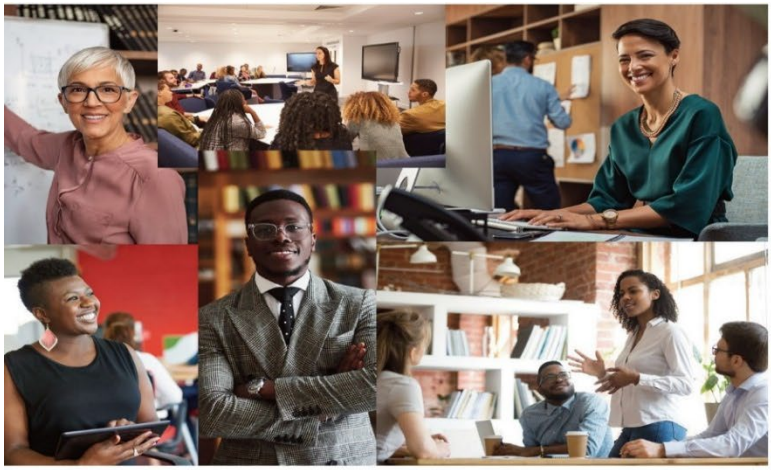
2026-2027 Employee Handbook



Trenholm State
COMMUNITY COLLEGE

(Updated 10/20/2026)

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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 of Trustees policies as its own and any policy found in this handbook. ACCS Board of Trustees 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 the ACCS Board of Trustees Policy is null and void.

ACCREDITATION AND CERTIFICATIONS

H. Councill Trenholm State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate degree. H. Councill Trenholm State Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of H. Councill Trenholm State Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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

Automotive Service	National Automotive Technician Education Foundation (NATEF) 101 Blue Seal Drive – Suite 101 Leesburgh, VA 20175 (703) 669-6650 www.natef.org
Computer Information Systems	Cisco Certified Network Associate (CCNA) CISCO Systems, Inc. 170 West Tasman Drive San Jose, CA 95134 (800) 553-6387
Culinary Arts	American Culinary Federation (ACF) 180 Center Place Way St. Augustine, FL 32095 (800) 624-9458
Dental Assisting	American Dental Association Commission on Dental Accreditation (ADA) 211 East Chicago Avenue Chicago, IL 60611-2678 (312) 440-2500
Diagnostic Medical Sonography (Ultrasound)	Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) 6021 University Blvd., Suite 500 Ellicott City, MD 21043 (443) 973-3251 Commission on Accreditation of Allied Health Education Programs (CAAHEP) 9355 113th Street N #7709 Seminole, FL 33775 (727) 210-2350 ext. 102
Medical Assisting	Commission on Accreditation of Allied Health Education Programs (CAAHEP) 9355 113th Street N. #7709 Seminole, FL 33775 (727) 210-2350 ext. 102

	Medical Assisting Education Review Board (MAERB) A CAAHEP Committee on Accreditation 20 North Wacker Drive Suite 1575 Chicago, IL 60606 (312) 899-1500
Medical Radiologic Technology	Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182 (312) 704-5300 (MAIN)
Practical Nursing	Alabama Board of Nursing RSA Plaza, Ste 250 770 Washington Avenue Montgomery, AL 36104 (334) 293-5200
	Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326 (404) 975-5000
Registered Nursing	Alabama Board of Nursing RSA Plaza, Suite 250 770 Washington Avenue Montgomery, AL 36104 (334) 293-5200
	Candidacy Status for Initial Accreditation Accreditation Commission for Education in Nursing, Inc. (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, Georgia 30326 (404) 975-5000
Respiratory Therapy	Commission on Accreditation for Respiratory Care (CoARC) 264 Precision Blvd Telford, TN 37690 (817) 283-2835
Truck Driving Training	U.S. Department of Transportation (DOT) 1200 New Jersey Avenue, SE Washinton, DC 20590 (855) 368-4200

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

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

AGE ACT & DISCRIMINATION

H. Councill Trenholm State Community College is also an Equal Opportunity Educator. It is the policy of this College that no student or other person because of age or race/color, national origin, sex, religion, disability, or the like shall be excluded or limited from participation in or be denied the benefits of any college program or activity.

If you feel that you have been discriminated based on age in programs or activities that receive federal financial assistance, please contact the appropriate College's Age Act Coordinator listed below:

- Students should contact: Dr. Theresa Mays, Age Act Coordinator at 334-420-4296 or tmays@trenholmstate.edu
- Employees and others should contact: Dr. Pam Rollins, Age Act Coordinator at 334-420-4253 or prollins@trenholmstate.edu

Age Act Complaint Procedures:

The complainant must submit a written complaint which includes the following:

(a) Identifies the parties involved;

(b) Gives the date of the alleged violation or when the complainant first knew of the alleged violation.

(c) Generally, describe what happened;

(d) Complaint must be signed by the complainant;

An investigation will be conducted in a timely manner. If this does not resolve your complaint, complaints involving HHS recipients and beneficiaries may also be sent to **the** Office

of Program Operations, Office for Civil Rights, Department of Health and Human Services, 330 Independence Avenue, S.W., Washington, D.C. 20201

COMPLIANCE POLICY

It is the official policy of the Alabama Community College System and H. Councill 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. Councill 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. Councill 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 Coordinator	**Title IX Coordinator**	**Title IX Deputy Coordinator**
Geneva Patterson	Dr. Pamalon Rollins	Dr. Devan Flowers
Library Tower	Building A/B	Building F
Trenholm Campus	Trenholm Campus	Trenholm Campus
1225 Air Base Blvd	1225 Air Base Blvd	1225 Air Base Blvd
Montgomery, AL 36108	Montgomery, AL 36108	Montgomery, AL 36108
(334) 420-4330	(334) 420-4253	(334) 420-4463

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
Ms. Regina Jones
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, 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 policies 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.

COLLEGE INFORMATION

INTRODUCTION

H. Councill Trenholm State Community College (Trenholm State) is a comprehensive two-year community college located in Montgomery, Alabama. The College provides associate transfer degrees, as well as associate degrees and certificates that lead to the workforce. In addition, the college provides adult learning opportunities; civic, social cultural, and personal development; business and industry training; and support of economic development for the central Alabama region. Trenholm State is part of the Alabama Community College System (ACCS), a statewide system of postsecondary colleges governed by the Alabama Community College System Board of Trustees. The College operates two campuses, the Patterson Site and the Trenholm Campus, adult education and dual enrollment sites, and provides additional educational and training services for Montgomery and the surrounding area. For more information, please visit: *https://www.trenholmstate.edu/*

Trenholm State is committed to making a sustained and powerful impact on our students, employees, community, and other stakeholders. Our strategic priorities represent how we best serve our students, employers, and other stakeholders. Using our resources, we plan to engage, educate, employ and expand.

We will develop and implement strategies laser-focused on student success through engagement. Through academic innovation and proven pedagogy, we ensure that students gain skills to thrive in their chosen career path and take their place in a global society. Making a strategic effort, the college will strengthen business, industry, academic, and community partnerships to build relationships for employment opportunities for our students. The college will expand its institutional growth and operational excellence efforts using innovation and best practices.

VISION

Through our 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.

MISSION

Trenholm State Community College's mission is to provide comprehensive and 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.

STRATEGIC PRIORITIES

Build a Culture that Supports Student Success

Trenholm State Community College will engage efforts to provide programs and services that enhance active learning to ensure the achievement of student's educational and career goals.

Enhance Academic Quality

Trenholm State Community College will promote excellence in the design, delivery, and support of student learning to result in graduation, employment, and transferability.

Workforce Development

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.

Ensure Institutional Growth and Operational Excellence

Trenholm State Community College will maintain financial stability and expand technology to establish advanced learning environments that facilitate student success and institutional growth.

CORES VALUES

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

1. **STUDENT SUCCESS:** We are committed to the success of our students by adhering to the highest levels of academic and professional standards.
2. **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.
3. **COMMUNITY:** We foster relationships and service culture within and beyond our college community.
4. **DIVERSITY, EQUITY, AND INCLUSION:** We recognize and value diversity in its many forms to represent the richness of the human experience.
5. **EXCELLENCE:** We set and model high standards for students and our faculty, staff, administrators, and community partners.
6. **INTEGRITY:** We hold ourselves accountable to the communities we serve and seek to model personal and intellectual integrity in all we do.
7. **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.

COLLEGE OPERATING HOURS

Normal Hours:

Monday-Thursday	7:30 a.m. – 5:00 p.m.
Friday	8:00 a.m. – 12:00 p.m.
Saturday-Sunday	as needed

Class Times:

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

BUILDINGS AND FACILITIES

Trenholm Campus **1225 Air Base Blvd**		**Patterson Site** **3920 Troy Highway**	
Building A/B President's Office Business Office Human Resources Practical Nursing Registered Nursing **Building C** Maintenance Music Department **Building D** Student Center **Building E** Executive VP's Office VP of Instruction Office Dual Enrollment Office Career Services **Campus Police** **Building F** Admissions & Records Cashier Deanof Student Affairs Enrollment Management Financial Aid Student Success Center Testing	**Building G** Vacant **Building H** Diagnostic Medical Sonography (Ultrasound) Medical Radiologic Technology Respiratory Care Therapy **Building I** Child and Human Development **Building J** Health Sciences Dental Assisting Medical Assisting Biology	**Building B** General Education Accounting Business Administration Student Success Center **Building D** Auditorium Workforce and Community Development Advancement **Building E** Computer Information Systems Air Conditioning / Refrigeration Library **Building F** Student Services Precision Machining **Building G** Automotive Service **Building H** Welding	**Building I** Maintenance Department **Building J** Adult Education **Building K** Graphic Design **Building L** Diesel Mechanics **Building M** Electrical/Instrumentation Robotics/Mechatronics **Building N** Automotive Collision Repair Automotive Service **Building Q** Automotive Manf & Automation Industrial Systems & Automation/FAME Career and Technical Education
Library Tower **3086 Mobile Highway**		**Truck Driver Training Center** **5420 Troy Highway** **Montgomery, AL 36117**	**Downtown Site** **Renasant Bank Building - 8 Commerce Street**
Library Classrooms Information Technology Institutional Effectiveness Title III	Upward Bound General Education Academic and Transfer Programs	CDL Training	Culinary Arts Hospitality Management

COLLEGE SERVICE AREA

The College service area consists of five counties: Montgomery, Elmore, Lowndes, Macon, and Bullock. The area consists of urban, suburban, and rural populations.

