Teachers' Retirement System and/or be eligible for health insurance benefits. One example would be a case in which a full-time local high school employee is working part-time at a College. It would be advisable to consult with the TRS in any instance in which a part-time employee has other education employment experience.

### Support Personnel

Support personnel on Salary Schedule H will be granted leave as outlined below on a prorated basis with a day defined as four (4) hours for persons paid from Salary Schedule H-20, five hours (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.

	Fewer than 20 hours/week	20-39 hours per week (Temporary)	20-39 hours per week (Permanent)
Wage/Salary Schedule	1)Local hourly or other local* 2)Pro-rata E or H	H	H
Sick Leave	No	No, 1 <sup>st</sup> 4 months; Yes, after 4 months	Yes
Personal Leave	No	No, 1 <sup>st</sup> 4 months; Yes, after 4 months	Yes
Institutional Leave	No	No, 1 <sup>st</sup> 4 months; Yes, after 4 months	Yes
Annual Leave	No	No, 1 <sup>st</sup> 4 months; Yes, after 4 months	Yes
Health Insurance	Generally No**	Generally No, ** 1 <sup>st</sup> 4 months; Yes after 4 months	Yes
Retirement	Generally No**	Generally No, ** 1 <sup>st</sup> 4 months; Yes, after 4 months	Yes

A. \*Part-time employees should be paid in accordance with qualifications whether on local or statewide schedule although a local salary schedule need not have the same number of qualification levels as a state schedule.

B. In No event should a part-time employee be paid a higher wage under a local salary schedule than he/she would be entitled to if paid a pro-rata rate or salary under a statewide schedule.

C. \*\*There will be certain circumstances under which a part-time employee will be eligible to participate in the Teachers’ Retirement System and/or be eligible for health insurance benefits. One example would be a case in which a full-time local high school employee is working part-time at a College. It would be advisable to consult with the TRS in any instance in which a part-time employee has other education employment experience.

**RETIREMENT**

The “Full-Time Public Education Act” provides that all full-time employees employed by an agency of public learning in the state shall become members of the Teacher’s Retirement System. **NOTE:** Temporary support personnel are not eligible to pay into teacher’s retirement. Adjunct instructors and part-time non-instructional employees working less than 20 hours per week do not earn any benefits.

Act 2012-377 adopted by the Alabama Legislature which created a new defined benefit plan tier for employees hired on or after January 1, 2013 with no previous creditable service (“Tier 2”). As shown below, TRS employers will be required to contribute at a rate of 10.08% for Tier 1 employees (employees hired prior to January 1, 2013) and at a rate of 9.44% on behalf of each Tier 2 employee (hired on or after January 1, 2013).

<b>FY 2013 TRS Employer Contribution Rate</b>		
	<b>Tier 1 Employees</b>	<b>Tier 2 Employees</b>
Effective Date	10/1/2012 – 9/30/2013	1/1/2013 – 9/30/2013
Employer Contribution Rate	10.08%	9.44%
Employee Contribution Rate		

Regular Employee	7.50%	6.00%
FLC* Employee	8.50%	7.00%
Employer Contribution Factor		
Regular Employee	1.344000	1.573333
FLC* Employee	1.185882	1.348571
*FLC=Firefighters, Law Enforcement, and Correctional Officers		

The following chart summarizes the major changes that have been made to the retirement benefits of Tier 2 employees compared to Tier 1 employees as a result of legislative Act 2012-377.

<b>New Hire Retirement Comparison (Act 2012-377)</b>		
	<b>Tier 1 Employee</b>	<b>Tier 2 Employee</b>
Date of Employment	Prior to January 1, 2013	On or After January 1, 2013
Member Contribution Rate	7.5% for Regular Employees 8.5% for FLC Employees	6.0% for Regular Employees 7.0% for FLC Employees
Employer Contribution Rate	10.08%	9.44%
Retirement Eligibility	25 years of service at any age 10 years of service at the age of 60	No 25 years retirement 10 years of service at the age of 62 (56 for FLC Employees)
Retirement Factor	2.0125%	1.6500%
Average Final Salary	Average of the highest three years Out of the last ten years	Average of the highest five years out of the last ten years
Benefit Cap	None	80% of Average Final Salary
Retirement Contributions on Overtime Pay	Earnable Compensation cannot Exceed 120% of base pay	Earnable Compensation cannot Exceed 125% of base pay
Sick Leave Conversion	Yes	No
FLC Bonus Year	Yes	No

The Application for Retirement must be received no less than 30 no more than 90 days prior to the effective date of retirement. *It is the responsibility of the member to notify the TRS regarding intent to retire.*

## Retirement Formula

$$\begin{array}{cccccc}
 \text{Average} & & \text{Years (and} & & \text{Benefit} & & \text{Maximum} & & \text{Maximum} \\
 \text{Final} & \times & \text{Partial Years)} & \times & \text{Factor} & = & \text{Annual} & / & 12 = & \text{Monthly} \\
 \text{Salary}^* & & \text{of Creditable} & & 2.0125\% & & \text{Benefit} & & & \text{Benefit} \\
 & & \text{Service} & & (.020125) & & & & & 
 \end{array}$$

\*The average of the three highest years (July through June) out of the last 10 during which member contributed.

## INSURANCE

To help provide security in times of sickness or hospitalization, various insurance plans are available to the staff and faculty through the payroll-deduction plan. These include:

1. Hospitalization
2. Cancer
3. Dental
4. Vision
5. Intensive Care
6. Accident and Hospital Income

The Legislature of the State of Alabama enacted legislation that provides funds for health insurance coverage for the Alabama Community College System.

The State allocation for each eligible employee is set at a rate recommended by the PEEHIP Board and approved by the Legislature of the State of Alabama. To be eligible for full allocation, a teacher must be full-time and other employees must be employed at least twenty (20) hours per week. Temporary, seasonal, and adjunct employees are not eligible for insurance benefits. Part-time permanent employees are entitled to a pro rata allocation as shown below:

<u>Support Staff Works</u>	<u>Allocation Entitlement</u>
0 to 4.9 hours/week	0
5.0 to 9.9 hours/week	¼
10.0 to 14.9 hours/week	½
15.0 to 19.9 hours/week	¾
20 or more hours/week	1

<u>Faculty Works</u>	<u>Allocation Entitlement</u>
Less than ¼ time	0
At least ¼ time but < ½ time	¼
At least ½ time but < ¾ time	½
At least ¾ time but < Full-time	¾
Full-time	1

## **OPEN ENROLLMENT**

Open enrollment for all current and new employees is August and September of each year for coverage effective October 1. New employees may enroll on their date of employment, the first day of the month following employment or open enrollment. Information concerning open enrollment, insurance changes, premium rates and benefits will be distributed in July or August. Employees may add new coverage and change coverage types during this open enrollment period only.

In order to effect a coverage change, you must contact the payroll clerk in the Business Office to complete the proper forms. Once a member makes a change during open enrollment, he/she may not change again until the next open enrollment unless there has been a change in status.

## **PAYROLL DEDUCTIBLE PROGRAMS**

The college offers additional programs to full-time personnel through payroll deduction; however, a list of these deductible programs and certification of compliance with the Requirements of ALA. CODE § 17-17-5(b) can be obtained from the Business Office.

Once you have signed up for these deductions, they will continue each year unless you cancel membership in writing between August 15 and September 15. In the event you resign or go on leave without pay, the balance of your dues payable for the current year will be deducted from the last payroll check.

***Garnishments:*** Any required garnishments are also deducted automatically.



# STUDENT FORMS & PROCEDURES

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## STUDENT RECORDS

The Director of Admissions and Records supervises the handling and maintenance of student records. College officials having access to permanent student files and records are all administrative and Student Services personnel. Permanent student files and records are maintained on a document imaging system and backup files are stored, maintained on disk and kept in a fireproof vault. The Office processes student applications, advises students of available program offerings, disseminates appropriate brochures, literature, etc., to interested students, verifies student qualifications for specific certificate and degree programs, evaluates transfer credit, and handles state residency verifications. This office provides transcripts of students' academic records (official and student copies), facilitates registration each semester for credit classes, verifies and certifies student enrollment status. In addition, the office processes grade changes, certificates and degrees, and changes in student information. Specific registration information is contained in instructions distributed before each semester begins. Confidentiality of student records is maintained according to the Alabama Community College System Board of Trustees and Southern Association of Colleges and Schools Commission on Colleges guidelines and legal mandates. Policies concerning student record access, review, and content challenge are detailed in the *College Catalog*.

## PROVIDING FORMS OF IDENTIFICATION:

Effective spring semester 2009, Alabama Community College System policy 801.01, Admissions General, requires that applicants to Alabama Community College System institutions provide one primary form of identification **OR** two secondary forms of identification prior to enrollment.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

### TRANSCRIPT POLICY

In accordance with the provisions of Public Law 93-380, the Family Educational Rights and Privacy Act (FERPA *also known as the Buckley Amendment*), the College adheres to the practices established by the Federal Family Educational and Privacy Act. The Office of Admissions and Records will release a transcript of a student's academic record only upon written

request of the student. The request for the transcript release must bear the signature of the student along with identifying information. Official transcripts are issued to the student in a sealed envelope stamped, "Official Transcript Void if Seal Broken," to the institution, or to the agency listed on the request. Students wishing to send transcript requests by fax must furnish the following information: full name and any previous names under which enrolled, social security number, approximate dates of attendance, school or organization where transcript is to be forwarded, daytime phone number, and a COPY OF DRIVER'S LICENSE (or an officially recognized form of identification).

## **REGISTRATION**

Pre-registration and Open Registration are held during dates scheduled prior to the beginning of each term. All new students should meet with a new student advisor and returning students should meet with their program advisor (even if registering via web) each semester. During the scheduled advising period (usually the week prior to Pre-registration), currently enrolled students should meet with an advisor in their program of study to receive a printed schedule of their courses. Approval is required from the Vice President of Instructional Services for students planning to enroll for more than 19 credit hours. Advisors will input the course information into the College computer system and a computer-generated schedule is produced that indicates the amount of tuition and fees due. All schedules must be processed in the cashier, even if no payment is due, in order to complete the registration process and receive a receipt. Schedules that have not been validated by the deadline date will be voided and classes will be deleted. During the registration days immediately preceding the first day of class, extended hours are in place. All faculty members are expected to adjust their schedules to ensure their availability for advising and registering students. Student Services and appropriate Business Office personnel will also be required to work an adjusted schedule in order to accommodate student registration.

## **DEGREE PLAN (PLAN OF STUDY)**

The process of advising students carries with it the responsibility of assisting students in selecting requirements in a planned sequence that will lead to graduation in a time frame that meets the requirements as advertised in publications or that meets the stated needs of the student. The Degree Plan OR Plan of Study will provide documentation that the advisor and the student have planned the sequence of courses. Any changes from the published degree plan must be approved by the Vice President of Instructional Services. Students should be advised that they might not be able to graduate as planned if they do not follow the sequence of courses as advised. A degree

plan is to be maintained and updated each term for each student, showing the requirements for the selected award and the courses completed. When a student completes the program, the degree plan should indicate that all courses have been satisfactorily completed.

### **COURSE DROP/ADD**

Students may add and/or drop classes during the official drop/add period. The drop/add period is the first three days of Fall and Spring semesters and the first day of Summer term. The Drop/Add Form is available in the Office of Admissions and Records. The form must be completed and taken to Office of Admission and Records to be processed. Depending on the schedule change, students may or may not be required to have their new schedule validated.

### **CLASS WITHDRAWAL AFTER DROP/ADD PERIOD**

Students intending to withdraw from an individual class or completely withdraw from the College must obtain an Official Class Withdrawal form or an Official Total Withdrawal form from the Office of Admissions and Records. The form must be completed and signed by the student, the appropriate instructor(s), and returned to the Office of Admissions and Records for processing. Students who withdraw from a course after attending 70% of the term when the student is failing the class at the time of withdrawal, will receive a grade of WF. If a student officially withdraws from a course after attending 70% of the term and is passing, a grade of WP must be assigned. If a student is unofficially withdrawn, initiated by the instructor, from a course for breaking the attendance policy prior to 70% of the term, a grade of “W” must be assigned. Refer to the Semester Class Schedule for the specific 70% date (listed as “Last Day to Withdraw Without Any Academic Penalty”). If a student never attended or the class is cancelled, the class will be deleted and no grade will be assigned. If the student is receiving financial assistance, the form must also be signed by a Financial Aid Official. All withdrawal forms must be on file in Office of Admissions and Records before the final examination in the class is given.

### **FINANCIAL AID CERTIFICATION OF ATTENDANCE FORM**

In order to charge books to a financial aid source, students must present to the Bookstore Cashier an Attendance Verification form which has been signed by each of the students’ instructors. This form verifies that the student has attended class, making financial aid eligible to charge books to their available credit balances.

## **FINANCIAL AID NON-ATTENDANCE LISTS (NO-SHOW ROSTERS)**

To be eligible to receive a Federal Pell Grant credit balance refund, students must attend each of their classes at least once. To identify the students who have not attended classes and are not eligible to receive a refund from their financial aid credit balances, “No-Show” Rosters are created and sent to all instructors after the Drop/Add period each semester/term. These “No Show” Rosters must be completed by instructors and submitted to the Office of Admissions and Records electronically by the published deadline. These “No-Show” Rosters are primarily for financial aid purposes. Students who are reported on the “No Show” Rosters will be unofficially withdrawn and removed from the class rolls by the Director of Admissions and Records in collaboration with the Director of Financial Aid.

## **TRADE READJUSTMENT ASSISTANCE CLASSROOM TRAINING TIMESHEETS**

The Trade Readjustment Assistance (TRA) Classroom Allowance by Worker in Training Timesheet is used to report attendance for students receiving Trade Readjustment Act (TRA) sponsorship. Students receiving this benefit must complete and submit weekly a timesheet to the Financial Aid Office in order for attendance to be verified to the Alabama Unemployment Compensation Agency.

## **GRADE REPORTS**

Instructors are required to submit grades electronically at the end of each semester. All instructors are asked to use Grade Quick for the purpose of recording grades. Grades are submitted to the Office of Admissions and Records by the working day following the end of each term. Instructors must also submit Class Attendance Rosters, Earned F Verification forms, I Contract (with appropriate signatures) and Grade Change forms for completion of I Contracts to the Office of Admissions and Records. Grade reports are processed and posted on the Internet. Students have the ability to access their grades via the Internet. Grade reports are not mailed to students.