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. Transfer credit for eligible courses is retroactive to January 1, 2014.

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 ACCS Board of Trustees is composed of the Governor, who serves as chair by virtue of her elected office. The other board members are appointed from seven districts, with one state-wide member and an ex-officio liaison from the State Board of Education.

For the purpose of assisting the ACCS Board of Trustees in carrying out its authority and responsibilities for each of the colleges, a Chancellor is appointed who also serves as Chief Executive Officer of the Alabama Community College System (ACCS). 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 ACCS Board of Trustees and heads the College's organizational structure. Specific areas of operation include the following: Student Affairs and Information Services, Instructional Services, Workforce and Community Development, Institutional Advancement, Facilities, and Finance and Administrative Services. Each of these areas function under the guidance of an administrator who reports directly to the Executive Vice President and/or President. The Executive Vice President reports to the President, and the President reports to the Chancellor. The President is responsible for operating the College within the ACCS Board of Trustees policies and all applicable state and federal laws.

COLLEGE ADMINISTRATION

Dr. Kemba Chambers…….President

Dr. Theresa Mays…… Executive Vice President

Dr. Sherri Davis ……..……. Vice President of Instructional Services

Dr. Christopher Clark ……. Dean of Financial & Administrative Services

Dr. Devan Flowers……..…Interim Dean of Student Affairs

Mrs. Gindi Prutzman……Dean of Workforce & Economic Initiatives

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

INSTRUCTIONAL DIVISION CHAIRS

Department Chair appointments are made by the President of the College and are based on the instructional and operational needs of the institution, as well as the leadership qualifications of the individual. Serving as a Department Chair is an administrative leadership assignment intended to support the College's mission and academic priorities. The President may appoint, reappoint, or modify Department Chair assignments as necessary to meet the evolving needs of the College.

Department Chair appointments are temporary administrative assignments that are reviewed annually. Appointment to this role does not create a contractual right, guarantee continued service as a Department Chair, confer tenure in the position, or alter the employee's underlying employment status. The President reserves the authority to make changes to Department Chair assignments at any time in the best interests of the College.

INSTRUCTIONAL PROGRAM COORDINATORS

A Program Coordinator shall be designated for each instructional program area. In programs with more than one full-time instructor, the President shall designate the Program Coordinator upon recommendation of the Executive Vice President of Instructional Services with consolation of the Vice President of Instructional Services and Dean. The designation as Program Coordinator is a temporary assignment which will be evaluated annually. This position appointment is not a tenured position and is subject to change at the discretion of the President and/or Executive Vice President

THE ALABAMA COMMUNITY COLLEGE SYSTEM BOARD OF TRUSTEES

Governor Kay Ivey	President	Alabama State Capitol 600 Dexter Avenue Montgomery, AL 36130
Mr. J.E.B Shell	District 1	20 South Royal Street Mobile, AL 36602
Mr. John Mitchell	District 2	206 Aberdeen Avenue Enterprise, AL 36330
Ms. Valerie Gray Vice Chair	District 3	P.O. Box 269 Lanett, AL 36862
Mr. Britton Lightsey	District 4	3196 County Highway 55 Hamilton, AL 35570
Mr. Goodrich "Dus" Rogers Chair	District 5	P.O. Box 217 Rainsville, AL 35986
Ron Houston	District 6	P.O. Box 380904 Birmingham, AL 35238
Mr. Llevelyn D. Rhone	District 7	P.O. Box 33 Greensboro, AL 36744
Mr. Tim McCartney	Member-At-Large	P.O Box 8494 Gadsden, AL 35902
Dr. Yvette Richardson	Ex-Officio State Board of Education	P.O. Box 302101 Montgomery, Al 36104

Alabama Community College System (ACCS)

Mr. Jimmy Baker	Chancellor	135 South Union Street Montgomery, AL 36104

STANDING COMMITTEES OF THE COLLEGE

A number of standing committees are appointed to serve the College. Standing committees serve the College by providing a broad base of experience, perspective and knowledge into the planning, implementation, and evaluation decisions effecting the operation of the institution. The College makes a concerted effort to ensure that each employee of the institution serves on a standing committee. Serving on these committees is an integral part of the employee's job responsibilities and helps to ensure governance from all stakeholders within the College.

Below is a list of the committees of the college that are associated with governance of the College. All collegiate committees are required to meet as indicated within the standing and ad-hoc collegiate committees/council/cabinet document. All minutes should be submitted to Office of the President. The purpose, structure, and members of these committees are published by the College yearly.

COMMITTEE/TEAM CHAIRS AND CO-CHAIRS

Academic Calendar Committee
Administrative Council
Admissions Committee
Assessment/SLO Committee
Behavioral Intervention Team
Catalog/Handbook Committee
Commencement Program Committee
Community Engagement Committee
Curriculum Committee
Distance Education and Technology Committee
Dual Enrollment Committee
Event Planning Committee
Facilities Master Plan Committee
Instructional Council
Marketing Committee
Policy Review Committee
President's Cabinet
Professional Development Committee
Registration Committee
Safety Committee
Scholarship Committee
Sick Leave Bank Committee
Student Disciplinary Committee
Sunshine/Flower Fund Committee
Title IX Committee

EMPLOYEE RELATIONS

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 a warning, 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. Smoking in prohibited areas (ACCS 514.01)
3. Possession of firearms (ACCS 511.01)
4. Absence from work without approved leave (ACCS 618.01)
5. Disclosure of confidential information (ACCS 616.01 and 808.01)
6. Failure to report for duty at the beginning of a semester (ACCS 618.01)
7. Pursuit of individual interest resulting in a conflict with the interest of the College (ACCS 615.01)
8. Discrimination based on race, color, national origin, religion, age, disability, marital status, or gender (ACCS 601.01, 601.02, and 601.04)
9. 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. Imposed disciplinary actions 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 Family Educational Rights and Privacy Act of 1974 (FERPA) and the 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 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.

Failure to Comply with Confidentiality Guidelines and Outlined Practices: 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.

Confidentiality When Serving on Hiring Committees

Serving on a hiring committee is an important responsibility that requires professionalism, discretion, and confidentiality. Committee members may have access to sensitive information about applicants, including résumés, employment history, references, interview responses, evaluations, and other information shared during the selection process. All information related to

applicants, interviews, committee discussions, rankings, and recommendations should be treated as confidential and should not be discussed with individuals outside of the committee.

Confidentiality continues even after the hiring process has concluded. Committee discussions, individual comments, opinions, and evaluations should remain within the committee, and hiring-related documents should be maintained or disposed of in accordance with College procedures. Maintaining confidentiality protects applicants' privacy, preserves the integrity and fairness of the selection process, and ensures that all candidates receive professional and equitable consideration.

EMPLOYEE GRIEVANCE

This policy is intended to cover grievances between and amongst employees of an ACCS entity about general workplace issues, conduct, or professionalism (Policy 620.01). 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 or complaints of sexual harassment which are covered in Policy 620.03.

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 five 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/title-ix/. 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

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/title-ix/.

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

HIRING PROCESS

Trenholm State Community College (Trenholm State) fills all full-time and part-time vacancies pursuant to **Policy 602.02 and the Chancellor's Procedure for Policy 602.02 and ACCS Policy 204.01: Appointment of Local Administrative Staff.**

HIRING AUTHORITY

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

The President is directed to obtain prior approval from the Chancellor for all dean-level administrators or vice-presidents whom the President intends to appoint at the institution and provide the Chancellor with the name and the curriculum vitae of all dean-level administrators or vice-presidents whom the President intends to appoint at the institution.

Effective July 1, 2024, any Vice-President newly hired, reorganized, or transferred to that position at any ACCS college shall enter into an employment contract with the President in the form prescribed by the Chancellor's Office. Vice-Presidents cannot achieve or maintain nonprobationary/tenure status under the Students First Act. Their employment will be governed solely by the terms of the contract.

Effective July 1, 2024, any executive and administrative management personnel including but not limited to a Vice President, Dean, Assistant or Associate Dean, Executive Director, Director, Deputy, or Chief hired by an ACCS college on or after July 1, 2024 (including by reorganizations or transfers) shall be employed on a contract basis in the form prescribed by the Chancellor in the accompanying procedures. Their employment will be governed solely by the terms of the contract.

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

PROCESS

I. The requestor must discuss justification to fill a vacancy or hire a new full-time or part-time employee with the appropriate Executive Vice President or Vice President and verify appropriate funding/budget with the Dean of Financial & Administrative Services.

II. The appropriate Executive Vice President or Vice President will discuss with the President and determine if the position is warranted. If it is determined that the position is warranted, the requestor will fill out the Internal Request to Fill Position Form and provide the appropriate information to move forward with the approval process. If approved by the President, the Office of Human Resources will develop a job posting from the job description. The minimum requirements for Faculty will be based on SACSCOC and ACCS standards. The job posting 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. A contact telephone number for questions;
j. Any other relevant information.
k. Appropriate EEOC statement

FULL-TIME POSITIONS

Job postings will be posted upon final approval from the President and/or ACCS System Office to fill a position. All vacancy notices shall be posted on the institution's website for a minimum of (7) seven days before the position is filled. Job postings 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 for at least 7 days. Postings for each salary schedule will be posted and/or sent electronically to all employees. The College will post on outside platforms as needed.

III. All application materials will be received by the Office of Human Resources via NeoEd. An Advisory/Search Committee may be appointed and approved by the President. Human Resources will review packets and initially screen all the applicants.

A. The Office of Human Resources will forward all applicants' packets to the appropriate Advisory/Search Committee for review and interview consideration. Should an Advisory/Search Committee be assigned, the Office of Human Resources will provide the committee chair with the appropriate guidance on the search committee's expectations. The President reserves the right to include the appropriate Dean, Vice President, or Executive Vice President in the final interview.

B. The Advisory/Search Committee will interview qualified applicants and provide recommendations only for further interview and/or a candidate for hire for the position to the President. The President will make the final decision to hire the applicant who best matches the needs of the College. However, at the discretion of the President, he/she may elect to interview the top qualified applicants and/or not appoint a committee if desired.

C. For **Salary Schedule D1**,

   1. The Vice President of Instructional Services will 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.
   2. The appropriate Dean must complete the Faculty Credential Form, receive approval from the Vice President of Instructional Services of appropriate placement, and discuss placement with Director of Human Resources for all full-time faculty level positions before processing.

D. The Office of Human Resources will complete an offer 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 the selected applicant upon receipt of employment verifications.

E. The Office of Human Resources will work with the appropriate administrator regarding the new employee's start-date.

F. The Office of Human Resources will start the on-boarding process with the selected applicant via NeoEd 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

IV. All part-time positions will be advertised in accordance with the Alabama Community College System Policy 602.02.

V. Job Postings will be posted upon approval of the request to fill a position by the President.

A. Job Postings for Salary Schedule L (local) positions will be posted and/or sent electronically to all employees. Job Postings 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 via NeoEd. The appropriate administrator will review the applicant pool via NeoEd to identify the potential part-time employees.

VI. Interview process

A. The appropriate administrator must interview qualified applicants. The Division Chair and/or Vice President of Instructional Services will review all Adjunct Faculty 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 supervisor must also determine and advise the applicants of pay rate as well as working hours prior to submitting an employment data sheet.

VII. Completion of Employment Data Sheet (EDS)

A. The employment data sheet must be submitted for 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 submitted through the NeoEd portal.

D. The employment data sheet must be completed and approved *prior* to the date of employment. After processing the referred hire, HR will submit an appointment letter

to President for the final hiring approval.

VIII. 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.

IX. 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.

EMPLOYMENT ELIGIBILITY VERIFICATION PROCEDURES

X. 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 electronically sign the employee's portion of Form I-9, Employment Eligibility Verification via NeoEd;

ii. Present original documentation supporting the employee's identity and employment eligibility. Employees must complete the employee section of Form I-9 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 via NeoEd portal 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 posting may be posted on the institution's website and may state "open until filled." However, if a continuous posting 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.

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 placed 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 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 full-time or 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 employee handbook.

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.

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 are placed on the H salary schedule and shall accrue leave on a proportionate basis. Participation in the retirement system depends upon the part-time ratio worked.

Employment for all temporary and part-time employees is at will and may be discontinued or terminated at any time by the College in its sole discretion provided it does not violate the law. Non-probationary status cannot be attained by virtue of employment in temporary, part-time, occasional, seasonal, irregular, supplemental, or like forms of employment, or in positions that are created to serve experimental, pilot, temporary, or like special programs, projects, or purposes, the

funding and duration of which are finite.

DIVISION CHAIR APPOINTMENT POLICY

Pursuant to ACCS Policy 606.05: Supplements or Extra Duty Pay, the President may designate supplements as established in the Board of Trustees' approved salary schedules for extra duty pay. A department or division chairperson shall be paid an additional $400 per month provided that the department or division includes a minimum of three full-time faculty members, with the chairperson being counted as one of the three.

The Division Chair appointment is a temporary, supplemental appointment that is posted in compliance with Alabama Code §16-22-15. The duration of Division Chair appointments shall be for a duration of two years or less, including the summer term. However, it is at the discretion of the President to make reasonable changes to any appointment if necessary.

Division Chairs shall be appointed by the President solely. **Division Chair appointments are made at the discretion of the President of the College.** Appointment as a Division Chair is an administrative leadership assignment based on the needs of the College, the qualifications and leadership abilities of the individual, and the priorities of the division. The President may appoint, reappoint, or make changes to Division Chair assignments as needed to best support the mission and operational needs of the College. Because the appointment is an administrative assignment, it does not constitute a contractual right or guarantee of continued service in the role and does not change the employee's underlying employment status.

BACKGROUND CHECKS

COLLEGE BACKGROUND CHECK POLICY

DEFINITIONS

For purposes of this policy, the following definitions are utilized:

Alabama Resident –a person with a current Alabama address and a current/unexpired Alabama issued State ID (such as a driver's license or State of Alabama issued ID Card)

New Hire: An employee hired in any position with the College on or after July 1, 2024, to include current employees hired into a different position. Examples of a New Hire include but are not limited to: a new adjunct, an internal candidate who moves to a different position (but not transferred, reorganized, or appointed), a new temporary employee, a new part-time employee, a new work-study student employee, a new grant employee, a new employee hired on Salary Schedule H, E, D, C, B, or L, or a new contract employee.

New Volunteer: a person the College seeks to allow to volunteer at the College on or after July 1, 2024, regardless of whether the person volunteers at another ACCS institution.

Previous Hire: a current employee at the College who has not changed position or separated from the College since being hired in some capacity prior to July 1, 2024.

Previous Volunteer: a current volunteer at the College who began volunteering in the same position at the College before July 1, 2024.

GENERAL POLICY

Employment and volunteer service is and shall remain contingent upon an acceptable background check as determined by the College President or his designee in accordance with ACCS Policy 623.01 and ACCS Procedure 623.01 and this policy.

By or before July 1, 2024, every **New Hire** or **New Volunteer** at the College shall undergo a background check, unless exempted under this policy.

New Hires or **New Volunteers,** at the College, who:

- Work/Volunteer in the IT department, or
- Work/Volunteer in the Finance department, or
- Work/Volunteer in the Law Enforcement department, or
- Work at Salary Schedule B or above, or

- Do not meet the definition of an **Alabama Resident**, or
- Have unescorted access to criminal justice records

shall also be subject to a more detailed fingerprint-based background check prior to employment/volunteering.

Individuals for whom background checks are to be completed will be required to sign an ACCS-provided standard Consent, Release, and/or Authorization Form (hard copy or electronic form in NeoEd).

Further, any **New Hire** or **New Volunteer** *under the age of 18* shall require parental/guardian consent on the Consent, Release, and/or Authorization Form for a background check.

EXEMPTIONS FROM BACKGROUND CHECKS

Dual enrollment instructors or dual enrollment lab assistants who are currently employed by an Alabama K-12 institution are exempted from background checks at the College.

Previous Hires and **Previous Volunteers** (as defined above) are exempted from background checks at the College under this policy, unless the college has reasonable suspicion that an employee or volunteer has been convicted of a felony or a crime involving moral turpitude.

CONVICTION OF FELONY OR CRIME INVOLVING MORAL TURPITUDE

Employees or Volunteers, whether new or previous, convicted of a felony or crime involving moral turpitude will not be eligible for new or continued employment or volunteering except with the Chancellor's approval. Chancellor's approval must be obtained through written recommendation from the President that he/she is suitable for employment or volunteering, despite the conviction. Factors to be considered in determining whether the individual is suitable include, but are not limited to: a. The proximity or remoteness in time of the conduct, b. The risk of harm to persons or property of the institution, c. The nature of the crime and likelihood of recurrence, d. The nature of the job, e. Any extenuating circumstances.

Within five (5) calendar days, any employee or volunteer, whether new or previous, convicted of a felony or a crime involving moral turpitude must report the conviction to the President. An unreported conviction will be subject to disciplinary measures for failure to report, up to and including termination.

REASONABLE SUSPICION OF CONVICTION OF FELONY OR CRIME INVOLVING MORAL TURPITUDE

A background check may be conducted on any person if the institution has reasonable suspicion that an employee or volunteer has been convicted of a felony or any crime involving moral turpitude.

ADJUNCTS AND OTHER TEMPORARY EMPLOYEES

Adjuncts and/or other temporary employees who may not receive consistent or routine pay or who may be on hiatus from campus for months at a time are not required to have background checks every time they return, but they are subject to annual background checks as determined by the College.

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 extraordinary circumstances such as, but not limited to, lack of sufficient funds; a decline in enrollment in a given course, program, or discipline to the extent that continuation of the course, program, or discipline, is, or will likely become, impractical or economically unreasonable; or a change in academic mission, or administrative or ministerial function, of such a nature as to necessitate significant organizational changes. The procedures developed pursuant to Board of Trustees Policy 624.01 shall only be used when circumstances justify the implementation of the procedures.

Reduction-in-Force (RIF) for the purpose of this policy means a reduction in the total number of full-time equivalent employees at a respective college made necessary by extraordinary circumstances such as, but not limited to, a lack of sufficient funds; declining enrollment in a given course or program to the extent that further offering of the course or program is, or will likely become, impractical or economically unreasonable; or a change in academic mission, or administrative or ministerial function, of such a nature as to necessitate significant organizational

changes. Not every release of an employee shall be considered a "reduction-in-force." An isolated employee termination or non-renewal, particularly if done for just cause or as 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.

Management Decisions

A. The college shall identify each of its employees in terms of each employee's job description (to include minimum qualifications) and organizational unit and shall make this information available to each employee.
B. The college shall identify each organizational unit and each employee to be affected by the reduction-in-force to the Chancellor and the manner in which unit and employee shall be affected.
C. If the President determines that a full-time non-probationary employee who is not the senior person in a given job classification or occupational area possesses a certain license, certification, or job skill, the loss of which would be severely detrimental to the operation of Trenholm State Community 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.)

Execution of Reduction in Force

The Alabama Community College System Board of Trustees, at the request of the President and upon the recommendation of the Chancellor, shall determine when it is necessary for Trenholm State Community College (TSCC) to execute the guidelines for reduction-in-force. Upon the formal approval by the State Board of Education of the execution of a reduction-in-force action, the President shall, as soon as possible, notify all employees affected by the reduction-in-force.