## **GRADE CHANGES – GET APPROVAL**

If a student has reason to believe that the letter grade received in a particular course is incorrect, the student must make an informal effort to correct the error with the instructor who issued the grade. If the informal efforts of the student and faculty member have not produced a satisfactory resolution, a formal appeal is in order. Refer to the Student Handbook and follow the Formal Grade Appeal Process. Unless extenuating circumstances exist, the grade change must be made within one semester after the grade was initially assigned.

If it is determined that the grade on the transcript is incorrect, the instructor must complete a Grade Change Request form and submit it to the Vice President of Instructional Services for approval. After approved by the appropriate Dean, the form is submitted to the Financial Aid Office and then to the Office of Admissions and Records for data entry. The approved form will be placed in the student's file. The student may request a copy of his or her transcript to verify the grade change.

## **“I” CONTRACT**

An "Incomplete Grade Contract" form must be signed by the student, instructor, division chair, and the appropriate Dean. The instructor is responsible for securing all signatures required on this form before submitting to the Office of Admissions and Records along with the Class Attendance Roster. Students are not allowed to secure these signatures.

An incomplete grade ("I") does not count toward course work completed and is not counted as a course attempted; therefore, it does not negatively impact the incremental measurement of progress. A GRADE OF "I" - INCOMPLETE - IS NOT COUNTED IN HOURS ATTEMPTED. However, the grade that replaces the "I" is counted in hours attempted and hours earned once the “I” is removed. An "I" grade is intended to be only an interim course grade. Unless the deficiency is made up within the following term, the "I" automatically becomes an "F". When the deficiency has been corrected, the instructor should submit a Grade Change Request form with a copy of the signed “I” contract to the Vice President of Instructional Services/ for approval. After approved by the appropriate Dean, the form is submitted to the Financial Aid Office and then to the Office of Admissions and Records for data entry. The approved form will be placed in the student's file. The student may request a copy of his or her transcript to verify the grade change.

## **TRANSFER/ALTERNATIVE CREDIT**

During a student's first term of enrollment, he or she must have official transcripts from each college he or she has previously attended, mailed to the Office of Admissions and Records. Upon receipt of these transcripts, the Admissions Office will evaluate them for academic course transfer credit and complete a Transfer/Alternative Credit Approval form listing the academic courses which are acceptable for transfer credit. If a student's transcript contains technical course credits which may be applied to his or her degree plan at this college, a copy of the transcript will be forwarded to the respective instructor or advisor for evaluation. Instructors' recommendations regarding transfer of technical course credit must be submitted to the Vice President of

Instructional Services for final approval. After transfer credit information is entered into the computer, a copy of the student's transcript is given to his or her advisor to update the degree plan. Students who believe they have already mastered the material of a particular course may request an evaluation for alternative credit. The costs and guidelines of such credit are outlined in the *College Catalog*.

### **INTENT TO GRADUATE**

At the time of registration for the term in which a student will complete his or her graduation requirements, the student must obtain an Intent to Graduate form from the Office of Admissions and Records. The form should be completed by the student, approved and signed by the student's advisor, and submitted to the Office of Admissions and Records with the student's degree plan, which should be obtained from his or her advisor. Upon receiving the student's degree plan, Admissions personnel will direct the student to the Cashier to pay a graduation fee, if required.

### **FOLLOW-UP**

Instructors are responsible for maintaining a follow-up record for each student who completes a program, withdraws, or stops attending prior to completing a program. Information concerning job placement, which includes place of employment, name of employer, job title, and job description, is to be collected for each student who withdraws or stops attending. Annually, instructors will complete placement reports and an alternative completions report to illustrate program viability. Please refer to the Student Assessment, Placement and Follow-up Plan for further information.

# STUDENT SAFETY

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## SAFE ENVIRONMENT

All school personnel-administrators, maintenance staff, instructors, and students will be obligated to contribute their individual effort in order to develop, insure, and maintain a safe environment. Voluntary compliance is expected; however, the Director of Physical Plant and Safety & Security Coordinator will serve in a supervisory capacity to assure continuity of performance and the continuation of a viable program. The Director of Physical Plant and Safety & Security Coordinator will determine who inspects, when to inspect, how to inspect, and will conduct a follow-up study to evaluate progress. In addition to the safety information contained herein, all employees should be familiar with the Campus Safety and Security Procedures document located in the Forms section of the College intranet.

## GENERAL PHYSICAL CONDITION

It is the responsibility of the institution's maintenance personnel to supervise the upkeep of the school's building and grounds. Their efforts are augmented by student workers and the maintenance performed by the instructors within the individual departments.

The institution's maintenance personnel will devote attention to the condition of stairways, passageways, aisles, floors, walls, windows, ceilings, proper illumination, ventilation, and temperature controls.

The instructors will insure that their individual or departmental machines, benches, and other equipment are arranged to promote good safety habits. Further, attention will be devoted to insure that fire extinguishers are the proper type, adequately supplied, and properly located and maintained. Both the instructor and students are to be made aware of the location of fire extinguishers and their proper use.

In conjunction with fire considerations, exits are to be properly identified and of adequate number. Evacuation procedures are to be posted in conspicuous places, regularly referred to for student instruction, and practiced on occasion.

## Housekeeping

Housekeeping is an important aspect of the continued effect of maintaining a safe environment. Hazards must be discovered and corrected through regular and frequent inspection

if an optimum environment is to exist. It is of primary consideration that personnel and students are kept free from accident, the property is kept safe, and that legal retribution not confront this institution or its staff. Good housekeeping will largely contribute to the achievement of these goals.

A complete list of housekeeping duties will be found in the National Standard School Shop Safety Inspection Check List; however, it is absolutely imperative that machines, tools, and materials be maintained in an orderly manner, and that instructor personnel be familiar with this document. Flammable and dangerous materials are to be given highest caution. They are to be properly stored, properly utilized, and properly identified to eradicate any chance of possible misuse.

## **Equipment**

Equipment will be operated in accordance with standard operational techniques, and in accordance with school rules, maintained in a high state of readiness, and procedurally eliminated when no longer of safe and utilitarian value.

Machines will be situated to minimize hazards from other equipment or passing personnel. Danger zones will be properly indicated and moving parts will be protected by permanent enclosure. Further, close supervision will be imposed on student operators, with no student permitted machine usage without an instructor in the immediate area, and all machine or equipment control switches must be readily accessible for the operator's emergency use.

Again, attention will be given to machine maintenance, storage of component parts, and daily cleaning of the equipment. Complete and continued instruction must also be ongoing to assure machine safety.

## **Electrical and Gas Installation**

Utility installation is intended to be in compliance with applicable building codes. Usage will comply with established safety rules, and regular inspection will attempt to alleviate undue hazard. Electrical and gas usage items are of primary consideration.

## **Personal Protection and Instruction**

Personal protection must be afforded the highest priority in any safety consideration. A carefree attitude will not be tolerated, but should be dispelled by the arousing of the student's interest in safety, by proper instruction, and by the enforcement of established shop or departmental safety rules and regulations.



Each shop and department has developed and posted its individual safety rules. These rules cover more than personal protection, but as a guide, include the following considerations:

1. No one will be allowed to perform any activity in the shop or department unless an instructor is present.
2. Students other than scheduled class members desiring to work in a shop or department must secure permission from the instructor in charge.
3. Students will not be allowed to use tools, equipment, or supplies without prior instruction and proper authorization. (Students absent during instruction and demonstration periods must obtain proper instructions before performing that activity).
4. Any injuries sustained during instructional time must be reported immediately to the instructor in charge.
5. Damages to tools and/or equipment must be reported to the instructor as soon as possible.
6. Shop attire that must be used while performing instructional activities include the following:
  - a. Tucked-in shirt with short or rolled sleeves.
  - b. Long pants.
  - c. Leather shoes.
  - d. Approved safety glasses or goggles.
  - e. Cap, band, or net to confine long hair.
7. Individual responsibility by the student must be assumed for the following:
  - a. Keeping work area clean and in order.
  - b. Replacing tools and equipment in designated storage area.
  - c. Returning fuel, oil, and solvent containers to storage area.
  - d. Replacing manuals on shelves.
  - e. Placing soiled rags in proper containers.
  - f. Storing project and unfinished work properly.
  - g. Disposing of unwanted fuel, oils, paints, and solvents in drain cans.
  - h. Removing unsafe clothing or jewelry while performing instructional activities.
  - i. Reporting any unsafe conditions existing in the area.

The instructor is responsible for teaching safety, for posting safety rules, and for determining that these rules are given allegiance.

Safety posters, lectures, tours of industrial plants, and audio-visual aids are only a few of the resources available for the enhancement of the safety instructional program.

It is the responsibility of the student to know and practice all safety requirements.

## **FIRST AID**

First aid is the immediate and temporary care given to a person who has been injured or has suddenly taken ill. It includes self-help and shop care if medical assistance is not available or is delayed. It includes well-selected words of encouragement, evidence of willingness to help, and promotion of confidence by demonstration of competence.

As published by the American National Red Cross: "First aid begins with action, which in itself has a calming effect. If there are multiple injuries or if several persons are hurt, priorities must be set. Enlist the help of bystanders to make telephone calls, to direct traffic, to keep others at a distance if necessary, and perform similar duties...provide life support to victims with life-threatening injuries, then care for those with less critical injuries. Telephone or have someone else telephone the appropriate authorities regarding an accident...The circumstances surrounding the accident should be a guide as to whom to call. Always have a list of emergency numbers available; if the numbers are not readily available, ask the telephone operator for assistance. Describe the problem; indicate what is being done, and request the assistance needed, such as an ambulance, the fire department, the rescue squad, or utility company personnel. Give your name, the location of the accident, the number of persons involved, and the telephone number where you can be reached. Do not hang up the receiver until after the other party hangs up because he or she may wish to clarify some information."

First aid kits are readily available throughout the institution. These kits are to be kept in a high state of readiness, and a qualified individual for the administering of first aid is to be available.

## **Accident Records**

In the event of an accident, in which an individual is injured, it is the responsibility of the staff and instructor concerned to submit an Accident/Injury Report Form. The accident report form is so designed that proper procedure is outlined for the treatment of serious injury. The Accident/Injury Report Form is of further value, in that accidents will be necessarily reported to the proper administrative authority, and written record will be available for statistical studies. Accident forms are available on the College Intranet.

## Emergency Health and Safety Procedures

Safety is a primary concern of H. Council Trenholm State Community College. In the case of a student accident or sickness that requires emergency assistance, the college faculty member or staff member responsible for the activity or, if that individual is not immediately available, a faculty or staff member in the area, shall:

1. Call 911 and give appropriate information.
2. Notify the applicable dean of the accident or sickness.
3. Keep other students or persons away from the injured person and do not administer any internal medicine.
4. Control the situation to avoid student exposure to a dangerous situation.
5. Remain with the victim until qualified emergency technicians arrive and take control of the situation.
6. Fill out accident/injury report within 24 hours. If the ill or injured person is a student, turn original report in to Student Services and make a copy for your files. If the ill or injured person is an employee, turn original report in to Human Resources.
7. The Vice President of Instructional Services or the Human Resources Director will forward the accident/injury report to the Campus Safety Coordinator for investigation of accident. The Campus Safety Coordinator will forward a final copy of the report to Human Resources.
8. A copy of the **Campus Safety and Security Procedural Manual** may be found on the college intranet at [http://intranet.trenholmstate.edu/TSTC%20INTRANET%202.0/PUBLICATIONS%20PAGE/POLICY/CampusSafety\\_Sec/SafetySecurityPlan%2006172017.pdf](http://intranet.trenholmstate.edu/TSTC%20INTRANET%202.0/PUBLICATIONS%20PAGE/POLICY/CampusSafety_Sec/SafetySecurityPlan%2006172017.pdf)

## Fire Escape Routes and Severe Weather Procedures

Due to the layout of the H. Council Trenholm State Community College campuses and the separation of buildings housing the various programs, it is necessary to have a Fire Escape Route and a Severe Weather Cover Procedure for each building. Each classroom and shop area will have the Fire Escape Route posted on the bulletin board or other conspicuous place in clear view. The Alert Notification System will be used in the event of fire or severe weather in order to properly notify all faculty, staff, and students. Messages will also be sent via SchoolCast to the email addresses or phone numbers of all individuals who have provided contact information for this purpose.

Regular drills will be carried out in order to keep everyone in all areas of the campus

familiar with the proper procedures to follow in case of a fire or severe weather outbreak. Administrative Personnel will monitor all drills to ascertain critical timing and that correct procedures are followed. Log sheets will be kept indicating time and date of fire drills and severe weather practice drills. All drills will be unannounced and supervised by designated building captains.

See Severe Weather Procedures - Section VIII - Page 6 of this Handbook.

## **Fire Escape Procedure**

In the event of necessary evacuation, all personnel will have received prior and thorough instructions in fire escape procedures. If an UNCONTROLLABLE FIRE should occur, faculty, staff, and students will be notified via the Alert Notification System and SchoolCast email system; therefore, the following procedures will be followed:

1. Secure all machines in operation.
2. Make no attempt to extinguish the fire - GET OUT!
3. Move to appropriate exit as designated by wall charts located in all institutional spaces.
4. Do not run, push, or panic.
5. Proceed to area designated by arrows on wall charts.
6. Be cautious of vehicular traffic.
7. Students should immediately report missing individuals to their instructor.
8. Do not reenter the structure until so authorized by the Building Captain or Fire Department personnel.
9. Instructors should remain with their class at all times.
10. Do not in any way hinder the efforts of the Fire Department.

## **Fire Escape Plan**

Immediately report departmental fires to the Fire Department. The telephone number of the Montgomery Fire Department: Dial 9 - 911.

A copy of the fire escape plan is posted in all departments. It is the responsibility of the individual instructor to perform specific duties as follows:

1. Insure that all students are instructed in fire escape procedures.
2. Insure that all students are safely out of the structure.
3. Secure all windows and doors in the assigned instructional area.
4. Insure that all machines are secured.

5. Account for all students and restrict them to assigned areas until further instructed.
6. Ascertain that the students do not obstruct fire-fighting efforts of the Fire Department.

## **Severe Weather Procedures**

Upon notification of severe weather from the National Weather Service, personnel will be alerted by the Alert Notification System and SchoolCast email system. The following procedures will be followed:

1. Proceed to area designated on wall charts located in all institutional spaces.
2. Do not run, push, or panic.
3. Do not leave designated area until "ALL CLEAR" is given via Alert Notification System.
4. Instructors should remain with your class at all times. It is the responsibility of instructors to follow rules outlined in the safety manual located at <http://intranet.trenholmstate.edu/safesec.htm>.
5. The President only has sole authority to cancel classes due to severe or inclement weather.