Sequence of Reduction in Force

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

Implementation of the Reduction in Force

A. The college shall determine the following items prior to developing the reduction in force plan:
   1. What the reason (s) for the reduction in force;
   2. What area (s) of the college are to be impacted by the reduction in force;
   3. How many positions are to be eliminated
B. In the event of an approved reduction-in-force, affecting a full-time, non-probationary employee, the following factors shall be taken into consideration:
   1. The requirements of any applicable court order or consent decree;
   2. Seniority at TSCC in the respective job classification taking into consideration minimum qualifications for the respective position;
   3. Seniority at TSCC in the respective organizational unit;
   4. Seniority in general at TSCC; and
   5. Education level.
C. The TSCC 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

In the event of a termination of employment to which the Students First Act of 2011 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/TEXTBOOKS

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. Councill Trenholm State Community College to avoid any possible violation of the Ethics law.

TUITION ASSISTANCE FOR FULL-TIME EMPLOYEES

Full-time benefits eligible employees and benefits eligible Salary Schedule H employees of ACCS 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; (with marriage certificate)
2. the biological child, adopted child, foster child, or stepchild under the age of 26 of any employee or retiree (with documentation of age and relationship status).
3. the biological child, adopted child, foster child, or stepchild of any age of an employee or retiree, who is permanently and totally disabled (meaning unable to engage in substantial gainful activity due to a physical or mental condition expected October 13, 2026 to last at least a year or result in death), who lives with the employee for more than half of the year, and has not provided more than half of their own financial support during the calendar year (with appropriate documentation
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

1. 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.
2. 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.
3. 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
1. 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.
2. Dependents: Dependents will be ineligible when their respective eligible employee or eligible retiree becomes ineligible. Dependents will also be ineligible when employee is separated from service under a Reduction-in-Force (even if the employee is given access to tuition assistance for some period of time).
3. 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.

D. Any child dependent who met the definition of "dependent" under the previous version of ACCS Chancellor's Procedures 612.02, in effect prior to October 13, 2026, and who was eligible for and approved by a College for tuition assistance for Spring 2026 or Summer 2026 or Fall 2026 or Spring 2027, shall be granted an exception to the current definition of child "dependent" for purposes of obtaining tuition assistance for any of the following semesters: Spring 2027, Summer 2027, Fall 2027, Spring 2028, Summer 2028, and Fall 2028, provided the child dependent continues to meet the previous definition of

"dependent."

For purposes of this exception, the previous definition of child "dependent" includes:

1. Any unmarried child of an eligible employee or retiree who resides in the household of the employee or retiree, resides in the household of the employee's or retiree's former spouse, or resides in temporary housing while enrolled in college, including college dormitories, apartments, or student housing; or
2. Any unmarried stepchild of an eligible employee or retiree who resides in the household of the employee or retiree.

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

A. Tuition Cost

1. 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.
2. 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.
3. 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 Classes

1. 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.
2. 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.

1. 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.

2. 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 participation 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

Full-time Schedule D instructors hired on a 9-month letter of appointment are not entitled or guaranteed summer employment. . Summer contracts should never be assumed or anticipated.

The College may elect not to provide summer employment to a Schedule D instructor because: (1) there is a lack of sufficient student enrollment; (2) there is a lack of sufficient funding available; (3) the employee is or becomes unable to instruct for more than one week during the summer; (4) the employee has disciplinary issues or unsatisfactory evaluations within the last two years; (5) or any non-discriminatory and non-retaliatory reason.

Even if summer employment is offered through a letter of appointment, it can be withdrawn or rescinded at any time for the reasons set forth above.

A full-time instructor may be employed for less than full-time during the summer. In this

case, the instructor will be paid a *pro rata* amount of Salary Schedule D compensation based on (1) qualifications, (2) experience, (3) lack of a full teaching load, and 4) the number of duty hours scheduled per week. In addition, the College may also opt to stack low enrolled classes in order to create a single credited course as long as the combined class does not exceed 19 students. In all cases, the instructor has the option to accept or reject the teaching assignment. Stacked classes do not have to be taught at the same day or at the same time. A full teaching load in the summer for an academic instructor is twelve to thirteen credit hours. A full teaching load for a technical instructor is twenty-four (24) to thirty (30) contact hours per week or the equivalent.

Summer Employment and Pay Distribution

Faculty should understand that **summer employment is not guaranteed.** Summer teaching assignments are separate from the regular academic-year appointments and are based upon the instructional needs of the College, course availability, enrollment, faculty qualifications, and available funding. While the College will make every reasonable effort to provide summer teaching opportunities, a full-time or partial summer teaching load cannot be guaranteed from year-to-year. Faculty should therefore plan accordingly and should not rely upon summer employment as guaranteed annual income.

Faculty employed on a nine-month academic-year contract have the option to **spread their nine-month salary payments over 12 months**, providing a more consistent monthly income throughout the year. This option does not change a faculty member's employment status from a nine-month to a 12-month appointment and does not guarantee summer employment; it simply distributes the academic-year salary over a longer payment period. This option can make budgeting easier, provide greater financial stability during the summer months, and reduce dependence on summer teaching assignments to maintain consistent monthly income. Faculty interested in this option should contact Human Resources or Payroll regarding available payment options, applicable procedures, and election deadlines.

SUMMER ROTATION SCHEDULES FOR FACULTY SEEKING EMPLOYMENT

Per **ACCS Policy 603.02**, full-time Schedule D employees who are appointed for the academic year (fall and spring semesters) will be given **first consideration for available summer**

employment before part-time or temporary employees. Summer employment, however, is contingent upon sufficient student enrollment and available funding, and the employee must be qualified for the available assignment and meet the requirements established in this policy. **NOTE:** For summer teaching assignments, priority may be limited to courses the faculty member taught during the most recent fall and/or spring semester.

As previously indicated, **summer employment should never be viewed as guaranteed, as summer teaching assignments are not guaranteed from year-to-year.** Faculty may receive a full summer load, a partial summer load, or no summer teaching assignment.

To provide a fair and consistent process for distributing available summer teaching opportunities, effective Summer 2027, Trenholm State Community College will implement a **Summer Rotation Schedule** for full-time faculty. The rotation will only be activated when there are insufficient summer courses within a department or program to provide a full-time summer teaching load for all eligible full-time faculty who wish to teach.

When the rotation is necessary, **seniority will establish the initial order of priority.** During the first year of the rotation, the eligible faculty member with the greatest length of continuous full-time service with the College will receive first priority for a full-time summer teaching load, provided sufficient courses are available and the faculty member is qualified to teach those courses. Once a full-time load has been established for that faculty member, any remaining available courses will be distributed, when possible, among the remaining eligible full-time faculty as partial summer teaching loads.

For example, if three eligible full-time faculty members wish to teach during the summer and there are enough courses to provide one full-time load plus two additional courses, the faculty member with priority under the rotation will receive the full-time load. The two remaining courses will then be distributed, when possible, among the other eligible faculty members as partial loads.

Once a faculty member receives priority for a full-time summer load, that faculty member will move to the end of the rotation for the next summer in which the rotation is necessary, and priority

will move to the next eligible faculty member. **A partial summer load will not be considered the faculty member's turn in the rotation.** The rotation will continue from year to year, providing eligible full-time faculty an equitable opportunity to receive a full summer teaching load when course availability does not permit full-time loads for everyone.

Participation in the Summer Rotation Schedule does not guarantee a full-time or partial summer teaching assignment.

DISTANCE LEARNING HOURS

Faculty, regardless of teaching assignment type (e.g., traditional, virtual, hybrid, online, etc…) are expected to report to work daily (Monday through Friday) and follow the normal work schedule. Distance Learning courses do not reduce the requirement that a full-time Schedule D instructor work a minimum of 35 hours on the College's campuses unless otherwise approved by the President or designee.

LOCAL COLLEGE EXPERIENCE RATIO

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. Although the College awards a 2:1 credit for experience outside public education, it is the discretion of the President to provide full credit for prior work experience outside of public education for competitive/hard-to-fill positions.

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

METHOD OF PAYMENT FOR SALARY

The salary for the academic year (nine-months) or term may be disbursed in equal monthly

payments 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 the nine-month 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 College for salary overpayment. The annual salary is computed on the basis of 260 workdays for full-time non-instructional personnel.

FACULTY QUALIFICATIONS

Faculty Qualification and Rank determinations are based on Alabama Community College System Board of Trustees Policy 605.02 and the accompanying Chancellor's Procedures for Policy 605.02.

I. Advancement in Rank Through the Professional Growth Plan

   A. The college's official Professional Growth Plan ("plan") will be used by the instructor to notify the college of a desire to pursue additional credentials for advancement in faculty rank. A new plan must be submitted when an instructor desires to advance to any rank not covered by a previously approved plan. If an instructor's plan is for the purpose of rank advancement, the plan must be approved by the President in advance of the instructor commencing the course of study included in the plan.

   B. The instructional dean (academic or technical) of the institution is the administrator responsible for establishing the instructor's initial rank (with the president's approval) which determines appropriate starting salary, assisting the instructor in developing his/her professional growth plan, and assisting the instructor in advancing in rank by approving the appropriate plan. Each time the president is referred to later in these guidelines it is understood that the instructional dean (academic or technical) has been involved at the appropriate level.

C. The instructors' Professional Growth Plans ("plans") shall be maintained in their respective personnel files in the institution's Human Resources office. Plans will be utilized to verify instructor changes in rank. A Professional Growth Plan approved by the institution will be the only means by which an instructor can advance in rank at that institution. System institutions will be subject to audits of their faculty files.

D. Instructor rank may change only once per year. The instructor must provide documentation to verify accomplishment of planned activities to qualify for advancement in rank prior to September 1 each year. The president may establish a date prior to September 1 to provide time for evaluating documents needed to support the instructor's request for advancement in rank.

E. An instructor who has been "grandfathered" into a rank or level placement is not required to meet the credentialing standards under this policy, so long as the instructor remains employed at the institution where he/she was "grandfathered" and remains in the same teaching field at that institution. An instructor who changes institutions or who changes teaching fields is not covered by the "grandfathering" provision of this policy and will be required to meet credentialing standards in effect at the time of employment at the new institution or at the time of the change in teaching fields.