Note: Administrative Staff are expected to follow the same safety procedures outlined in the above referenced sections.

# DAILY WORK SCHEDULE

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## **Administrative, Professional, and Support Staff**

The following work schedule for administrative, professional, and support staff shall include forty clock hours per week, including the lunch period:

Full-time day 7:30 to 5:30 M-Th & 7:30 to 11:30 Fri.

Full-time evening 12:30 to 10:30 M-Th & 7:30 to 11:30 Fri.

## **Full-time Faculty**

The work schedule for full-time faculty shall be a *minimum* of 35 clock hours per week, exclusive of lunch and other regularly scheduled breaks. However, lunch hours must be calculated into work week at 1-hour/day and noted on schedule. All faculty work hours must be reflected on class schedules and posted on office doors. A copy of work schedules also must be forwarded to appropriate Deans. The student contact hours for career-technical instructors shall be a minimum of 24 contact hours and not exceed 30 hours per week. The credit hour load for general education faculty shall be a minimum of 15 credit hours and not exceed 16 credit hours during Fall and Spring semesters and a minimum of 12 credit hours and not exceed 13 credit hours during the Summer Term.

## **Part-time Faculty/Staff**

All part-time members of the faculty and staff shall receive an assigned work schedule from their immediate supervisor.

## **Changes in Work Hours**

All schedule changes by faculty and staff must be submitted in writing to Deans and receive approval from the Executive Vice President or President on a semester basis; approval shall be forwarded to the Office of Human Resources.

## **Time and Attendance**

The part-time staff must submit a Time Sheet as directed by the Business Office. This process will allow the Business Office to have the payroll ready on the last week day of the month.

## **Faculty and Staff Absences**

If a full-time faculty or staff member must be absent for any reason, he or she must complete an on-line leave request and receive prior approval from the immediate supervisor and the Dean. In the case of an anticipated absence, an instructor must make arrangements for each class and must inform his or her Division Director and the Office of the Executive Vice President. If a part-time faculty member must be absent for any reason, he or she must notify the Program Coordinator or Division Director, or the Office of the Vice President of Instructional Services.

Absences during registration and first week of class will not be approved.

## **TEACHING LOAD AND HOURS**

The president is authorized to approve instructor load and hours for faculty (ACCS 608.01)

### **PROCEDURE**

1. This procedure provides presidents with the flexibility to use credit hours or contact hours in calculating instructor loads. Presidents may also use a combination of credit hours and contact hours so long as the appropriate equivalence is maintained.
2. The number of preparations, the number of students taught, total credit hours produced, complexity of grading required, and the number of direct student contact hours should be considered in determining instructor loads.
3. No distinction is made between day, extended day, weekend, evening, method of delivery, and off-campus programs. Personnel will be employed to provide education for those enrolled, regardless of the day and time of day, or campus/teaching location.
4. Each full-time instructor at any ACCS institution shall teach 15 to 16 credit hours per term or the equivalent for the academic year, fall and spring semesters. In using the contact hour method of calculation, no single faculty member shall have a direct student contact hour assignment that is less than 24 hours or exceeds 30 hours per week. Full-time faculty members must work a minimum of 35 hours per week.

- 4.1 When a faculty member's teaching load reaches the threshold of 15 credit hours or the equivalent, he/she will be considered full-time and entitled to a full-time salary. Pursuant to ACCS Board of Trustees Policy 608.03, any instructional load of more than 15-16 credit hours or more than 30 contact hours constitutes an overload and must be approved by the president of the institution. Faculty members with an instructional load exceeding 16 credit hours or 30 contact hours shall be paid on the college's adjunct salary schedule for overload assignments.
- 4.2 There is a distinction made between summer term and any other term of the academic year. A full-time teaching load during the summer term is 12-13 credit hours or the equivalent. Using the contact hour calculation for summer term, a full-time faculty member should not exceed 30 direct student contact hours per week.
5. The president of each institution shall develop a local college policy on faculty load and hours that complies with the procedures established herein and that also addresses each of the following:
  - 5.1 Minimum student FTE or total credit hour production required for full-time status.
  - 5.2 Equivalent credit hours/direct student contact hours for non-teaching assignments.
  - 5.3 Equivalent credit hours/direct student contact hours for supervision of students enrolled in credit-bearing activities such as internships, preceptorships, or apprenticeships based on the number of students enrolled, number of required faculty visits to instructional areas, direct supervisory responsibilities, and grading of student assignments.
  - 5.4 Independent study course assignments. Such assignments are typically not included in the instructional load calculation; thus, local college policy should ensure that faculty members teach independent study courses on a voluntary basis. Local college policy should also address limits on independent study course



offerings and independent study course enrollment and how independent study course assignments impact faculty load.

## **TEACHING OVERLOAD**

The president is authorized to approve overloads for faculty (ACCS 608.03).

### **PROCEDURE**

1. A full-time instructor may be employed to teach a(n) overload(s) per term for pay. The overload course(s) must be taught outside the normal work week of the instructor, and the pay must be at the prevailing part-time salary rate at the employing institution.
2. No full-time faculty member can be required to teach a(n) overload(s). Overloads will be at the discretion of the President, based on faculty desire, preparations required, non-instructional duties, and other considerations.
3. The College's overload policy and associated procedures should be published to full-time faculty.

# LEAVE

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## THE ALABAMA COMMUNITY COLLEGE SYSTEM LEAVE POLICIES

<u>Type</u>	<u>Description</u> <u>Employees Benefited</u>	
Annual	Earn based on years of experience in ACCS	A, B, C, E, H
Institutional	Maximum of 5 days, noncumulative	A, B, C, E, H
Personal	Maximum of 2 days, noncumulative Maximum of 5 days, noncumulative	A, B, C, E, H D
Sick	Earn 1 day/month, unlimited accumulation (per Act No. 2001-671). Limited as credit for retirement purposes to one day per month of employment.	A, B, C, D, E, H
Military	Maximum of 21 working days in a <u>calendar</u> year for required military service	A, B, C, D, E, H
Court	Special leave required court attendance	A, B, C, D, E, H

## LEAVE REQUESTS

All leave must be requested utilizing the on-line leave system. Leave requests must be approved by the employee's immediate supervisor and the appropriate Dean or his or her designee.

Faculty and staff should not request annual/personal leave that would occur during registration, the first week of classes, commencement, or any other times announced by the President. In extraordinary circumstances, if an employee must request annual leave that occurs during such times, the request must be accompanied by a memorandum explaining the circumstances. The request must be approved in advance by the President or his designee and notification of approval must be received by the requestor prior to taking leave.

## SCHEDULE H PERSONNEL

Permanent support personnel who work from 20 - 39 hours per week shall earn the same benefits as full-time employees with the following exception:

1. A "day" is defined as four (4) hours for persons paid from Schedule H-20, five (5) hours for persons paid from Schedule H-25, six (6) hours for persons paid from Schedule H-30, seven (7) hours for persons paid from Schedule H-35.

## **TEMPORARY SUPPORT PERSONNEL**

Temporary support personnel who work from 20 - 39 hours per week shall earn the same leave after being employed for four (4) months. When referring to leave policy, a "day" will be prorated based on the number of hours worked per week.

Temporary support personnel are not eligible for health insurance benefits.

## **LEAVES WITH PAY (ACCS 610.01)**

1. General Rules.
  - 1.1 Requests for leave are to be made via the established procedures at the college or entity. Each college or entity is directed to establish local policies and procedures for requests, approvals, and use of leave including maintenance of appropriate records.
  - 1.2 The immediate supervisors are responsible for assuring that leave approvals in their areas of responsibility are reported timely and accurately.
  - 1.3 All employees engaged in outside employment or other activities during their normal work hours must use accrued compensatory time or request personal, annual, or unpaid leave.
  - 1.4 In the event of an emergency where the employee is unable to complete the college's standard procedures for requesting leave, the employee must immediately contact the immediate supervisor or the appropriate supervisory chain of command to request that his/her leave be used. During periods of incapacitation, a designee, to include an immediate family member or a person having unusually strong personal ties to the employee, may request leave on the employee's behalf.
  - 1.5 Employees who are in an approved leave status with pay are eligible to continue to receive benefits and leave accruals.

1.6 Any accrued leave, excluding compensatory time, must be used concurrently with FMLA leave. All accrued leave, excluding compensatory time, must be exhausted before an employee is entitled to unpaid FMLA leave.

1.7 A leave year for earning, accrual, and use of leave by employees is September 1 through August 31. Leave accrual rate changes will only take effect with the beginning of the new leave year, September 1.

**2. Annual Leave**

2.1 Earned annual leave may be taken at appropriate times as approved in advance by the appropriate supervisory chain of command. Annual leave shall be requested and approved prior to its occurrence. Annual leave may be denied if it is not timely requested or hampers the routine operations of the college.

2.2 Employees eligible to accrue annual leave are those compensated from Salary Schedules A, B, C, E, and H (prorated). 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.

2.3 Annual Leave is earned based on years of service at the current employing entity:

0-4	1.00 day per month, equivalent to 8 hours
5-9	1.25 days per month, equivalent to 10 hours
10-14	1.50 days per month, equivalent to 12 hours
15-19	1.75 days per month, equivalent to 14 hours
20-above	2.00 days per month, equivalent to 16 hours

A "year of service" shall be a completed year of service at the current employing entity, not based on experience or service at other employers.

- 2.4. All new hires at an ACCS entity will begin accrual of annual leave under this policy at 0 years of service, with one exception: A President, upon request of a new employee within the first 90 days of employment, may award additional years of service for annual leave accrual purposes to an employee who has been hired directly from one ACCS college or the ACCS system office to an ACCS college with no time lapse between dates of employment. The years of service awarded by the President under this exception cannot be more than the number of years that the employee was employed at the ACCS system office or prior ACCS institution. This policy is not applicable to employee hires from any other location or entity. The President is not required to award any additional years of service under this policy.
- 2.5. In order to move to the next year of service for annual leave accrual purposes, an employee must have worked at least nine months of the leave accrual year. As an example, if a new employee is hired on January 2, then that employee will not have worked 9 months by September 1 of the same year (when the annual leave rate changes occur) and will be required to wait until the following year to move to the next year of service).
- 2.6 Employees must be in paid status for a minimum of one-half of the work days in the month of employment to accrue a day of annual leave (except those under FMLA leave).
- 2.7 A maximum of 60 days of annual leave may be accrued and carried forward into each September. Annual leave may exceed 60 days during a year; however, annual leave exceeding 60 days earned but not taken by September 1 is forfeited.
- 2.8 Any employee who leaves employment of an ACCS system college or entity will be paid for the actual number of annual leave days earned and not used up to a maximum of sixty (60) days. Payment of annual leave will be based on the employee's salary in effect at the time of separation.
- 2.9 If an employee who is eligible to accrue annual leave assumes a regular (non-temporary) assignment on the D or local salary schedules where annual leave is not earned or accrued, payment for the unused portion of the accrued annual leave will

be made at the conclusion of the eligible assignment and will be based on the eligible salary schedule upon request of the employee.

2.10. Annual leave is not provided for Salary Schedule D or L personnel.

### **3. Sick Leave**

3.1. Accumulation of sick leave will be governed by Section 16-1-18.1, Code of Alabama of 1975, as amended. An employee may accumulate an unlimited number of sick leave days in accordance with Ala. Code 16-1-18.1.

3.2. Sick Leave Definition. Sick leave is defined as the absence from regular duty by an employee for one of the following reasons: personal illness; pregnancy, maternity leave, or doctor's quarantine; medical examinations and appointments; personal injury which incapacitates the employee; to provide care for an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) of the employee or for an individual with a close personal tie to the employee; 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); or illness, injury, or death of an individual not legally related to but having unusually strong personal ties with the employee. For purposes of application of this policy, an individual with a close or unusually strong personal tie is limited to the following: a person standing *in loco parentis*; where unusually strong personal ties exist due to an employee's 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.

### **3.3. Accrual of Sick Leave.**

3.3.1. Each full-time employee employed on Salary Schedules A, B, C, and E, shall earn one day of sick leave which is the equivalent of 8 hours per month of employment. They will be required to request 40 hours of sick leave for absences totaling an entire work week.

- 3.3.2. Each full-time employee employed on Salary Schedule H shall earn one day of sick leave per month of employment with a “day” defined as 4 hours for persons on H-20, 5 hours for persons on H-25, 6 hours for persons on H-30, and 7 hours for persons on H-35. Employees on H will be required to request the amount of sick leave equal to the normal amount of hours worked each week for absences totaling an entire work week.
- 3.3.3. Each full-time employee employed on Salary Schedule D shall earn one day of sick leave which is equivalent to 7 hours per month of employment to a maximum of nine days or 63 hours during the academic year (fall and spring semesters) and up to a maximum of three days or 21 hours during the summer term. Employees on D will be required to request 35 hours of sick leave for absences totaling an entire work week.
- 3.4. Any unused balance of sick leave accumulated at the end of the leave year will be carried forward to the next succeeding year.
- 3.5. Employees must be in paid status for one-half of the work days in the month of employment to accrue a day of sick leave (except those on FMLA leave).
- 3.6. Sick leave may be utilized during the employment period. However, sick leave may not be utilized to extend the employment period.
- 3.7. The employee's immediate supervisor may request that an employee provide a medical certification by a licensed healthcare provider at the expense of the employee. After three (3) consecutive absences due to illness or after five (5) occurrences 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 licensed healthcare provider. This is to be done at the expense of the employee. Consistent with this provision, colleges will implement local policies and procedures for requiring these medical certifications. When medical certification is required, requests for sick leave may be denied if the medical certification is not provided.

- 3.8. Sick leave will not be paid upon separation of employment.
- 3.9. For purposes of applying accrued sick leave as credit for retirement purposes, an employee is limited to the amount allowed by law and the Teachers Retirement System.
- 3.10. **Transfer of Sick Leave:** Sick leave earned while employed by an Alabama public school system, higher education public institutions in Alabama, or the Alabama Community College System may be transferred into an ACCS college in accordance with Alabama Code Section 16-1-18.1.