II. Advancement in Rank by Means of Additional College/University Education

A. The Professional Growth Plan for an instructor who seeks to advance in rank by means of additional college/university coursework must include an approved course of study with appropriate college/university advisor signature(s). This course of study must lead to the appropriate standard required to advance to the intended rank. A college/university advisor, with the student's permission, may change the course of study, but the changes must lead to the same standard with the same major to allow the instructor to advance to the appropriate higher rank. A Course of Study is defined as a complete list of all courses and other work (such as research, thesis, examinations, or dissertation) required by the college/university granting the degree. All changes to the course of study must be submitted to the instructor's president. Official transcripts verifying the completion of the course of study and the awarding of any required degree as outlined in the plan must be submitted to the president before the rank increase is approved.

B. An instructor who changes instructional programs prior to achieving the higher rank may change majors included in the professional growth plan with approval of the President. The revised plan will include the new course of study signed by the college/university advisor. Failure to submit a new Professional Growth Plan (PGP) (if an employee changes instructional programs) and secure approval by the President will void any previous PGP's submitted.

III. Fulfilling the In-Field Requirement for Advancement in Rank for Group B and Group C Instructors

A. The information in this section is only applicable to instructors in Group B and Group C.

B. Instructors who wish to use corporate or other external training as a graduate semester hour equivalency to meet the in-field requirement must include the plan for obtaining the corporate and/or external training in the professional growth plan that is approved by the President.

C. Each college should develop and adopt a local policy for determining the graduate semester hour equivalency of corporate or other external formal training. The Credentialing Committee will determine the appropriate graduate semester equivalency of corporate or other external formal training.

D. Colleges shall consider the following when developing a local policy:

- The federal definition of a credit hour as given in 34 CFR 600.2 and affirmed in the SACSCOC Credit Hours Policy Statement is the amount of work represented in intended learning outcomes that reasonably approximates at least one hour of direct instruction and two hours of out-of-class student work each week for fifteen weeks for one semester. Based on this federal definition, 30 semester credit hours includes at least 450 hours of direct instruction.
- Examples of corporate or other external training include but are not limited to Society of Manufacturing Engineers (SME) courses, NAM's Manufacturing Institute courses, International Code Council Learning Center courses, American Culinary Federation training, Association for Advancing Automation (A3) training, etc.
- The corporate and external formal training needs to be completed outside of the scope of the instructor's normal workday and work responsibilities.

IV. General Considerations for Rank Placement and Increase

A. For initial assignment or advancement to a given rank, a Group A instructor must meet both the degree requirement and the in-field requirement of that rank; Group B and Group C instructors must meet the degree requirement, the in-field requirement, and the work requirement.

B. The college should develop and adopt a policy which details the types of occupational examinations and certifications that are acceptable for meeting the examination/certification portion of the work requirement for Group B and Group C instructors. Examples include, but are not limited to, NOCTI, AWS, NIMS, etc.

C. Instructors in Group C (i.e., those who teach in programs in which the highest award is a short-term certificate or certificate) may be considered "grandfathered" in that credential group and in their current rank if the college makes the decision to change the program to one in which the associate degree is offered. An instructor so grandfathered will follow the policy and procedures for increasing rank in Group C. Decisions of this nature shall be applied consistently.

D. Advancement in rank for instructors who were hired prior to December 14, 1989, **and** who elected to use the 1977-1978 Credential Standards will be governed by the "Certification Guidelines for 'Grandfathered' Faculty Members" adopted by the Alabama State Board of Education on December 14, 1989.

V. Conversion of Quarter Hours to Semester Hours

A. To convert quarter hours of college credit to semester hours, multiply the number of quarter hours by 0.67.

B. Portions of a semester hour are not equivalent to a whole semester hour; rounding must go down. For example, 25 quarter hours = 25 x 0.67 = 16.75 = 16 semester hours.

SUBSTITUTE INSTRUCTORS

In a rare case in which it becomes necessary for an instructor to be absent for an extended period of time, it may be necessary for the College to employ a qualified substitute 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. 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, and the following official holidays 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 eleven (11) official holidays are:

New Year's Day
Memorial Day
Juneteenth
Veterans Day
Day after Thanksgiving Day
Christmas Day
Martin Luther King Jr./Robert E. Lee Birthday
Independence Day
Labor Day
Thanksgiving 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 the exit process before the final paycheck will be released. It is the terminating employee's responsibility to present the

Exit Certificate to all applicable departments.

RESIGNATIONS

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 will be returned to the Campus Police.

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, and executive administration. 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

1. 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.

2. 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. Vice President of Instructional Services must approve any changes to administering the final exam on an alternate day or time.

EVALUATION OF PERSONNEL & INSTRUCTION

INTRODUCTION

Various instruments and procedures for collecting and evaluating data are used for the different levels of the organizational chart. All personnel at H. Councill 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.**

ALL FACULTY

1. All instructors will be evaluated by students each semester using the online course evaluation tool.
2. The online link to the course evaluation tool is emailed to every student, and students are able to complete the evaluation online at their convenience. Instructors may also provide students time during class to complete the evaluation.
3. After the semester has ended, a summary of course evaluations are emailed to each instructor for review, analysis, and identification of opportunities for improvement. The Vice President of Instructional Services and all instructional associate deans have access to all course evaluations and will review periodically and discuss results/improvement opportunities with instructors.
4. All classes may be visited at any time by the President, or Vice President of Instructional Services, or designee. Such visits 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. All full-time faculty members will be evaluated annually by the appropriate instructional associate

dean, division director, or designee. Part-time faculty members will be evaluated by program coordinators annually. The instrument to be used for the personnel evaluation is located in NeoEd PERFORM electronic platform. The annual evaluation will occur in the Spring term and is due by June 30th each year.

6. 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 PROFESSIONAL & SUPPORT STAFF

All full-time professional and support staff members will be evaluated annually by the appropriate supervisor. The instrument to be used for the personnel evaluation is located in NeoEd PERFORM electronic platform. The annual evaluation will occur in the Spring term and is due by June 30th each year. A conference with the staff member, supervisor, dean and/or VP, 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

FRINGE BENEFITS

Instructors, Counselor, and Librarians

	Fewer than 20 hours/week	**20 or more hours but less than full-time**
Wage/Salary Schedule	Local hourly or other local* Pro-rata D	Local hourly or other local* Pro-rata D
Sick Leave	No	No
Personal Leave	No	No
Institutional Leave	No	No
Annual Leave	No	No
Parental Leave	No	No (Local)
Living Donor	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
Parental Leave	No	No (Local)
Living Donor 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 appropriate 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 an ACCS 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 educational 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, 1st 4 months; Yes, after 4 months	Yes
Personal Leave	No	No, 1st 4 months; Yes, after 4 months	Yes
Institutional Leave	No	No, 1st 4 months; Yes, after 4 months	Yes
Annual Leave	No	No, 1st 4 months; Yes, after 4 months	Yes
Parental Leave	No	No, 1st 4 months; yes, after 4 months	Yes

Living Donor Leave	No	No	No
Health Insurance	Generally No**	Generally No, ** 1st 4 months; Yes after 4 months	Yes
Retirement	Generally No**	Generally No, ** 1st 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 13.57% for Tier 1 employees (employees hired prior to January 1, 2013) and at a rate of 12.60% on behalf of each Tier 2 employee (hired on or after January 1, 2013).

FY 2025 TRS Employer Contribution Rate		
	Tier 1 Employees	**Tier 2 Employees**
Effective Date	10/1/2025 – 9/30/2026	10/1/2025 – 9/30/2026
Employer Contribution Rate	13.57%	12.60%
Employee Contribution Rate	7.5%	6.2%
Regular Employee	7.50%	6.20%
FLC* Employee	8.50%	7.020%
Employer Contribution Factor		
Regular Employee	1.809333	2.032258
FLC* Employee	1.596471	1.750000
*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 the legislative Act 2012-377.

New Hire Retirement Comparison (Act 2012-377)

	Tier 1 Employee	Tier 2 Employee
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	6.2% for Regular Employees 7.2% for FLC Employees
Employer Contribution Rate	14.57%	13.61%
Retirement Eligibility	25 years of service at any age 10 years of service at the age of 60	No 25 years retirement 10years 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

The Retirement Benefit Estimate Calculator allows you to generate an estimate of your future RSA retirement benefits. It does not replace the actual calculation of benefits when you retire. The calculator is provided solely as a tool to obtain an unofficial estimate. The calculator only uses the information provided by you and does not use any information contained in the records of the Retirement System. The calculator can be found at https://www.rsa-al.gov/about-rsa/calculators/retirement-calculator/

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:

Support Staff Works	Allocation Entitlement
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

Faculty Works	Allocation Entitlement
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

STUDENT RECORDS

The Registrar 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 in Banner Document Manager imaging system. The Office of Student Records advises students of available program offerings, disseminates appropriate brochures, literature, etc., to interested students, verifies student qualifications for specific certificate and degree programs, and evaluates transfer credit. The Office of Student Records provides transcripts of students' academic records (official and student copies), facilitates registration each semester for credit classes, and 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 challenges are detailed in the *College Catalog*.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA) TRANSCRIPT POLICY (FERPA)

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 Student 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 student's signature and identifying information. Official transcripts are sent to institutions, companies, agencies, etc., after the student's request is received by the Office of Records. Transcripts will not be faxed or emailed to an individual or a receiving institution. Official transcripts will be accepted when delivered

“by hand” in an unbroken sealed envelope. Upon receipt, the transcript must be official and in a sealed envelope. Trenholm State Community has partnered with Parchment to accept online transcript orders. Students and alumni can order their official transcripts 24 hours a day, 7 days a week. Name, dates of attendance, social security number, fee (if any), and the address to which the transcript is to be sent are to be included in the request. Students with name changes should include ALL former names.

REGISTRATION

Registration dates are listed in the calendar section of the College Catalog. During the scheduled registration, Trenholm State students must consult with their faculty advisor to select courses appropriate for their program of study. Students must complete the registration process by registering online via their “My Trenholm” Portal. A student may not take more than nineteen (19) semester credit hours except with special permission from the Program Coordinator and the appropriate Dean and by submitting the online Course Overload form. All students, except sponsored students, are required to pay the full amount of tuition and fees at the time of registration. Students not completing payment at the time of registration will have that registration voided and will have to repeat the full registration process. 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 College utilizes Degree Works, a web-based tool to help students and advisors monitor students’ progress toward degree completion. Degree Works combines Trenholm State's degree requirements and the coursework completed into a degree plan. The advising tool allows students and faculty advisors to see how completed courses count toward degree completion. When a student completes the program, the degree plan should indicate that all courses have been

satisfactorily completed.

COURSE DROP/ADD

Students may only add and/or drop classes during the established registration timeframe.

CLASS WITHDRAWAL AFTER DROP/ADD PERIOD

A student who officially withdraws will receive a grade of "W" at the time of withdrawal. Students may withdraw either from a class or from all classes from the end of the drop/add period to the withdrawal deadline which is published in the Academic Calendar. If a student never attended or the class is canceled, the class will be deleted, and no grade will be assigned. All withdrawal forms will be imaged in the student's academic file before the final examination in the class is given.

GRADE REPORTS

Instructors are required to submit grades electronically at the end of each semester. Grades are submitted in the Ellucian Banner System on a working day following the end of each term. Instructors must also submit online Class Attendance Verification, provide the last date of attendance for students who earned an F, and submit online Grade Change forms to resolve I grades. Grade reports are processed and posted in Banner. Students can access grades via their My Trenholm Portal. Grade reports are not mailed to students.

GRADE CHANGES

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 and submit the online Grade Change Request form. After the appropriate Dean approves, the form is submitted to the Financial Aid Office and then to the Office of Student Records. The form will be imaged in the student's file. The student may request a transcript to verify grade change or access grades via My Trenholm Portal.

“I” CONTRACT

An "Incomplete Grade Contract" form must be signed by the student, instructor, division chair, and the appropriate Dean. The instructor must secure all signatures required and maintain the form for their records. 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. 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 the online Grade Change Request form to the appropriate Dean for approval. After the appropriate Dean approves, the form is submitted to the Financial Aid Office and then to the Office of Student Records. The approved form will be imaged in the student's file. The student may request a transcript to verify grade change or access grades via My Trenholm Portal.

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. Upon receipt of these transcripts, the Office of Student Records will evaluate the documents for transfer credit. If a student's transcript contains technical credit, credits may be applied to his or her degree plan. If necessary, 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 Office of Records. The transfer credit is posted to the student's transcript.

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

A student is responsible for completing the online Application for Graduation at least one term prior to the planned term of graduation. Students must complete the application for graduation via their My Trenholm portal and pay the graduation fee.

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.

SAFETY & SECURITY

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 Facilities and Chief of Police will serve in a supervisory capacity to assure continuity of performance and the continuation of a viable program. 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.

FIRST AID

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 in the following locations:

TRENHOLM CAMPUS:
A/B -Workroom and Presidents Office
C -Lewis Webb Office
D -Student Area
E- Staff breakroom
F – Front Desk
G- MPS
H- April Fricks office and in Sonography lab
J- Deans Office

LIBRARY TOWER:
Library- Library area and 4th floor in Institutional Research
JDEC- In work room

CULINARY:
Culinary- Kitchen Office

PATTERSON CAMPUS:
B -Workroom
D- Career Development
E – HVAC x2
F- Renovations
G – On wall by instructor's office by lab
H – Room 109

I – On shelf (one room)
J -In Classroom J114
K- In Classroom 102
L- Garage/Main Shop
M- M104 - Danny Carden's Office
N- Automotive ShopQ- in Breakroom

TRUCK DRIVING:
In teaching classroom on wall.

ACCIDENT RECORDS

In the event of an accident, in which an individual is injured, it is the responsibility of the employee to submit an Accident/Injury Report Form to the Chief of Police. 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. A copy of the Accident/Injury Form will be provided to the Office of Human Resources for additional processing, if applicable.

EMERGENCY HEALTH AND SAFETY PROCEDURES

Safety is a primary concern of H. Councill Trenholm State Community College. In the case of a student accident or sickness that requires emergency assistance, the college employee 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 into Human Resources.

7. The Vice President of Instructional Services or the Human Resources Director will forward the accident/injury report to the Chief of Police 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

FIRE ESCAPE ROUTES AND SEVERE WEATHER PROCEDURES

Due to the layout of the H. Councill 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 to properly notify all faculty, staff, and students. Messages will also be sent via CampusCast to the email addresses or phone numbers of all individuals who have provided contact information for this purpose.

Regular drills will be carried out 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 in the Safety and Security section 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. Ensure that all students are instructed in fire escape procedures.
2. Ensure that all students are safely out of the structure.
3. Secure all windows and doors in the assigned instructional area.
4. Ensure 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 CampusCast 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

ADMINISTRATIVE, PROFESSIONAL, AND SUPPORT STAFF

The following work schedule for administrative, professional, and support staff shall include forty (40) clock hours per week, excluding the lunch period:
Full-time day 7:30 a.m. to 5:00 p.m., M-Th & 8:00 a.m.to 12:00 Noon., Fri.
Full-time evening 12:30 to 10:30 p.m., M-Th & 8: a.m. to 12:00 Noon, Fri.

FULL-TIME FACULTY

The normal work week of full-time instructors and librarians shall be a *minimum* of 35 clock hours per week, exclusive of lunch and other regularly scheduled breaks. This does not mean that each instructor is to be on duty seven hours per day, but it does mean that each instructor is to have a regular schedule of instruction, office hours, advising, planning, and institutional duties. Lunch hours must be calculated into the work week and noted on the 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 and the Vice President of Instructional Services.

Full-time instructors, librarians, and counselors employed on an academic year contract (fall and spring semesters) shall work the number of instructional and non-instructional days as indicated by the college. Full-time instructors, librarians, and counselors employed on a twelve-month contract shall work the number of instructional and non-instructional days as indicated by the college. Those employed full-time for the summer shall work the number of instructional and non-instructional days as indicated by the college.

Each academic full-time instructor shall teach 15 to 16 credit hours per term or the equivalent for the academic year, fall and spring semesters, and 12 to 13 credit hours per term or the equivalent during the summer semester. In using the contact hour method of calculation typical for full-time faculty, no single faculty member shall have a direct student contact hour assignment that is less than 24 hours or exceeds 30 hours per week.

OFFICE HOURS (FULL-TIME FACULTY)

Full-time faculty are required to work **35 hours per week, excluding lunch**. When developing their semester work schedule (door schedule), faculty must designate **one office hour for each class taught**, with a minimum of **five (5) office hours per week for students**.

Faculty members teaching an overload(s) are required to maintain additional office hours. Depending on the type and amount of overload assigned, the minimum office-hour requirement may increase to **six (6) or seven (7) hours per week**.

Office hours are to be **specifically designated for assisting students enrolled in the faculty member's courses**. Faculty should be available during these designated times to provide academic assistance, answer course-related questions, address student concerns, and otherwise support student success. **Office hours must be clearly outlined in each course syllabus and posted in Canvas so that all students have ready access to this information.**

Exceptions: For Career Technical Education (CTE) or Health Professions faculty whose schedules include significant laboratory, clinical, or other required instructional hours, the Department Chair may approve a reduction in the minimum office-hour requirement when the faculty member's assigned schedule does not provide sufficient available time to meet the standard requirement. Approval to reduce minimum office hours must be sought from the Vice President of Instruction.

All approved office hours must also be clearly identified on the faculty member's semester schedule (door schedule).

There are no restrictions on how office hours can be conducted. Office hours can be conducted on campus or via online means in Canvas, Teams, Zoom, etc.

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 the appropriate

Dean for approval by the Vice President of Instruction, Executive Vice President and President on a semester-by-semester basis; approval shall be forwarded to the Office of Human Resources.

OFFICE HOUR (PART- FACULTY)

Part-time faculty are required to maintain a minimum of one (1) office hour per week, regardless of the number of courses they teach. This office hour should be designated for assisting students enrolled in their courses and must be clearly communicated to students through the **course syllabus and Canvas**. The office hour can be conducted on campus or via online means in Canvas, Teams, Zoom, etc.

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 weekday 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 online 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, Dean, and the Vice President of Instructional Services. 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. If special permission needs to be sought, only the Executive Vice President and President can approve such absences.

TEACHING LOAD AND HOURS

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

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 ASSIGNMENTS

It is the responsibility of the Department Chair, in consultation with the appropriate Dean, to make teaching assignments based on the instructional and operational needs of the College.

Teaching assignments are not restricted to specific days of the week, times of day, instructional locations, modalities, or terms. Faculty may be assigned courses during the day or evening, on various days of the week, and in different instructional formats or locations (including off-site locations), as appropriate to meet student and College needs.

Faculty may communicate scheduling preferences to their Department Chair; however, there should be no assumption or expectation that individual preferences will be accommodated or guaranteed. Teaching assignments are made based on enrollment, course demand, faculty qualifications, program needs, available resources, and the overall instructional needs of the College.

Teaching schedules and assignments may change from one term to another and should not be considered permanent or guaranteed.

Types of Teaching Assignments

Depending upon the course, program, faculty qualifications, and instructional needs of the College, faculty may be assigned to teach courses using various instructional formats and locations. Teaching assignments may include, but are not limited to, the following:

- **Traditional (On-Campus)**

A course in which instruction is delivered primarily face-to-face at a designated Trenholm State Community College location. Students and the instructor meet in person according to the established course schedule.

- **Online**

  A course in which instruction and course activities are delivered primarily through the College's approved learning management system, Canvas. Students complete coursework Modules online in accordance with established course requirements, deadlines.

- **Hybrid**

  A course that combines scheduled face-to-face instruction with required online instruction and activities. A portion of the traditional classroom instruction is replaced by structured online learning.

- **Virtual**

  A course in which students and the instructor meet remotely at scheduled days and times using the blue button in Canvas or using Teams or Zoom.. Virtual courses provide live, synchronous instruction without requiring students and faculty to be physically present in the same classroom.