### **3.11. Sick Leave Bank**

- 3.11.1. A President shall establish, upon the request of 10 percent of its full-time certificated and full-time support personnel, a sick leave bank plan.
- 3.11.2 Any sick leave bank shall be operated, managed, and governed by a Sick Leave Bank Committee pursuant to Alabama Code § 16-22-9 and any accompanying procedures in place by the Chancellor.
- 3.11.3 The Alabama Community College System Board of Trustees designates its one representative on any Sick Leave Bank Committee as the President or the President's designee.
- 3.11.4 The purpose of the Sick Leave Bank shall be to provide a loan of sick leave days for its participating members or catastrophic leave after a member's accrued and compensatory leave has been exhausted, if warranted as determined by a Sick Leave Bank Committee.

#### **A. Formation**

1. A President shall establish, upon the request of 10 percent of its full-time certificated and full-time support personnel, a sick leave bank plan for each of the two groups either jointly or separately. The decision whether to have a joint or separate sick leave bank shall be the exclusive decision of the employees, utilizing a secret balloting process. See Ala. Code 16-22-9(b).



2. A Sick Leave Bank Committee, if formed, will be comprised of five persons, one will be the President or President's designee, and four employees will represent the participating members of the sick leave bank. See Ala. Code 16-22-9(a) (5).

## **B. Election of Sick Leave Bank Committee**

1. The President shall be responsible for conducting elections in a fair and equitable manner, ensuring the confidentiality of the secret balloting process. See Ala. Code 16-22-9(c).
2. At the beginning of each scholastic year, an election shall be held among the sick leave bank members to determine by secret ballot the four members who are to serve on the sick leave bank committee. See Ala. Code 16-22-9(c). Those four members receiving the most votes shall serve on the Sick Leave Bank Committee.
3. The term of office for these four Committee members shall be one year. See Ala. Code 16-22-9(c). No representative on the Committee shall serve longer than five (5) consecutive years. See Ala. Code 16-22-9(f). If a vacancy occurs during the one-year term which needs to be filled, the remaining Committee members (inclusive of the President) shall vote on a person to fill the vacancy and whoever receives the most votes may fill the seat.
4. The President or President's designee shall be appointed as the Chair of the Committee and shall appoint one of the other Committee members to take minutes of meetings and all Committee action.
5. In the event of any election tie, the President or his designee has the authority to break the tie.
6. Committee meetings may be scheduled as determined by the Committee, or as set by the President, or by the written request of three consenting Committee members to the President.

### **C. Duties of the Committee**

1. The Committee shall establish procedures providing for the uniform administration of the sick leave bank. Ala. Code 16-22-9(d)(f).
2. The Committee shall develop guidelines for the operation of the sick leave bank. Ala. Code 16-22-9(d)(f). The guidelines shall be approved by a secret ballot vote of the participating members of the sick leave bank. Ala. Code 16-22-9(f).
3. The Committee shall develop all necessary forms for the orderly operation and administration of the sick leave bank. Ala. Code 16-22-9(d)(g)(2).
4. The Committee shall maintain copies of its guidelines, administrative procedures, and forms and immediately provide those upon adoption to the President's Office.
5. The Committee shall ensure that accurate records of contributors eligible to participate in the bank are maintained and shall work with the institution to maintain records of all member contributions to the sick leave bank, withdrawals from the bank, and the status of the bank. Reports shall be provided on a timely basis at the request of the Committee, the President, or the Chancellor.
6. The Committee shall review all applications for loans from the sick leave bank and make appropriate decisions on request for approval of such loans. The Committee has the discretion to deny an application for a loan or approve less days than requested. Factors to be considered include, but are not limited to: need, circumstances of the illness or disability, years of service to the institution, availability of days in the bank, the ability of the applicant to repay the loan (if applicable), and prior awards obtained from the sick leave bank.

### **D. Guidelines of the Committee**

1. The sick leave bank plan allows members to deposit an equal number of days (not to exceed five) of earned sick leave into the sick leave bank. The days deposited shall be available to be loaned to any participating member whose leave has been exhausted and who has been granted a loan by the Committee. Ala. Code 16-22-9(e).
2. No member employee is allowed to borrow or obtain catastrophic leave from the sick leave bank unless all accrued and compensatory leave time has been exhausted.
3. A member of the sick leave bank shall not be allowed to accumulate more days than allowed in Alabama Code 16-1-18.1, including days in the sick leave bank. Ala. Code 16-22-9(g) (4).
4. Employee membership in the sick leave bank shall be voluntary. Ala. Code 16-22-9(g) (5).
5. Any alleged abuse of the bank shall be investigated by the Committee (or its designee). On a finding of wrongdoing, the abusing member shall repay all of the sick leave credits drawn from the sick leave bank and be subject to appropriate disciplinary action as determined by the institution. Ala. Code 16-22-9(g) (6).
6. Upon retirement or transfer of a member, days on deposit with the sick leave bank shall be withdrawn and transferred with the employee or made accessible for retirement credit, as allowable. Ala. Code 16-22-9(g) (7).
7. At the beginning of each leave year, or upon employment of a new employee, the appropriate number of sick leave days shall, upon application of the employee, be credited to the employee's account, in order to enable the employee to join the sick leave bank if the employee does not have the minimum number of sick leave days to enable the employee to join the sick leave bank. Ala. Code 16-22-9(g) (9).

8. The Committee shall have the authority to designate open enrollment periods at least annually to non-participating members. Employees who did not join the sick leave bank will have an option to join upon deposit of the prerequisite number of sick leave days during any open enrollment period established by the Committee. Ala. Code 16-22-9(g) (9).
9. Additional guidelines may be adopted by the Committee as deemed appropriate provided they are uniformly applied to all employees and do not conflict with these guidelines and procedures. Ala. Code 16-22-9(g).

#### **E. Sick Leave Bank Loan Procedures**

1. An employee must apply for sick leave bank loan in the form required by the Committee and is subject to all applicable procedures and guidelines adopted by ACCS and the Committee. In cases where the member has been incapacitated, a member's agent or representative designated as such in writing, may apply to the Committee on behalf of the member. In case of mental incapacity of a member, the designated agent or representative must be a person who, by law, may serve in such capacity.
2. In order to apply for a sick leave bank loan: (a) an employee must be a member of the sick leave bank and (b) an employee must have exhausted all accrued and compensatory leave available.
3. The Committee determines whether a loan request will be approved or denied and, if approved, for how many days up to a maximum of fifteen (15) days per event. Factors to be considered in making these decisions include, but are not limited to: need, circumstances of the illness or disability, years of service to the institution, availability of days donated, ability to repay the loan, and prior awarded loans.
4. No employee shall be allowed to owe more than fifteen (15) days to the sick leave bank, unless more than fifty percent (50%) of the members of the sick leave bank vote to extend the limit. Ala. Code 16-22-9(g) (1).

5. Sick leave days borrowed from the sick leave bank shall be repaid to the sick leave bank monthly as re-earned by the member. Ala. Code 16-22-9(g) (3).
6. Upon the separation of an employee who has an outstanding loan of sick leave days, the value of the loan shall be deducted from the final paycheck at the employee's prevailing rate of pay. If portions of the loan remain outstanding after separation, the employee is responsible for paying the remaining value to the institution. Ala. Code 16-22-9(g) (3).

#### **F. Catastrophic Leave Procedures**

1. A catastrophic event is defined as any illness, injury, or pregnancy or medical condition related to childbirth certified by a licensed physician which causes the employee to be absent from work for an extended period of time. Ala. Code 16-22-9(a) (1).
2. Beginning January 1, 2019, no employee may be awarded more than forty-five (45) work days of catastrophic leave during any five-year period of employment.
3. An employee must apply for catastrophic leave in the form required by the Committee and is subject to all applicable procedures and guidelines adopted by ACCS and the Committee. In order to apply for Catastrophic Leave: (a) an employee must be a member of the sick leave bank at the time the catastrophic event occurs in order to be considered for catastrophic leave, (b) an employee must have exhausted all accrued and compensatory leave available, (c) the employee must provide certified evidence by a licensed physician of an illness (defined as an unhealthy condition of the body or the mind, a sickness, or disease), or of an injury (defined as physical harm to a person), or of a medical condition related to childbirth that causes the employee to be absent from work for a period greater than fifteen (15) work days, and (d) the employee must have applied, borrowed, and used the maximum number of sick leave days loaned by the Committee.
4. The Committee determines whether a request for catastrophic leave will be

approved or denied and, if approved, for how many days up to the maximum. Factors to be considered in making these decisions include, but are not limited to: need, circumstances of the illness or disability, years of service to the institution, availability of days donated, whether it is a personal event to the employee, and prior awards of loans or catastrophic leave.

5. Employees, at their discretion, may donate a specific number of days to the sick leave bank, up to a maximum of 30 days for any one employee, to be designated for a specific employee for use against a catastrophic event. Ala. Code 16-22-9(h).
6. Employees must be a member of the sick leave bank to donate or receive catastrophic leave.
7. A donating employee shall not be required to donate a minimum number of catastrophic days to the sick leave bank.
8. The recipient employee may use catastrophic sick leave days for himself or herself or for other covered persons as provided in *Code of Alabama* 16-1-18.1. Ala. Code 16-22-9(h).
9. Catastrophic days awarded are not required to be repaid. Ala. Code 16-22-9(h).
10. Donated catastrophic leave days may be used to repay days loaned by the sick leave bank to the credit of the affected member. Ala. Code 16-22-9(g) (8).
11. Employees who donate sick leave days to the sick leave bank for a particular employee's catastrophic event are not to be returned to the donor unless the days are not used. Ala. Code 16-22-9(h).
12. If catastrophic leave is approved by the Committee, the Committee shall notify members of the applying employee's request and approval for catastrophic leave one time. The Committee has no further obligation to continue requesting donations on the applying employee's behalf. The Committee may but is not required, no more than once per month, to communicate by email to the members

to advise that the employee is approved for catastrophic leave and could use further donations.

13. There is no guarantee that, if catastrophic leave requests are approved by the Committee, the sick leave bank members will donate any leave or sufficient leave to cover an employee's absence related to a catastrophic event.

14. Catastrophic leave is not available for on-the-job injuries.

#### **4. Personal Leave**

4.1. Personal Leave is granted for each leave year as shown below and, if not taken, will be converted to sick leave at the end of the leave year.

4.2. Personal leave with pay shall be requested and approved prior to its occurrence. Personal leave may be denied if it is not timely requested or hampers the routine operations of the college.

4.3. Personal leave will not be paid on separation from employment.

4.4. Personal Leave on Salary Schedules A, B, C, E, and H Granted Annually  
Up to two (2) regularly scheduled work days of personal leave with pay will be granted to each full-time employee on the above salary schedules during any leave year. Up to two days per year of personal leave is extended to all support personnel on Salary Schedule H as above, 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.

4.5. Personal Leave on Salary Schedule D Granted Annually  
Up to five (5) regularly scheduled work days of personal leave with pay will be granted to each full-time Schedule D employee on the first day of each academic year.

1.6. Employees who are not employed at the beginning of the leave year will accrue personal leave on a prorated basis based on their starting date.

## **5. Court Attendance**

- 5.1. Full-time employees and Salary Schedule H employees who are required by a court to attend jury duty will be granted special leave with pay to attend. The jury duty summons must be presented in order to be granted leave with pay.
- 5.2. Any employee who is required by court order, valid subpoena, or by legal counsel representing ACCS or any of its entities, to appear in their capacity as an employee will be expected to attend as part of their normal work duties. Documentation will be required to be presented. This section does not apply to employees who are engaged in suit or charges against ACCS or any of its entities to include hearings, trials, depositions, meetings with lawyers, mediations, EEOC hearings, ethics commission interviews, meetings, or hearings, etc., as such is deemed a personal matter for which appropriate accrued leave must be taken.
- 5.3. Any employee expected to attend court for personal matters or matters unrelated to their employment within ACCS (except jury duty) will not receive paid leave and must request and utilize other forms of accrued leave if applicable. If the employee does not have leave, leave without pay must be requested and approved prior to occurrence.
- 5.4. Any employee receiving leave under this court attendance policy who has been released is required to return to work immediately once the event has concluded.

## **6. Institutional Support Leave**

- 6.1. Institutional support leave with pay may be approved by the President for any full-time employee based on the availability of funds and if the absence will not hamper the normal routine operations of the college. Institutional support leave is related to the employee's expertise and/or position of employment. Institutional support leave directly benefits the college and the employee's participation is requested by the college.
- 6.2. Examples of institutional support leave include but are not limited to business and industry partnerships with the college, grant-specified



training, community partnerships through the college, accreditation activities related to employee's college, etc.

- 6.3. Any activity requiring more than five (5) regularly scheduled work days of institutional support leave during the leave year will require the Chancellor's written approval.
- 6.4. Approved activities sponsored by ACCS or the employee's college are part of the employee's regularly assigned duties and are not a type of leave.

## **7. Professional Development Leave**

- 7.1. Professional Development leave with pay may be granted to any full-time employee when approved by the President based on the availability of funds, the absence will not hamper the normal routine operations of the college, and the event is directly tied to the employee's current or anticipated job duties.
- 7.2. A maximum of ten work days per leave year may be approved locally, but more than 10 days shall only be granted upon written approval of the Chancellor.
- 7.3. Professional Development leave is typically a direct personal benefit to the employee. Examples include but are not limited to leadership programs, training and workshops, local, state and national board positions or assignments, accreditation activities unrelated to the employee's college.
- 7.4. If an employee who was granted professional development leave separates from the college within one year of the professional development event, the employee is required to reimburse the college for any funds expended on behalf of the employee. The College may deduct these amounts from an employee's paycheck. The President may elect not to require reimbursement due to special circumstances, such as separations due to medical reasons or layoffs.
- 7.5. Approved activities sponsored by ACCS or the employee's college are part of the employee's regularly assigned duties and are not a type of leave.

Full-time personnel shall be granted professional leave. It is the responsibility of the respective Dean to monitor professional development leave and approve as necessary for employees under his or her supervision. All professional development activities must be applicable to the

employee's position and be beneficial to the needs of the college. Professional Development leave must be submitted via the college online leave system.

## 8. Military Leave

- 8.1. All full-time and Schedule H employees (as prorated) are eligible for paid military leave in accordance with applicable state and federal law per calendar year. 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.
- 8.2. ACCS community and technical colleges and entities shall comply with the military leave provision of Alabama Code § 31-2-13.6.
- 8.3. Once the employee has exhausted all available paid leave, the employee may be considered to be on military leave of absence without pay. Employees on unpaid leave of absence under this section do not accrue benefits but may choose to continue health insurance coverage by paying the designated premiums.
- 8.4. On receipt of military orders, the employee will submit a leave request with a copy of the military orders to the college.