- **Stacked**

  An instructional arrangement in which two or more low enrolled separate course sections are combined for instructional purposes and treated as one teaching assignment when approved by the College and the faculty member. Stacked courses may involve related courses or course levels taught together or apart because of enrollment, scheduling, programmatic, or other instructional considerations.

- **Clinical**

  A course or instructional assignment that provides supervised, hands-on learning in a healthcare, professional, or other approved clinical environment. Clinical instruction may occur at College facilities or at approved external clinical sites and is subject to applicable program, accreditation, licensing, safety, and site requirements.

- **Laboratory**

  A course or instructional component emphasizing supervised hands-on application of course concepts, skills, techniques, or procedures. Laboratory instruction may take place in science labs, computer labs, technical labs, shops, simulation environments, or other

specialized instructional settings.

- **Off-Site**

  A course taught at an approved location other than the College's primary instructional campuses or centers. Off-site locations may include schools, businesses, industry locations, community facilities, healthcare facilities, or other approved instructional sites.

- **Dual Enrollment**

  A college course offered to eligible high school students who are simultaneously enrolled in secondary school and Trenholm State Community College. Dual Enrollment courses may be offered at a high school, College location, online, virtually, or through another approved instructional format. Faculty teaching Dual Enrollment courses are expected to maintain the same approved college-level curriculum, academic rigor, student learning outcomes, and instructional standards required of comparable College courses.

INSTITUTIONAL TEACHING OVERLOAD

The president is authorized to approve overloads for faculty (ACCS 608.03). Overloads are not guaranteed nor can they be compelled by a faculty member.

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. Except in extenuating circumstances and as approved by the President, overloads will be limited to the following:
   a. A full-time instructor whose teaching load is calculated using semester credit hours may be employed to teach a maximum overload of eight (8) credit hours of overload.
   b. A full-time instructor whose teaching load is calculated using contact hours may be employed to teach a maximum overload of 13 additional contact hours per week or a two-course overload equivalent.

3. 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.
4. The College's overload policy and associated procedures should be published to full-time faculty.
5. If a faculty member is assigned an overload, he or she will be required to work the additional hours over their required 35-hour work responsibilities, excluding lunch.

LEAVE

THE ALABAMA COMMUNITY COLLEGE SYSTEM LEAVE POLICIES

Type	Description	Employees Benefited
Annual	Earn based on years of experience in ACCS	B, C, E, H
Institutional	Maximum of 5 days, noncumulative	B, C, E, H
Personal	Maximum of 2 days, noncumulative Maximum of 5 days, noncumulative	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.	B, C, D, E, H
Military	Maximum of 21 working days in a calendar year for required military service	B, C, D, E, H
Court	Special leave required court attendance	B, C, D, E, H
Parental	Up to eight weeks (based on eligibility)	B, C, E, H, D
Living Donor	Up to 30 days	B, C, E, H, D

LEAVE REQUESTS

All leave must be requested utilizing the online Banner Self-Service leave portal. Leave requests must be approved by the employee's immediate supervisor and the appropriate Dean or his or her designee, if applicable. 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 or her designee and notification of approval must be received by the requestor prior to taking leave.

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.

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.

ANNUAL LEAVE

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. Except as stated herein, 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. The one-day separation of a current employee transitioning to a contracted position shall not result in an annual leave payout or loss of accrual rate.

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.

SICK LEAVE

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.

Earned sick leave days which have been accrued by an employee are transferrable between the following: all public city and county school systems; the Board of Trustees of the Alabama Institute for the Deaf and Blind; the Alabama Youth Services Department District; the Board of Directors of the Alabama School of Fine Arts; the Board of Trustees of the Alabama High School of Mathematics and Science; the Alabama State Senate; the Lieutenant Governor; the Office of the Senate President Pro Tempore; The Speaker of the House of Representatives; the Alabama House of Representatives; the Legislative Reference Service; any organization participating in the Teachers' Retirement System (excluding state governmental departments not expressly listed); The Board of Trustees for ACCS; and all public four-year institutions of higher education.

The President may permit sick leave transfers from other Alabama State government departments not listed above who participate in the Retirement System of Alabama at his or her discretion, however the factors taken into consideration in exercising such discretion must be consistently applied.

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.

SICK LEAVE BANK

A. Sick Leave Bank 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 of 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.

PERSONAL LEAVE

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.

4.6. 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.

COURT ATTENDANCE

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.

INSTITUTIONAL SUPPORT LEAVE

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.

PROFESSIONAL DEVELOPMENT 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.

MILITARY LEAVE

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.

COMPENSATORY TIME AND LEAVE

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.

10. PARENTAL LEAVE

Parental Leave

Beginning July 1, 2025, paid parental leave for eligible employees may be available pursuant to the Alabama Public Employee Paid Parental Leave Act of 2025 in conformance with Alabama Code Section 36-6A-1, et seq., under the terms and conditions set forth in this policy.

A. Definitions**.** Unless stated otherwise herein, terms in this Policy shall have the same definition as provided in Alabama Code § 36-6-1, *et seq.*

1. Base Pay is defined as the eligible employee's current, ordinary rate of pay as reasonably determined by the college. Any supplement/stipend awarded for additional duties (such as $400 monthly division chair supplement, head librarian supplement, second-in-command pay, or extra duty pay of any kind) will not be considered part of base pay and shall not be paid while the eligible employee is on paid parental leave. Any supplement that is not tied to additional work (such as doctorate degree supplement) will be a part of base pay.

2. Healthcare Professional is defined as a physician, physician assistant, nurse practitioner, or midwife who is licensed to practice in his or her respective field in the State of Alabama.
3. Miscarriage is defined as "[t]he loss of an unborn child at or after 12 weeks gestation and is confirmed in writing by a healthcare professional." The term does not include an abortion as defined in Alabama Code Section 26-23H-3 unless necessary to prevent a serious health risk to the unborn child's mother as permitted under Alabama Code Section 26-23H-4.
4. Qualifying Event is defined as the birth, stillbirth, or miscarriage of an eligible employee's child, or certain adoption placements which meet the requirements for parental leave.
5. Stillbirth is defined as "[t]he loss of an unborn child at or after 20 weeks gestation that is confirmed in writing by a healthcare professional." The term does not include an abortion as defined in Alabama Code Section 26-23H-3 unless necessary to prevent a serious health risk to the unborn child's mother as permitted under Alabama Code Section 26-23H-4.

B. Parental Leave. An eligible employee shall be entitled to the following:

1. 8 weeks of paid parental leave for a mother in connection with the birth, stillbirth, or miscarriage of her child;
2. 2 weeks of paid parental leave for a father in connection with the birth, stillbirth, or miscarriage of his child;
3. weeks of paid parental leave in connection with the placement of a child with an eligible employee for adoption, provided the child is three years of age or younger at the time that he or she is placed with the eligible employee.

If parents who jointly adopt a child are both eligible employees of either ACCS, a community college, a local education agency, or a state agency, one parent shall be entitled to eight weeks of parental leave and one parent shall be entitled to two weeks of parental leave in connection with the adoption. Coordination and documentation between the two employing entities will be required.

C. Eligible Employee

1. An employee is eligible for Parental Leave if the employee is both:
    a. Full-time with entitlement to leave benefits with the college (such as those on Schedules B, C, D, E, H and some contract employees who earn leave like a Schedule B, C, D, E, H employee) and

    b. Has been employed with the college in a full-time position with leave benefits for at least 12 consecutive months immediately preceding the occurrence of a qualifying event.
2. An employee is not eligible for Parental Leave if the employee is an adjunct, part-time employee who is not on Schedule H, or an on-call, seasonal, hourly, or temporary employee. In addition, most Schedule L employees and some contract employees also do not meet this definition.

D. Establishing Eligibility

1. Prior to granting parental leave, the college requires the employee to complete a Parental Leave certification form, as provided by the college.
2. In addition to the certification form, the college shall require an employee requesting parental leave to provide acceptable proof in support of the request for parental leave.
    a. For birth/stillbirth, acceptable forms of proof would include but are not limited to a birth or stillborn certificate with the employee's name listed as parent.
    b. For stillbirth/miscarriage, acceptable forms of proof would include appropriate healthcare professional certification with employee name listed as parent.

c. For adoption placement, acceptable forms of proof include but may not be limited to a birth certificate for adoptee, formal placement documentation such as affidavits or government agency letters, and formal adoption proceeding documentation.

3. An eligible employee may not take parental leave under this policy unless he or she meets all of the following requirements:
   a. Submits a completed certification as set forth in Paragraph (D)(1); and
   b. At least 30 calendar days prior to the use of the parental leave, the eligible employee shall provide by email to the immediate supervisor and head personnel in Human Resources a written plan regarding his or her intended use of the parental leave and any other leave he or she intends to take in connection with a qualifying event, in conjunction with or on any form required by the college; and
   c. The eligible employee shall agree in writing that he or she will not separate from employment with the college for a period of at least eight weeks following the conclusion of any leave taken in connection with a qualifying event, in any form or agreement required by the college.
      i. Any periods of leave, whether paid or unpaid, or other periods of non-duty status (e.g., use of accrued leave balances, use of unpaid leave, compensatory time, college closures, holidays) will not count toward the 8-week work obligation.
      ii. The 8-week obligation will not start running or being counted and calculated until after all intermittent or reduced schedule leave, as well as any other leave associated with the qualifying event, has been completed.

      iii. The term "separate from employment" in this subparagraph refers to any form of employment separation, including an involuntary termination.

4. In the event of an emergency that prevents an eligible employee from completing the requirements of paragraph (D)(3) prior to taking parental leave, the eligible employee shall complete the requirements as soon as practicable, and in no event later than 14 calendar days, after the emergency has ended, including providing sufficient documentation to establish a qualifying condition and emergent event.

E. Leave Prior to Qualifying Event. In the event an employee desires to take paid parental leave prior to the occurrence of a qualifying event, the employee must comply with all of the requirements of Paragraph (D) above, and the employee must provide acceptable proof in support of the early request for parental leave.