Employees are required to provide the College with **advance** notice of military services. Notice must be either written or oral. It may be provided by the employee or by an appropriate officer of the branch of the military in which the employee will be serving.

However, no notice is required if:

- Military necessity prevents the giving of notice; or
- The giving of notice is otherwise impossible or unreasonable.

## 9. Compensatory Time and Leave

- A. **EXEMPT FT EMPLOYEES:** Each President has authority on a local level to award compensatory time to exempt full-time employees when that employee physically works over 45 hours in one week, if the President chooses to do so. Physical work hours do not include hours awarded for paid leave. If permitted by the President, exempt full-time employees may be awarded straight compensatory time, meaning for every one hour physically worked over 45 hours, the employee may receive one hour in compensatory time. The supervisor of the exempt full-time employee must keep track of all compensatory time earned and the exempt employee must use the time with supervisor approval within sixty days of it being accrued, else it is forfeited. Compensatory time is not paid for exempt employees at the time of separation at the College. When exempt full-time employees do not work 40 hours each week, they are required to take compensatory time or appropriate accrued leave to make up for their failure to work 40 hours. Full-time exempt employees are required to work during the institution's regular business hours, unless the employee has express permission from the supervisor to work outside regular business hours.
- B. **NON-EXEMPT FT EMPLOYEES:** Non-exempt full-time employees are not permitted to work over 40 hours in one week, unless expressly required and approved by a supervisor. Non-exempt full-time employees who work over 40 hours without the express requirement and approval of their supervisor will be disciplined. Non-exempt full-time employees are entitled to overtime pay unless compensatory time is awarded instead when they physically work over 40 hours in one week (physical work hours do not include any paid leave time). It is the policy of ACCS that all institutions and entities shall award compensatory time rather than overtime to non-exempt full-time employees physically working over 40 hours in one week. Supervisors and non-exempt employees have a duty to work together to ensure that the employee does not work over 40 hours each week, absent emergency. In emergency situations where it is necessary for non-exempt employees to work over 40 hours in one week (and this has been required and approved by the supervisor), non-exempt employees must be given one and one-half hour for every hour physically worked over 40 in compensatory time, meaning if the employee works 44 hours in one week, then the employee receives 6 hours (4 x 1.5) in compensatory time. The supervisor of the non-exempt full-time employee must keep track of compensatory time and the non-exempt employee must use the time with supervisor approval within a reasonable period of it being accrued (recommend within the next month). Supervisors are responsible for ensuring that

compensatory time is being taken by non-exempt full-time employees so that overtime is not required to be paid. Non-exempt full-time employees may not accrue more than 80 hours of compensatory time, and any time over and above 80 hours in compensatory time will be required to be paid as overtime. Compensatory time for full-time non-exempt employees will be converted to overtime and paid at the time of separation at the College.

## **OVERTIME POLICY**

The policy of H. Councill Trenholm State Community College concerning overtime compensation is as follows:

### **When a Non-Exempt Employee May Be Required to Work Overtime**

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

1. A situation which endangers or potentially will endanger the physical safety of property for which the College is ultimately responsible, and the performance of overtime work would, or reasonably may be expected to, contribute to the reduction of said danger or perceived danger;
2. A situation in which the performance of necessary overtime work will increase the effectiveness of College registration, enrollment, orientation, graduation, or commencement activities. However, under such circumstances an employee shall not be required to work overtime unless the College previously has taken reasonable action to obtain the services of other qualified employees who are willing and able to perform the work required of the employee;
3. A situation in which the performance of overtime work will, or may reasonably be expected to, significantly contribute to the success of College goals or efforts to obtain a college or program accreditation from recognized accreditation agencies or organizations. Under such circumstances, the employee shall not be required to work overtime unless the College previously has taken reasonable action to have the work performed during normal work hours (that is, reasonably good planning would not ensure the timely performance of the work so as to avoid an "emergency" concerning accreditation); and
4. A situation in which the performance of overtime work is reasonably necessary in

order for the College to respond to the legal directives of governmental agencies or others which are external to the Alabama Community College System or any Alabama State College, i.e., assistance in retrieving court ordered documents.

If you are eligible to receive compensatory time off, College policy requires that certain written records be maintained as to your hours worked in each workweek. No employee eligible to receive compensatory time off is to work more than 40 hours in any workweek without prior authorization from the appropriate Dean. An Overtime/Compensatory Time Earned Form must be completed, approved and submitted to the Business Office before any credit for overtime may be given. On this form, the employee must indicate whether he/she intends to take compensatory time in return for the additional work hours or whether he/she prefers to be paid at the 1½ times normal hourly rate. When compensatory time off is to be taken, a Leave Request must be completed, indicating this is compensatory time, and submitted for approval the same way any other type leave would be requested.

An employee who has earned compensatory time off and requests to use such time shall be permitted to use such time within ninety (90) days after earning the said compensatory time, if such request does not —unduly disrupt the operations of the institution. Mere inconvenience is not considered to be unduly disruptive. However, a request to use compensatory time at the beginning of an academic quarter or semester, or to use such time during a period of final examinations or grades, and during important college projects may be unduly disruptive regardless of when the request is made.

An employee who has accrued compensatory time off shall, upon termination of employment, be paid for the unused compensatory time at a rate of compensation not less than—

- i. The average regular rate received by such employee during the last 3 years of the employee's employment, or
- ii. The final regular rate received by such employee, whichever is higher

(Reference: 29 USCA sec. 207(o), as amended)

The Office of Human Resources will maintain the on-line leave system and a current record of each employee's overtime/compensatory time.

## **EMERGENCY SHELTER DUTY AND PAY PROVISION (ACCS 606.08)**

The Governor of Alabama will initially direct the emergency call for shelters and the Chancellor will dispense a directive to the select college Presidents to open an emergency shelter.

Each college will establish local policies or procedures for activating and administering emergency shelters in accordance with this policy.

The President or President's designee may assign employees to assist in managing and maintaining college facilities when such facilities are activated to provide shelter to disaster evacuees in accordance with applicable Federal Emergency Management Agency and Alabama Department of Emergency Management shelter regulations.

Employees assigned to emergency shelter duty shall, upon certification by the president, be paid:

- For non-exempt employees, the normal rate of pay up to 40 hours in the workweek and non-exempt employees shall be paid 1.5 times the normal rate of pay for time physically worked over 40 hours during the workweek when assigned to duty at an emergency shelter.
- For exempt employees, the normal rate of pay up to 45 hours during the workweek, and exempt employees (except Presidents and those on Salary Schedule B ) shall be awarded hour for hour compensatory time for physically working over 45 hours during the workweek when assigned to duty at an emergency shelter.

## **SUPPLEMENTS OR EXTRA DUTY PAY (ACCS 606.05)**

1. The President of a community or technical college may designate supplements as established in the Board of Trustee's approved salary schedules for extra duty pay.
2. The President may designate additional supplements based on unique and compelling circumstances, subject to the Chancellor's written approval. Additional supplements awarded without prior written approval from the Chancellor will be deemed invalid and subject to return.

## FAMILY AND MEDICAL LEAVE ACT – FMLA

The *Family and Medical Leave Act of 1993* 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. Any accrued leave, excluding compensatory time, must be used concurrently with FMLA leave. All accrued leave, excluding compensatory time, must be exhausted before an employee is entitled to unpaid FMLA leave.

Any sick leave accrued and used by an employee, who 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 benefits, a college employee must have been employed by the college for a total of 12 months from the date on which any FMLA leave is to begin and must have worked at least 1,250 hours over the previous 12 month period. The twelve (12) month period used to calculate eligibility and to be used as a “leave year” under the FMLA will be the same as that used by the college to determine annual and sick leave – September 1 through August 31.

Effective January 28, 2008, the Family Medical Leave Act (FMLA) has been **extended** to include military family leave. There are two changes to the FMLA:

1. **New Qualifying Reasons:** The College must provide 12 weeks of leave to eligible employees who have a spouse, parent, or child who has been called to active duty in the armed forces when they experience “any qualifying exigency”. In other words, active duty leave may be taken for issues related to the call to active duty status, and the leave may commence as soon as an individual receives notification of impending call to active duty status.
2. **New Leave Entitlement:** The college is required to provide up to 26 weeks of leave during a single 12-month period to eligible employees who are the spouse, parent, child or next of kin (Nearest blood relative) of a service member who is recovering from a serious illness or injury sustained in the line of duty on active duty. This military caregiver leave is available during a single 12 month period, during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Employees who wish to take leave under the FMLA are required to complete and return the appropriate forms to the Office of Human Resources. Forms and additional information pertaining to the *Family and Medical Leave Act* may be obtained from the Office of Human Resources or college intranet.

### **ABSENCES DUE TO JOB-RELATED INJURIES**

1. System Presidents are authorized to approve payment of salaries and fringe benefits for the equivalent of up to ninety (90) working days for absences arising from on-the-job injuries to employees when the President has determined that an employee has been injured on the job and cannot return to work as a result of the injury. An on-the-job injury is defined as “any accident or injury to the employee occurring during the performance of duties or when directed or requested by the employer to be on the property of the employer which prevents the employee from working or returning to his or her job.”
2. Continuation of salary and fringe benefits for the appropriate number of working days shall be consistent with the employee's injury and the subsequent absence from work resulting from the injury. This policy shall apply to temporary disability of the employee as applicable to the on-the-job injury. In no event shall the salary and fringe benefits continuation provided by this policy exceed the equivalent of 90 working days.
3. The President/designee shall require medical certification from the employee's licensed healthcare provider that the employee was injured and cannot return to work as a result of the injury. The President/designee may, within his/her discretion, require a second opinion from another licensed healthcare provider at the expense of the institution. The President/designee may require a statement from the licensed healthcare provider that there is a reasonable expectation that the employee will be able to return to work and the time frame for such return.
4. Accrued leave shall not be deducted from the employee's account if absence from work results from an on-the-job injury, unless the absence exceeds the authorized amount granted under Section 1 and the employee requests such leave.



5. The President/designee shall inform in writing the employee who is injured on the job of the employee's rights to appear before the State Board of Adjustment and to claim unreimbursed medical expenses and costs through the State Board of Adjustment and shall inform the injured employee regarding applicable ACCS Board of Trustees policies. Such notification shall be made within thirty (30) calendar days of notice of the injury.
  6. Eligibility for salary and benefits under this policy is contingent upon proper notification by the injured employee to the President within twenty-four (24) hours after the occurrence of the injury. In no event will this policy be utilized if notification is not made by the employee or the employee's representative within five (5) work days of the injury.
  7. External contractors, consultants, work-study students, and interns are not employees for the purposes of this policy.

## **PROCEDURE**

### **I. Definitions**

- A. Employee - Anyone employed by the respective System entity to perform regular services, full-time or part-time. External contractors, consultants, work-study students, and interns are not employees for the purposes of these procedures.
- B. Entity – Any Alabama Community College System community or technical college and the Alabama Technology Network.
- C. Work Day - A day which the employee worked or would have worked except for a disability caused by or resulting from an on-the-job injury.
- D. Regular Daily Salary - An amount calculated on the basis of an employee's current salary or wages for a designated period of time divided by the number of duty days, including official holidays for non-instructional employees, within that designated time period.
- E. Temporary Disability - A physical injury or malady necessitating absence from regular duties but allowing for a reasonable expectation that the employee will return to duty.
- F. Permanent Disability - An injury or malady of such severity that there is no reasonable expectation that the employee will return to duty.

### **II. General Provisions**

- A. Employees are not precluded from using accrued leave for an absence or absences resulting from an on-the-job injury, if they elect.
- B. Continuation of an employee's salary or wages paid under these guidelines shall be computed based on a daily rate. The amount authorized for each work day lost due to the temporary disability shall be the full regular daily salary or wage the employee would have earned if the employee had worked as normally scheduled.
- C. Incidents that occur during rest breaks or lunch periods, accidents resulting from carelessness or violation of published safety rules, and injuries caused by the behavior of fellow employees are subject to the judgment of the President as to whether they are on-the-job injuries.
- D. There must be clear and convincing evidence that the injury was job-related, was not a result of intentional harm, carelessness, intoxication, provocation, or other inappropriate behavior of the injured employee and was not the result of a pre-existing condition for the President to determine an employee had an on-the-job injury.
- E. The following requirements shall apply to approval of salary continuation due to on-the-job injury:
  - 1. The employee must provide notification of the on-the-job injury to the President or designee within twenty-four (24) hours of the occurrence of the injury. If the employee is not clinically able to submit notification, such notification may be made by an individual representing the employee or on behalf of the employee. Such individual must be reasonably knowledgeable concerning the injury and the condition of the employee.
  - 2. The college or entity must receive within 72 hours after the notification of the on-the-job injury satisfactory evidence that the injury was on-the-job in the form of a statement from one or more witnesses who saw the incident causing the injury, or a signed, notarized statement from the injured employee if there were no witnesses. (In the event of an alleged stress-

related injury, a sworn statement from the employee and a supporting statement from the employee's licensed healthcare provider shall be required.)

3. In the event the employee incurs the third absence related to the on-the-job injury, the college or entity must receive certification from a licensed healthcare provider, obtained at the employee's expense, as to the injury's severity and prognosis. The college or entity must receive the certification within three (3) work days from the third absence.
- F. The employee must provide to the college or entity notification from the licensed healthcare provider that the employee is released to return to regular duty. The college must receive the notification immediately upon release by the licensed healthcare provider.
- G. Upon the President's receipt of a licensed healthcare provider's certification that an on-the-job injury is the cause of partial or total permanent disability, the employee shall be informed promptly about his or her right to bring a claim before the Alabama State Board of Adjustment.
- H. Acceptance by an employee of salary and benefits continuation payments for a perceived temporary disability due to an on-the-job injury shall be upon the condition that the employee agrees to the deduction of the amount paid for temporary disability from any subsequent award by the Alabama State Board of Adjustment in the event the disability is subsequently determined to be permanent.

Questions regarding the claims process, job related injuries and the claims process in which to shall be directed to the Department of Human Resources.

# EMERGENCY MANAGEMENT

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The basic emergency procedures outlined in this section are to enhance the protection of lives and property through effective use of the College and campus resources. Whenever an emergency affecting the campus reaches proportions **THAT CANNOT BE HANDLED BY ROUTINE MEASURES**, the President, or designee, may declare a state of emergency and the guidelines may be implemented.

## DECLARATION OF CAMPUS EMERGENCY

The authority to declare a campus state of emergency rests with the President, or designee, as follows:

During the period of any major campus emergency, the college administration, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. The designated person shall consult with the President regarding the emergency and possible need to declare a campus state of emergency.

When a campus emergency is declared, only registered students and college personnel are authorized to be present on campus. Those who cannot produce proper ID will be asked to leave the campus immediately.

In the event of fires, storms or major disasters occurring on or about the campus, or which involve College property, the College President, or designee, will be dispatched to determine the extent of any damage to the College property.

## COLLEGE NOTIFICATION SYSTEM

The telephone is the primary means of emergency notification at H. Council Trenholm State Community College. This system is intended for the immediate transmission of specific information regarding an emergency.

**All emergency assistance requiring first aid for trauma will be sought by dialing 911.** A Montgomery County rescue facility is located within one quarter of a mile from each campus.

The Receptionist (extension 0) is the focal point for two-way communication. Each employee shall notify the Receptionist of any emergency. The Receptionist will notify the Campus Safety Coordinator and the President or designee. The Receptionist shall notify each department as needed concerning the emergency.

# REPORTING EMERGENCIES

Campus Emergency Service (Receptionist) 0

When calling, stay calm and carefully explain the problem and location to the Receptionist.

DO NOT HANG UP UNTIL TOLD TO DO SO.

1. In an emergency situation

Call 911

When Emergency Service (Receptionist) cannot be reached:

Patterson site ..... 334-604-8563

Trenholm Campus..... 334-604-9597

Library Tower ..... 334-604-9579

Safety Team Committee Chairman..... Mr. Robert C. Allen Jr.

Location: Library... ..... 420-4266

Cellular Phone..... 799-6544

Interim President..... Ms. Anita L. Archie

Location: Patterson Campus ..... Extension: 4214

Trenholm Campus..... 4216

Cellular..... 832-0098

Note: Refer to the Campus Safety and Security Procedures located at <https://www.trenholmstate.edu/uploads/Policies->

[Procedures/SafetySecurityPlan\\_06172017.pdf](https://www.trenholmstate.edu/uploads/Policies-) for additional safety information. All employees are required to familiarize themselves with this manual and to have a copy available for use in the event of an emergency. Click on “Publications” to review or download a copy of the manual.

Trenholm Alert Emergency Notification System allows students, faculty and staff to receive time-sensitive emergency message in the form of email, voice and text messages.

# **GENERAL POLICIES & PROCEDURES**

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## **FACULTY/STAFF MEETINGS**

All employees are required to attend divisional meetings, professional development activities, general assemblies, and special “called” meetings. All programs must have at least (2) Advisory Committee meetings per year and minutes must be turned in to the Office of Institutional Research, and the Vice President of Instructional Services or whomever is applicable to the division. Absences from such meetings must be approved in advance by the President.

## **USE OF SHOPS/LABS, TOOLS AND EQUIPMENT**

Each instructor is responsible for the classroom and shop/lab to which he/she is assigned, including all tools, supplies, furniture and equipment issued to that department. No work shall be done in the classroom or shop/lab outside the scheduled hours unless permission is granted by the President, or Vice President of Instructional Services. Student work projects must be done during the regular scheduled hours, unless prior approval has been received from the President, or Vice President of Instructional Services

## **SCHEDULING COLLEGE FACILITIES**

Any activity not on the College Calendar and utilizing College facilities must be scheduled through the President’s Administrative Assistant. The Administrative Assistant shall verify the eligibility of the group desiring to use the College facilities and if appropriate process a “Rental Application and Agreement Form,” and enter the event on the College Calendar. The Administrative Assistant shall coordinate arrangements for the event. Instructional programs operated by the college shall be given priority in scheduling college facilities.

## **USE OF COLLEGE FACILITIES BY EXTERNAL AGENCIES**

Community agencies and groups may be allowed to use the College campus or facilities in accordance with the policies and procedures presented in the “Rental Application and Agreement”. A facility use deposit may be required. Fees for opening and closing facilities, utilities, cleaning facilities and for any damages may be deducted when deposits are returned. The Rental Application and Agreement Form shall be available from and be processed through the President’s Administrative Assistant.

## **BUILDINGS AND FACILITIES**

A map of the College indicates the building & facilities location for each department on campus.

## **STUDENT SUPPORT CENTER**

New or prospective students are encouraged to visit the Student Support Center (SSC) to address any questions they might have concerning transition to college, course material, study skills, career exploration or strengthening their skills in English, math or reading. State-of-art computers with Internet connection are available for student research and for accessing the Alabama Virtual Library. The SSC is staffed with personnel eager to help each student achieve optimum success. The SSC is located on the Trenholm Campus in Building F. For questions about the SSC or for COMPASS Assessment information, contact the Testing Coordinator.

## **OFF-CAMPUS USAGE OF COLLEGE PROPERTY**

The responsibility for institutional property rests with the custodian of the property and all members of the administration, faculty and staff holding supervisory positions to which institutional property is assigned. As a general policy, institutional property will not be removed from authorized locations, without prior approval of the President or Dean of Finance and Administrative Services. (State owned vehicles are subject to a separate policy.)

All property that is owned by the institution or property for which the institution is responsible may be used only for institutional purposes.

When it is necessary to remove property from its assigned location, there must be authorization by the President or Dean of Finance and Administrative Services and by the appropriate faculty or staff member to which the property is assigned.

All institutional property removed from the campus must be returned to its proper location promptly upon the completion of the approved activity.

## **VEHICLE REGISTRATION AND PARKING**

The following regulations shall apply to students, faculty and staff who operate motor vehicles on the campuses of H. Councill Trenholm State Community College.

## **REGISTRATION OF VEHICLES**

1. All persons who drive one or more vehicles on campus must register at Student Services. This includes motorcycles and all other motor-driven vehicles.
2. Vehicles must have a parking decal properly displayed based on the instructions provided at the time of registration, including handicap decal if applicable.
3. Each person driving a vehicle is responsible for legibility of the decal. If a decal is accidentally defaced, it must be removed from the vehicle and submitted to the bookstore for replacement.
4. Tickets for registered vehicles will be issued to automobiles unregistered, improperly parked or those parked in unauthorized parking areas such as the President's parking spot, handicapped parking spots, and fire lanes.

## **ENFORCEMENT HOURS**

Traffic and parking regulations will be enforced Monday through Friday, from 7:30 a.m. to 10:30 p.m.

## **BUSINESS OFFICE HOURS**

The College's Business Office is open from 7:30 a.m. until 5:30 p.m., Monday through Thursday and Friday, 7:30 a.m. until 11:30 a.m.

## **GRADES**

Each instructor will maintain accurate grades, as well as attendance, as required by various federal and state agencies (VA, WIOA, Title IV, Scholarship Recipients, etc.). All grades and attendance records must be submitted to Admissions and Records each term for every class. Attendance forms are available on the Intranet for instructor convenience and instructors have access to Grade Quick Web.

## **GRADUATION**

A graduation ceremony will be held annually. Graduation exercise attendance is required of all full-time employees with faculty status. All staff of the College is encouraged to attend graduation. Students should be directed to submit their Intent to Graduate information the term prior to the completion of their program.



## **VISITORS**

There may be occasions when friends and family of college employees visit the employee in the workplace; therefore, the employee assumes full responsibility for the visitor and visits shall not become disruptive to work routines. Under no circumstances should visitors stay and visit for long periods of time. Solicitation of business from students and employees is not permitted. Students should not bring family members and/or friends to attend classes with them without prior approval of the Executive Vice President. All visitors must follow all appropriate policies expected of students and/or employees while on campus.

## **FOOD AND DRINK**

No food or drink is allowed in classrooms or labs/shops at any time except on a special occasion with prior approval from the instructor. No food or drink is allowed in any computer lab. The Student Center located on each campus is provided for this function. Instructors are directed to enforce this policy in their classes and shops/labs.

## **SMOKING**

Pursuant to State law, it is the official policy that Trenholm State is a tobacco free, therefore, smoking or chewing will not be allowed in any building or in any College vehicle. Students will not be excused to leave class to smoke. This policy is to be enforced by all faculty and staff. Smoking within 30 feet of any campus building is prohibited.

Designated Areas for Tobacco Use:

Trenholm State Community College is committed to providing a safe and healthy environment for its employees, students and visitors. The College recognizes the right of persons to make their own decisions about their personal use of tobacco products away from the College. However, in light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco products are significant health hazards, it is the intent of the College to establish designated tobacco use areas on its campuses. Consequently, the use of tobacco products is prohibited except in designated locations.

Designated locations are as follows:

- Trenholm Campus: Behind the A/B building in area where cement tables are located
- Patterson Site: Central courtyard between buildings, B,C, and E in grassy area and

behind building L.

- Library Tower and JDEC: Rear parking lot
- Culinary Arts and Truck Driving: No less than 50 feet from the building

For the purposes of this policy, a "tobacco product" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, as well as smokeless or chewing tobacco, also known as dip, chew, snuff or snus, in any form.

All College employees, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times.

Any visitor or contractor found to be violating this policy shall be asked to discontinue the disallowed activity and any failure by a visitor or contractor to discontinue the disallowed activity after being requested to do so shall result in the visitor or contractor being escorted off the College premises by campus security.

The Executive Vice President will develop administrative regulations and procedures as necessary to implement this policy, including provisions for notification, signage, disciplinary consequences, complaint procedures and enforcement.

Procedures will be developed to offer or promote prevention and education initiatives that actively support non-use and address the risks of all forms of tobacco use. The College will also endeavor to have information available for its students and employees on community programs or services related to helping persons stop the use of tobacco products.

#### *RESOURCES:*

The Alabama Department of Public Health, Tobacco Prevention and Control (<http://www.adph.org/tobacco/Default.asp?id=785>)

## **DRUG AND ALCOHOL**

### **Purpose**

In compliance with the Drug-Free Workplace Act of 1988, Trenholm State Community College (Trenholm State or College) has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse poses a threat to the health and safety of Trenholm State employees and to the security of the College's equipment and facilities. For these reasons, Trenholm State is committed to the elimination of drug and alcohol use and abuse in the workplace.

## **Scope**

This policy applies to all employees and all applicants for certain regulated positions of Trenholm State. The Office of Human Resources is responsible for policy administration.

## **Employee Assistance**

Trenholm State will assist and support employees who voluntarily seek help for drug or alcohol problems before becoming subject to discipline or termination under this or other college policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including discharge.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of medications prescribed to the employee by their licensed medical provider. Employees must, however, consult with their licensed medical provider about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

## **Work Rules**

1. Whenever employees are working, are operating any Trenholm State vehicle, are present on college premises or are conducting college-related work offsite, they are prohibited from:
  - a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
  - b. Being under the influence of alcohol or an illegal drug as defined in this policy.
  - c. Possessing or consuming alcohol.
2. The presence of an amount sufficient to cause a positive test result for any illegal drug, illegal controlled substance or alcohol in an employee's body system, while performing College business or while in a college facility, is prohibited.
3. Trenholm State will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform

their job duties. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.

4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

## **Required Testing**

### ***Reasonable suspicion***

Employees are subject to testing based on (but not limited to) observations of apparent workplace use, possession or impairment. The Director of Human Resources should be consulted before sending an employee for testing. Management must use the *Reasonable Suspicion Observation Checklist* to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol. Examples include:

- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, both the appropriate Dean and Director of Human Resources will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will subject the employee to termination.

*Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. Campus Police or other individual designated by the Director of Human Resources will transport the employee or arrange for a cab and arrange for the employee to be transported home.*

### ***Post-accident***

Employees are subject to testing when they cause or contribute to accidents that seriously damage a Trenholm State vehicle, machinery, equipment or property or that result in an injury to themselves or another employee requiring offsite medical attention. A circumstance that constitutes reasonable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle (including a

Trenholm State forklift, pickup truck, overhead crane or aerial/man-lift) is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. Refusal by an employee will be treated as a positive drug test result and will subject an employee to termination.

*Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. Campus Police or other individual designated by the Director of Human Resources must transport the employee or arrange for a cab and arrange for the employee to be transported home.*

### **Collection and Testing Procedures**

Employees subject to alcohol testing will be transported to a Trenholm State designated facility and directed to provide breath specimens. Breath specimens will be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee. If an employee's breath alcohol concentration is .04 or more, a second breath specimen will be tested approximately 20 minutes later. The results of the second test will be determinative. Alcohol tests may, however, be a breath or saliva test, at the College's discretion. For purposes of this policy, test results generated by law enforcement or medical providers may be considered by the College as work rule violations.

Employees subject to drug testing will be transported to a Trenholm State designated testing facility and directed to provide urine specimens. Employees may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens will be sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphane use. (Where indicated, specimens may be tested for other illegal drugs.) The laboratory will screen all specimens and confirm all positive screens. There must be a chain of custody from the time specimens are collected through testing and storage.

The laboratory will transmit all positive drug test results to a medical review officer (MRO) retained by Trenholm State, who will offer individuals with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask the MRO to have their split specimen sent to another federally certified laboratory to be tested at the applicant's or employee's own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test. In no event should a positive test result be communicated to Trenholm State until such time that the MRO has confirmed the test to be positive.

## **Consequences**

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be subject to termination. If the employee refuses to be tested, yet the College believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home. The College shall make all reasonable attempts to prevent the employee from driving.

Employees who test positive, or otherwise violate this policy, will be subject to discipline, up to and including termination. Depending on the circumstances, the employee's work history/record and any state law requirements, Trenholm State may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by the College for a minimum of one year but not more than two years as well as a waiver of the right to a hearing or to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be immediately discharged from employment.

Employees will be paid for time spent in alcohol or drug testing. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include the appropriate Dean and Director of Human Resources, and/or President or designee.

## **Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

## **Inspections**

Trenholm State reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and contractors may be asked to cooperate in inspections of work areas that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

## **Crimes Involving Drugs**

Trenholm State prohibits all employees, including employees performing work under government contracts, from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on College premises or while conducting College business. Trenholm State employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

Trenholm State does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, Trenholm State reserves the right to take appropriate disciplinary action for drug use, sale or distribution while off college premises. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to HR within five days. Failure to comply will subject the employee to discharge. Cooperation in complying may result in suspension without pay based on administrator's review of the nature of the charges and the employee's past record with Trenholm State.

#### **Commercial Driver's License (CDL)**

In conjunction with its Drug and Alcohol Policy, the College also complies with the Omnibus Transportation Employees Testing Act of 1991. This act relates to those employees possessing or required to possess a Commercial Driver's License (CDL). Any employee in or applicant for such a CDL position has special obligations to notify the College that he or she has recently or is currently using certain physician-prescribed drugs or other medication that may affect that person's test results and/or ability to perform his/her duties. Current CDL employees are subject to the following rules:

1. When Reasonable Suspicion to believe that they have used a controlled substance or have otherwise violated the substance abuse rules, they may be tested.
2. The College may conduct unannounced Random Testing.
3. When employees are involved in any accident resulting in injury or damage to College property they are subject to testing. They must notify the Director of Human Resources and the Director of Physical Plant immediately following the accident if possible.
4. When employees return from substance-abuse rehabilitation, the College may require that they submit themselves to follow-up testing.
5. All affected employees may be required to undergo urinalysis as part of a physical examination.

Applicants for positions for which a CDL license is required will be tested as a condition of any offer of employment. A positive test will result in the offer of employment being withdrawn.

### **Definitions**

1. “College premises” includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by Trenholm State or any site on which the college is conducting business.
2. “Illegal drug” means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)
3. "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.).
4. “Refuse to cooperate” means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will be subject to discharge.
5. “Under the influence of alcohol” means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.
6. “Under the influence of drugs” means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient’s name, the name of the substance, quantity/amount to be taken and the period of authorization).

### **Enforcement**

The Director of Human Resources is responsible for policy interpretation, administration and enforcement.



## **DUPLICATING EQUIPMENT**

Copiers located in the Administration Building on each campus, in the Library on the Trenholm Campus, in the Admissions and Financial Aid Office on Trenholm campus, and other areas on campus are available only for the instructors and staff members to use. No students are permitted to use the copiers. Copiers should be used for college business only.

Each employee should be aware of the copyright law as it pertains to the duplication of material. If you are unsure, the Vice President of Instructional Services will assist you with the necessary information. Violation of copyright law is a serious offense. Each employee should familiarize himself or herself with copyright law.

## **FACSIMILE EQUIPMENT**

A fax machine is located in the Administration Building and is available to authorized personnel for college business only. Please ask for assistance in sending a document if you are not familiar with the operation of the equipment. The college's main fax line number is (334) 420-4206 Trenholm Campus.

## **REQUESTING MAINTENANCE SERVICES**

Faculty and staff are to follow the following procedures when requesting services from the maintenance department.

- A. **Emergencies:** Emergencies are to be reported directly to the Director of Physical Plant, Robert Allen Jr. Mr. Allen may be contacted on his cell phone 799-4266. If Mr. Allen can not be reached, the emergency should be reported to the Dean of Finance and Administrative Services.
- B. **Routine Services:** A request for routine and non-emergency, such as replacing light bulbs, etc., should be submitted using the building work order on the college's intranet.
- C. **Repairs and Facility Modification:** Requests for repairs or facility modifications are to be submitted using the building work order desk on the college's intranet.

## **INCLEMENT WEATHER**

In the event it becomes necessary to close the campus or to cancel classes and other activities due to the inclement weather, notices will be carried on the following radio and television stations: WACV-AM 1170, WBAM-FM 98.9, WHHY-FM 101.9, WLWI-FM 92.1, WMXS-FM 103.3, WRWO-FM 96.1, WVAS-FM 90.7, WAFX-FM 95.1, WZHT-FM 97.1, WZHT-FM 105.7, WAKA-

TV CHANNEL 8, WCOV-TV CHANNEL 20, WNCN-TV CHANNEL 32, AND WSFA-TV CHANNEL 12.

All faculty and staff should be acquainted with safety policies and procedures to follow during weather emergencies. These policies and procedures are published on the Intranet in the Campus Safety and Security Plan.

Faculty should never cancel class in the event of anticipated severe weather unless directed to do so by the President. The President is the only person with the authority to cancel classes due to weather.

When severe weather is imminent, inquiring students should be advised to use their best judgment as to whether or not to travel to class based on weather conditions throughout the areas in which they must travel. Instructors should make every effort to work with students who must miss class when the college is open but severe weather is present in the area where the student lives or works.

## **FIRST AID SUPPLIES**

It is the head of each unit's responsibility to insure that each First Aid Kit is stocked with available supplies for each department or unit.

## **TELEPHONE USE**

Telephones are provided to conduct college business. Personal calls should be kept to a minimum. Long distance calls placed for personal reasons should be charged to the employee's home telephone number. Students will not be called to the telephone except in the case of an emergency. Students should be discouraged from using the college telephone system.

## **CELL PHONE USE**

Cell phone noise is distracting to both faculty and students in classrooms, labs, and libraries. These areas are also inappropriate sites for telephone conversations. In consideration of others and to minimize distractions, phones should be turned off or set to "silent" or "no ring" inside campus buildings. Telephone conversations should be conducted in building lobbies or outdoors, rather than in classrooms, labs, and libraries. Usage of handheld cellphone devices are prohibited while driving a college owned vehicle.

## **BUSINESS AND INDUSTRY VISITS**

On faculty duty days, with approval by the President or designee, faculty should schedule visits to businesses and industries. These visits will assist the faculty in maintaining current practices within their programs. When a visit is made, a Business and Industry Visit Form should be completed and placed in the respective instructional Dean's office.

## **FUND-RAISING**

All fund-raising activities will follow Alabama Community College System Policy 315.02, Solicitation of Gifts or Contributions from Vendors, available at <https://www.accs.cc/index.cfm/board-of-trustees/policies-and-procedures/>. The policy can also be found in the Fiscal Policies and Procedures Manual located on the college intranet at [https://www.trenholmstate.edu/uploads/Policies-Procedures/TSCC Fiscal Policies and Procedures Manual-Effective 09-30-17 Published Jan 2018.pdf](https://www.trenholmstate.edu/uploads/Policies-Procedures/TSCC_Fiscal_Policies_and_Procedures_Manual-Effective_09-30-17_Published_Jan_2018.pdf)

All fund-raising activities conducted by College employees on behalf of the College must receive written approval from the President prior to beginning any fund-raising campaign. Fund-raising campaigns conducted by student organizations must be approved through the Procedure for Approval of College Activities as detailed in section SH-16 of the Student Handbook.

## **PROFESSIONAL DEVELOPMENT**

Opportunities for professional development exist for all employees of H. Council Trenholm State Community College. Personnel should be guided by the regulations in the Alabama Community College System Board of Trustees Policy Manual for professional activities. Attendance at professional development seminars, workshops and conferences is expected of the professional employees at H. Council Trenholm State Community College. From time to time, the College professional development activities vary from specialized seminars and workshops to programs of more general concerns to the faculty and staff.

### **Faculty:**

Faculty members should refer to the requirements as specified in the Certification Guidelines for "Grandfathered" Faculty Members publication from the Alabama Community College System.

“An approved Professional Growth Plan by the specific college will be the only means by which an instructor can advance in rank.” (Policy # 605.02)

**Support Staff (Salary schedule E):**

Employees paid on the “E” salary schedule who are desirous of advancing in rank must submit a complete Professional Growth Plan to the Office of the President. Employees must serve at the current salary level and grade for a minimum of three (3) years before being eligible for advancement in that position. All approved growth plans will be effective the following budget year.

**SYLLABI**

All course syllabi are to be on file in the Office of the Vice President of Instructional Services. Course syllabi are to be the same for all sections of the same course whether taught by full-time or part-time instructors. The responsibility for keeping the syllabi current rests with the instructor. A copy of the course syllabus should be given to each student at the beginning of each term. Each course syllabus must conform to the standards outlined in the syllabus template in an effort to adhere to a minimum amount of required information that pertains to the policies and procedures of the College. A syllabus template is available on the college intranet or one can be obtained from the appropriate Associate Dean for use by all instructors. Division directors and program coordinators must assure that all syllabi are current.

**GUIDELINES FOR COLLEGE PROGRAM ADVISORY COMMITTEES**

Advisory Committees shall be established and maintained to provide advice for the college’s instructional programs. Each instructional program shall operate under the guidance and recommendations of a program advisory committee.

The program advisory committee shall provide advice concerning the instructional program. The advice, guidance, or recommendations shall be made to the program instructional staff or to the college administration. The advisory committee members shall be informed of the disposition of their advice and recommendations.

The program advisory committee membership must include a minimum of three (3) persons external to the college who are representatives of area employers and other individuals associated with the mission of the program. Committee membership should include one or more program graduates employed in the field. A majority of the committee members shall be

representatives from the private sector. Each program is required to include representatives from the Chamber of Commerce and/or economic development authority.

The members of the committee shall select one of its members from the private sector to serve as Chairperson. A program instructor shall serve as recording secretary for the committee. The committee shall meet a minimum of twice per year.

Minutes shall be taken at all committee meetings, using the format provided by the college. Meeting minutes shall be distributed on a timely basis to each member of the committee, to the program instructional staff, and to the Vice President of Instructional Services.

The committee, as a minimum, shall perform the following:

1. Annually review the Mission of the Program and recommend modifications as needed,
2. Annually assist in developing long-range plans for the program,
3. Assist in evaluating the curriculum, facilities, equipment, standards, and student outcomes of the program,
4. Assist in assessing the needs of the community,
5. Assist in identifying and acquiring instructional resources for the program, and program books and equipment.
6. Annually complete the Advisory Committee Survey.

## **FACULTY GOVERNANCE**

To ensure that the faculty is fully engaged in the governance of the College, each faculty member will serve on standing and ad-hoc teams, councils and/or committees each year. Conversely, all College teams, councils and committees will include faculty representation. In particular, faculty will be represented on the Institutional Planning Council and in budget hearings through their Division Chairs and Program Coordinators. Teams, councils and committees whose work substantially impacts instructional matters will have a majority faculty membership and a faculty-member chair or co-chair. These will include, but not be limited to, the Curriculum Committee, Distance Education Committee, Student Disciplinary Team, Learning Resources Team, and Academic Calendar Team. Furthermore, two faculty members serving as lead instructors (one per campus) will serve on the President's Cabinet to ensure that faculty has a voice at all levels of administration.

## **INFECTIOUS DISEASE**

Trenholm State Community College (Trenholm State) is committed to providing a healthy and safe environment for employees and students. Trenholm State recognizes that individuals employed or enrolled at the College may be exposed to disease and desires to minimize their risk of contracting a significant infectious disease. Trenholm State strives, in cooperation with the Center for Disease Control of the United States Public Health Service and the Alabama State Health Department, to maintain a balance between the need to educate all students, protect employee and student rights, to prevent the transmission of significant infectious diseases.

Significant Infectious Disease shall be defined as an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host or vector, or through the inanimate environment.

Persons who know or who have reason to believe that they are infected with a significant infectious disease have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others.

Students and employees who have been diagnosed with, exposed to, or show signs of significant infectious diseases, whether symptomatic or not, are expected to seek expert medical advice and are encouraged to advise local health authorities. Local health authorities should offer counseling to individuals about measures which can be taken to prevent the spread of infection and about ways to protect their own health. Trenholm State is required by law to notify the state health department of all cases of reportable infectious disease.

#### **Procedures for Employees with a Significant Infectious Disease:**

1. An employee who is diagnosed as having a significant infectious disease, or who requests special accommodations should notify the Director of Human Resources, the Title IX Coordinator or the ADA Coordinator.
2. Coordinator and the Director of Human Resources and Title IX Coordinator as necessary.
3. Trenholm State will report all necessary information, as required by law, to the County or State Health Department.
4. If necessary, Trenholm State will develop a plan and procedure for addressing the reported significant infectious disease in conjunction with and after consulting the County or State Health Department.

#### **COVID – 19 Procedures**

All employees must follow the CDC Guidelines and College's Operational Plan

accordingly. The latest updates and guidance can be found at <https://www.trenholmstate.edu/college-information/coronavirus/>

Any restrictions applied to the use of campus facilities or personal contact will be based on a case-by-case basis after consulting with the State or County Health Department. Trenholm State has the authority to restrict an employee or student with a significant infectious disease from campus facilities for the purpose of ensuring the well-being of all of its employees and students.

If Trenholm State, in consultation with the State or County Health Department, determines that the significant infectious disease requires limited contact with others, some of the restrictions available are to prohibit attendance at class or work or College functions until a diagnosis has been made and clearance given by a healthcare provider or the State or County Health Department.

### **Confidentiality and Assurance against Retaliation**

Every effort will be made to ensure confidentiality of information received as a part of this policy and to protect the privacy of all parties involved. Retaliation against employees and/or students who report concerns is strictly prohibited and may be grounds for disciplinary action.

## **PROFESSIONAL ATTIRE/DRESS CODE**

All employees of H. Councill Trenholm State Community College create a professional image and serve as role models for students with whom they work and as leaders in the community. Consistent with these roles, as well as the appearance of its facilities and grounds landscaping, all employees shall dress in a manner and have an appearance that is appropriate for the requirement of their job functions and working environment. Questions regarding appropriate dress should be directed to the employee's immediate supervisor or director of human resources.

Employees may wear H. Councill Trenholm State Community College 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 or the director of human resources.

## **EQUAL ACCESS AND OPPORTUNITY FOR MINORITY AND BUSINESS PROFESSIONALS**

- G. Councill Trenholm State Community College must make every effort to afford equal access and opportunities to minority professionals and businesses as noted in Alabama Community College System Policy 309.01, Purchasing, available at

H. Affirmative steps shall include:

1. Placing these firms on solicitation lists;
2. Assuring that these firms are solicited whenever they are potential sources;
3. When economically feasible, dividing total requirements into smaller tasks or quantities to permit maximum participation;
4. Establishing delivery schedules which encourage participation;
5. Using the services and assistance of the:
  - a. Small Business Administration, and
  - b. Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, when using subcontractors, to take affirmative steps.

## **STUDENT CONDUCT**

Each employee of the College is expected to help enforce the policies of the College. Entrance into a public postsecondary institution is voluntary. Upon admission to this institution, the student has the obligation to adhere to the standards established by the College as long as there is no conflict with his or her legal rights.

H. Council Trenholm State Community College expects students to conduct themselves in a manner compatible with the lawful mission of this tax-supported college. The College prohibits any disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend this institution for the purpose for which the College exists—the right to utilize and enjoy facilities provided to obtain an education. Specific forms of prohibited conduct include the following:

- Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College;
- Conduct in violation of federal, state, or local law;
- Destruction or theft of property;
- Obstruction or disruption of the College's academic program or operations;
- Failure to comply with directions of college officials acting in performance of their duties;
- On-campus possession of dangerous weapons or firearms;
- The presence, sale, consumption or use, and/or being under the influence of alcoholic



- beverages and/or illegal drugs at H. Council Trenholm State Community College;
- Gambling in any form;
  - Any violation of the rules and regulations of the College.
  - Violation of the acceptable use policy for Internet access and technology use.

Violations of the above will render a student subject to disciplinary action, which provides for adequate notice and a fair hearing. Penalties for violations include reprimand, restitution, probation, suspension, and expulsion.

When there has been a serious violation of college regulations and a student's continued presence might materially threaten the welfare of the College, the President or his designated representative may immediately suspend the student, pending a formal hearing by the H. Council Trenholm State Community College Student Disciplinary Hearing Committee. Such suspension shall be interim, and the student shall be entitled to a hearing at the earliest possible time.

## **ACADEMIC FREEDOM**

Trenholm State Community College seeks to provide an atmosphere where students can make open and honest intellectual inquiry into any college matter appropriate for student participation. The student is free to express dissent to any college matter within the limits of goodtaste. Any student who believes his or her rights to academic freedom have been suppressed should follow the procedures outlined in the Grievance Appeals Procedures listed below.

### **Academic Dishonesty**

Cheating includes:

- Submitting material that is not the student's as part of course performance, such as copying from another student's exam or the reciprocal of that matter;
- Using information or devices that are not allowed by the faculty; such as using formulas or data from a home computer program, or using unauthorized materials for a take-home exam;
- Obtaining and using unauthorized material, such as a copy of an examination before it is given;
- Fabricating information, such as the data for a lab report;
- Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation;

- Collaborating with others on assignments without the faculty's consent;
- Cooperating with or helping another student to cheat;
- Participating in or performing other forms of dishonest behavior, such as having another person take an examination in your place; or altering exam answers and requesting the exam be regarded; or communicating with any person during an exam, other than the exam proctor of faculty. (Such acts will be considered a severe infraction and carry a possible sanction of suspension in semester (s) length or expulsion)

Plagiarism includes:

- Directly quoting the words of others without using quotation marks or indented format to identify them.
- Using sources of information (published or unpublished) without identifying them
- Paraphrasing materials or ideas of others without identifying the sources.
- Using themes, essays, term papers, tests and other similar requirements that are not the work of the student submitting them.
- When direct quotations are used, they must be indicated and when the ideas of another are incorporated in papers they must be appropriately acknowledged.
- When a student is unsure about something that he/she wants to do or the proper use of materials, a faculty member should be consulted for clarification.

Generally, if a student writes while looking at a source or while looking at notes taken from a source, a footnote should be given. Whenever any idea is taken from a specific work, even when the student writes the idea entirely in his/her own words, there must be a footnote giving credit to the author responsible for the idea. The student should never retain a sentence pattern and substitute synonyms for the original words. Paraphrasing means the alteration of sentence pattern and changing of words. Any direct quotation should be footnoted or documented in an acceptable fashion. Methods of documentation vary, and it is possible to cite in the text itself, rather than in a footnote. The student should give credit in a manner specified by the instructor. (Such acts will be considered a severe infraction and carry a possible sanction of suspension in semester (s) length or expulsion).

# **INTELLECTUAL PROPERTY POLICY**

## **Intellectual Property Policy Regarding Ownership of Original Faculty, Staff and Student Intellectual Work**

### **Introduction and Definitions**

H. Councill Trenholm State 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**

Computer programs that are written within the scope of faculty, staff and student's 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 Education Policy Manual, which is published on the College's Intranet.

### **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. Employees and students can find more information about digital file sharing the copyright laws in the College's P2P/Copyright Policy posted on the College's website.

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

All revenue derived from the sale or use of Intellectual Property created in association with Trenholm State Community 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. If an Intellectual Property dispute is not resolved to the satisfaction of the complaining party, even at the highest level of appeal, then that party has the right to file the complaint with the appropriate civil court.

## **INTERNET ACCESS**

Internet access is provided on campus for college employees and students to use for college business. Further guidance can be found on the college Intranet under Publications/Computer Acceptable Use Policy.

## **SOCIAL MEDIA GUIDELINES POLICY (REVISED)**

The College recognizes that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media. The College further recognizes that employees and students have free speech rights to engage in speech on topics that are of public concern. At the same time, employees and students'

use of social media can pose risks to the Colleges' safety, operations, confidential information, or reputation. To minimize those risks, the College expects its employees and students to adhere to the following policy regarding social media use.

Social media should never be used in a way that violates any ACCS or College policy. For example, employees and students are prohibited from using social media to violate confidentiality or privacy obligations, or to engage in unwelcome, harassing, threatening, or discriminatory conduct, regardless of forum.

True threats, intimidation, and stalking on social media directed at ACCS or College students or staff is prohibited. A true threat is (1) a serious expression of intent to commit an act of unlawful violence against a particular individual or identifiable group, if (2) the group would reasonably fear the threatened violence. This includes threats to self. Intimidation is physical conduct threatening a specific individual with the intent to place those individuals in fear of bodily harm or death. Stalking is (1) a course of conduct committed with the intent to kill, injure, harass, or intimidate another person that (2) places that person in reasonable fear of the death of, or serious bodily injury to (3) that person, an immediate family member, a spouse, or an intimate partner of that person; or (4) causes, attempts to cause, or would be reasonably expected to cause substantial emotional distress to a person listed above.

Employees and students shall not use College names, images, logo, or other branding in social media without the written approval of the appropriate College authority.

Employees should not post or otherwise comment on or to social media during the workday.

Free speech rights apply in the classroom, in all other programs and activities of our institutions, and to the speech of students and employees. Great care must be taken not to inhibit open discussion, academic debate, and expression of personal opinion, particularly in the classroom setting. Nonetheless, speech or conduct of a harassing, sexual, or hostile nature exceed the protections of academic freedom and constitute prohibited harassment.

Any speech by students or employees that prevent the College from (a) operating safely or effectively, (b) maintaining proper discipline, (c) that threatens the integrity and/or public trust of the College, or (d) causes reputational harm to the College as determined by the President can result in disciplinary action, including reprimands, suspension, or termination. This includes posts, comments, or likes that are or could be perceived as offensive to any current or potential student or employee of the college. The College may also require deletion, withdrawal, or apologies related to personal social media activity.

While the right to free speech applies to communication in all forms, including in social media, the College encourages civil and respectful discourse, especially by its employees. We are all responsible to one another and to the thinking and thoughtful community of which each of us is a valuable part. The College encourages and requires professionalism, maturity, and honesty in social media communications. The College believes that derogatory, incorrect, misleading, cruel, obscene, crude, vulgar, offensive, profane, threatening, harassing, hostile, racist, or sexist comments are unprofessional and have no place in the community or in public discourse.

The College encourages and requires its employees to use good judgment about what is posted on social media. Remember that anything you say can reflect on the College. Whether you identify yourself as a College employee or not in personal online social media profiles, even if such accounts are private or have otherwise restricted access, make it clear in your social media activity that you are speaking on your own behalf. However, be aware that making this statement will not shield employees from disciplinary action if the posts otherwise violates this policy.

This policy is not intended to restrict speech protected by state or federal law. However, unprotected social media speech that violates this policy can result in disciplinary action.

## **EMPLOYEE EXIT**

An Employee Clearance Form is required for every separating employee to ensure the return of all college own property and that access to college systems has been cancelled. It is the separating employee's responsibility to present this form to each of the above departments. When all signatures have been obtained, the completed form must then be turned to the Office of Human Resources before the final paycheck is released.

It is the ongoing responsibility for the separating employee to maintain the confidentiality of any student and/or employee information to which they may have had access to during employment at the college. Separating employees must provide the college with passwords to all *Apple* devices.

## **SIGNING OF COLLEGE DOCUMENTS**

In certain cases, the college will require an employee to acknowledge receipt of a college document which has been presented to the employee by the College by personally signing and returning the document within the requested time period. An acknowledgement of receipt is not an agreement with the contents of a document. Electronic signatures or proxy signatures are not permitted.

An employee's refusal to sign a document merely acknowledging its receipt is a violation of college policy and a failure to satisfactorily perform required job duties, which serves as a ground for discipline up to and including dismissal.

For Letters of Appointment (LOA), if the employee does not agree with the salary schedule, rank, step, salary, or other placement issue referenced in the LOA, the employee may not strike through anything in the LOA, but may note his/her specific disagreement at the bottom of the LOA or by attached letter. Failure to timely sign and return a Letter of Appointment as required is a violation of college policy and a failure to satisfactorily perform required job duties, which serves as a ground for discipline up to and including dismissal.

## **REMOTE POLICY**

The College does not offer remote or telework as an employee requested option to COVID-19 quarantine or isolation periods when the employee is COVID-19 positive, has symptoms of COVID-19, or has had close contact exposure to a positive COVID-19 case.

Any employee who is COVID-19 positive, has symptoms of COVID-19, or has had close contact exposure to a positive COVID-19 case shall not come to work and shall isolate as recommended by the CDC or quarantine as required by a health provider. Employees shall take sick leave or other appropriate leave in these cases and strictly adhere to the College's leave policies.

There are certain essential jobs and functions that may require the College to seek remote work from an employee who is taking leave related to COVID-19 reasons. If the College needs remote assistance during an employee's COVID-19 leave period, the College will initiate contact with the employee on leave to see if the employee is willing and able to assist remotely as the needs of the College dictate. If the isolating or quarantining employee remotely assists during their leave period as requested by the College, the employee will be temporarily approved for that specific remote work which was requested by the College and paid for such work.

## **DISPOSITION OF ELECTRONIC EQUIPMENT POLICY**

### **Appropriate Methods for Transfer or Disposal**

Equipment must be transferred or recycled using the Disposal of Equipment form available on the Trenholm State intranet. Each department is responsible for ensuring that equipment leaves the department following proper protocol, as outlined in the above document. Equipment capable of storing data must be "sanitized" before it is transferred to another user (inside or outside of TSCC). Cell phones or tablets must be reset to factory condition before being transferred or disposed.



For transfers within or between departments of equipment that can store data, the transferring department is responsible for scheduling the sanitization of equipment with the IT department. Sanitization refers to data being purged or erased utilizing a factory reset of cell phones or tablets and at least a three-pass binary overwrite method for devices with hard drives or other non-volatile storage.

For equipment that is being disposed, or that cannot be sanitized via this method, hard drives or other non-volatile memory must be removed from the equipment and destroyed to prevent it ever being recovered by an unauthorized party. The security and responsibility of the equipment remains with the department until the equipment is picked up for disposition.

If hard drives and other non-volatile memory devices are removed from the equipment, they will be stored in a secure area until such time TSCC can schedule a company to shred or otherwise destroy the devices. No equipment should ever leave Trenholm State Community College containing College information.

## **RESPONSIBILITY FOR TRANSFER OR DISPOSAL**

Every piece of electronic computing equipment has an associated owner who is either the end user, IT support employee or department head.

Owners are responsible for ensuring when they dispose of electronic equipment, they first arrange to retrieve any information they need from the device. Once the device is sanitized using the method above, data will not be retrievable. Departments must fill out the appropriate paperwork and obtain all necessary signatures. Transfers to other departments require a separate form to be filled out and signed by the sending and receiving department head. After the equipment has been sanitized it may be transferred to the receiving department or picked up by the maintenance department for disposal.

## **FINAL DISPOSITION OF UNUSABLE EQUIPMENT**

If the equipment is deemed unusable and requires disposal, Trenholm State Community College must follow State guidelines for disposal.

- 1.) The equipment may be sold by sealed bid auction. The College must take sealed bids on individual or lots of equipment. The equipment will be sold to the highest bidder. Details of this process are listed in Alabama Community College Systems Fiscal Procedures Manual. ([https://www.accs.edu/wp-content/uploads/2019/04/ACCS-Fiscal-Procedures\\_Manual-2018-Revised-06-183.pdf](https://www.accs.edu/wp-content/uploads/2019/04/ACCS-Fiscal-Procedures_Manual-2018-Revised-06-183.pdf))

- 2.) The equipment may be taken to the ADECA State Surplus Property center and turned back over to the State.
- 3.) If deemed unusable or of no value, the equipment may be taken to a recycle center. The recycle center must be able to provide a receipt for the equipment for audit purposes.

## **BUSINESS OFFICE**

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Business Office Policies and Procedures can be found in the Fiscal Policies and Procedures Manual located on the college intranet at [http://intranet.trenholmstate.edu/TSTC%20INTRANET%202.0/PUBLICATIONS%20PAGE/POLICY/Business\\_Office/TSCC%20Fiscal%20Policies%20and%20Procedures%20Manual-Effective%2009-30-17%20rev012618.pdf](http://intranet.trenholmstate.edu/TSTC%20INTRANET%202.0/PUBLICATIONS%20PAGE/POLICY/Business_Office/TSCC%20Fiscal%20Policies%20and%20Procedures%20Manual-Effective%2009-30-17%20rev012618.pdf).

### **CONFLICT OF INTEREST**

No employee or officer of H. Council Trenholm State Community College shall have financial interest directly or indirectly in the purchase of or contract for property or contractual service or make any violation of the contract provisions. Any person involved in any violation shall be subject to disciplinary action.

### **OVERPAYMENT**

Should an overpayment be discovered, repayment is due immediately to the College regardless of the origin of error and/or the dollar amount. In the event an overpayment is discovered after an employee exits the college, the overpayment will be deducted from the final payroll check.

### **PAYROLL CHANGES**

It is the policy and practice of Trenholm State Community College to provide a secure and convenient payroll service to all employees. Employees are required to indicate, in writing, necessary information about their preferred bank or financial institution to which the employee's paycheck will be direct deposited by the college's Payroll Office.

All changes must be made by completing and submitting, in person, a Payroll Change Form and a direct deposit form from the intended financial institution to the Payroll Office by the 15<sup>th</sup> of the month prior to payroll deposit.

Emailed and faxed forms will not be accepted.

## **ANNUAL LEAVE PAYOUT**

Effective immediately, any employee who separates from TSCC will be paid for the actual number of annual leave days earned and not used up to a maximum of sixty days (480 hours) on the payday following the last month he or she worked. Payment of annual leave will be based on the employee's salary in effect at the time of separation