1. Prior to the qualifying event, "in connection with the birth" shall mean the eligible employee is (a) attending prenatal appointments or other visits to a Healthcare Provider due to the expected birth of a child; (b) has been hospitalized in expectation of the birth of a child or due to a condition caused by or related to the expected birth of a child; or (c) otherwise requires leave due to a Healthcare Provider's order requiring the mother to limit her physical activity prior to the expected birth of a child.
2. Prior to the qualifying event, "in connection with the placement of a child with an eligible employee for adoption" shall mean the eligible employee is utilizing leave for one of the following: (a) meeting with an attorney regarding the adoption of the child; (b) hosting in-home visits necessary for the completion of the adoption; (c) attending judicial proceedings regarding the adoption of the child; (d) attending counseling sessions regarding the adoption; (e) submitting to a physical examination for adoption purposes; or (f) traveling to another country to complete an adoption.
3. The term "in connection with the placement of a child with an eligible employee for adoption" shall not include foster care or the placement of a child with the employee for any other temporary or non-adoption purpose.

F. Compensation. Parental leave under this policy shall be paid at 100 percent of the eligible employee's base pay and shall remain at 100 percent of the employee's base pay as if the eligible employee worked continuously from the date that parental leave commenced until the eligible employee's return to work.

G. Duration

1. Parental leave under this policy is available for use only during the 365 days following the commencement of a qualifying event or within 365 days of the eligible employee taking parental leave, whichever occurs sooner.
2. Parental leave under this policy may be used continuously, intermittently, or on a reduced scheduled basis. Eligible employees utilizing intermittent or reduced schedule leave under this rule shall be subject to the following limitations:
    a. Eligible employee shall maintain a continuing parental role with any child whose birth or adoption was a qualifying event (this means that intermittent leave is reserved only for time spent bonding with, caring for, or fulfilling a parenting role and it is a violation to use parental leave in birth or adoption context to work second jobs, vacation without the child, or otherwise not parent); and
    b. Any intermittent or reduced scheduled leave must be agreed to by the college prior to the start of the leave.

H. Restoration to Position. Upon the expiration of parental leave, the college shall restore the eligible employee to the position that he or she held at the time of the qualifying event or to an equivalent position with equivalent seniority, status, employment benefits, pay, and other terms and conditions of employment, including fringe benefits and service credits, that the eligible employee received or was entitled to prior to the commencement of his or her parental leave.

I. Failure to Comply. Any failure of the employee to abide by this policy may result in the college denying paid Parental Leave. The college may recover any improperly

granted paid Parental Leave, whether it be through the substitution of other available leave, leave without pay, offset, or otherwise. Specifically, if an employee fails to comply with any return-to-work agreement, the College shall recover from the employee, by offset or otherwise, an amount equal to the eligible employee's hourly rate of pay multiplied by the number of hours the eligible employee failed to work in compliance with the return-to-work agreement. Any such recovery shall comply with the federal Fair Labor Standards Act, as applicable.

J. Limitations

1. Approved parental leave does not require the employee to exhaust his or her sick leave, annual leave, or any other leave or paid time off.
2. An eligible employee may only use parental leave in connection with one qualifying event during a 365-day period, even if more than one qualifying event occurs.
3. After an eligible employee exhausts all available parental leave, any additional leave an employee wishes to take shall be taken in accordance with college policies.
4. Eligible employees using parental leave under this policy shall follow the college's customary leave practices that are not contradicted by this policy.
5. Any leave taken under this policy shall run concurrently with any leave granted under Alabama Code § 25-1-61 and the Family and Medical Leave Act of 1993.
6. Parental leave has no cash value. Any unused parental leave may not be used to calculate an eligible employee's retirement benefits. Unused parental leave shall not roll over, be reserved for use during a subsequent qualifying event, or be paid to the eligible employee.

7. The President of the college may waive the return-to-work agreement set forth in paragraph (D)(3)(c) in circumstances where the eligible employee is unable to return to work due to their own serious health condition or a serious health condition of an immediate family member. However, the college has no obligation to do so.

8. This parental leave policy is not effective until July 1, 2025. If a qualifying event occurs prior to this date, the employee will not be eligible for parental leave under this policy.

11. LIVING DONOR PAID LEAVE

Living Donor Paid Leave

Beginning October 1, 2026, under the Alabama Living Donor Protection Act, an eligible college employee may be granted paid living donor leave for donating an organ or bone marrow upon the fulfillment of conditions set forth in this section.

Eligibility: Eligibility shall be determined by the College's human resources office. To be eligible for living donor paid leave, a college employee meet all three requirements:(1) the employee must be permanently employed,(2) the employee's compensation must be derived in whole or in part from funds appropriated in the State General Fund or Education Trust Fund, and (3) the employee must have at least one year of current service with the college.

"Permanently employed" personnel do not include part-time, as needed, occasional, and other temporary personnel, but it does include those on Salary Schedules B, C, D, E, H.

An example of a college employee whose compensation is not derived in whole or in part from funds appropriated in the State General Fund or Education Trust Fund would be a worker whose complete salary and benefits (100%) are covered by a third-party which also does not obtain its funding from the State General Fund or Education Trust Fund.

Conditions: To maintain eligibility for living donor leave, the employee must fulfill the following conditions: (1) Submit written request for leave to the employee's supervisor, accompanied by written verification from the physician who will be performing the medical procedure detailing the date of the procedure and the type of procedure (organ or bone marrow); (2) Receive a recommendation for approval for

the leave from the supervisor; and (3) Receive approval of the leave from the President (or his/her designee).

Leave Rules:

- Eligible employees may be granted up to 30 days of living donor leave with pay for donating an organ.
- Eligible employees may be granted up to 7 days of living donor leave with pay for donating bone marrow.
- Living donor leave may only be taken consecutively from the date of the medical procedure: intermittent leave is not available.
- Living donor leave shall be a separate classification of leave which shall not apply to or exhaust an employee's accrued or available leave.
- The college may not retaliate or discriminate against an employee for requesting or using living donor leave.
- Any supervisor who denies an employee living donor leave must provide written justification to be reviewed by the President (or his/her designee).

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 Vice President or Dean. An Over-Time/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 Business Office will maintain the online 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.

JOB-RELATED INJURIES

All policies, procedures, and employee rights related to on-the-job injuries are replaced by the **2025 Code of Alabama, Title 16, Chapter 1A, Maryann Leonard Educators' On-the-Job Injury Act**, as adopted under **ACCS Policy and Chancellor's Procedures 610.02** and available at: https://www.accs.edu/about-accs/board-of-trustees/policies-and-procedures/#32c35d6a200626821.

Employees and supervisors should refer to this Act and the associated ACCS policy for all matters concerning work-related injuries, reporting requirements, benefits, and applicable procedures.

For additional guidance or assistance, please contact the Office of Human Resources immediately.

EMERGENCY MANAGEMENT

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. Councill 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 Trenholm Chief of Police is the focal point for two-way communication. Each employee shall notify the Trenholm Chief of Police of any emergency. The Trenholm Chief of Police will notify the President or designee. The Trenholm Chief of Police shall notify each department as needed concerning the emergency.

In the event of a college shut down all Faculty, Staff and Students will be notified by the Trenholm Alert System when decided by the President of the College. All students are enrolled in Trenholm Alert at the beginning of each semester.

REPORTING EMERGENCIES

Campus Emergency Service

When calling, stay calm and carefully explain the problem and location to the Trenholm Chief of Police. DO NOT HANG UP UNTIL TOLD TO DO SO.

In an emergency situation, call 911.

Trenholm Campus, Library Tower and JDEC call:

(Chief of Police) 334-224-5146

Patterson Campus …….……334-799-6553

Patterson Campus Location: Building D

Trenholm Campus …….334-224-2723

Trenholm Campus: Building ENote: Refer to the Campus Safety and Security Procedures located at https://www.trenholmstate.edu/uploads/Policies-Procedures/SafetySecurityPlan_06172017.pdf 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

FACULTY/STAFF MEETINGS

All employees are required to attend divisional meetings, professional development activities, general assemblies, and special "called" meetings. 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 taking place on campus should be scheduled on the College Calendar. Internal activities should be scheduled using an Activities Request Form (intranet) and scheduled through the Administrative Assistant to the President. External activities 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, process a "Rental Application and Agreement Form," if appropriate, 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.

STUDENT SUCCESS CENTER

New or prospective students are encouraged to visit the Student Success Center (SSC) to address any questions they might have concerning transition to college, course materials, study skills, career exploration or strengthening their skills in English, math or reading. State-of-the-art computers with Internet connection are available for student research. 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 Accuplacer Assessment information, contact the Director of the Student Success Center.

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 Financial & 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 Financial & 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.

TRAFFIC AND PARKING

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

to 10:30 p.m. Students, Faculty, and Staff will all be issued parking passes. Faculty and Staff will be assigned a numbered Blue Parking Pass which must remain visible at all times while parked on campus.

BUSINESS OFFICE HOURS

The College's Business Office is open Monday through Thursday from 7:30 a.m. until 5:00 p.m. and Friday from 8:00 a.m. until 12:00 Noon.

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.

GRADUATION

A graduation ceremony will be held annually. Graduation exercise attendance is required of all full-time employees with faculty status. All staff members of the College are 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 and/or the Vice President of Instructional Services. All visitors must follow all appropriate policies expected of students and/or employees while on campus.

FOOD AND DRINK

Food and drink in classrooms and labs/shops are permitted at the faculty member's discretion. Faculty members may establish reasonable expectations regarding food and beverages within their individual classrooms and instructional spaces. Restrictions may be imposed when necessary to protect equipment, maintain safety and cleanliness, or comply with specific laboratory, shop, or program requirements. Students are expected to follow the guidelines established by the faculty member for each class.

SMOKING

Pursuant to State law, it is the official policy that Trenholm State is tobacco free. Therefore, smoking (including e-cigarettes and vaping) 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 or use of e-cigarettes within 30 feet of any campus building is prohibited.

For the purposes of this policy, a "tobacco product" is defined to include any lighted or unlighted cigarette, vaping mechanisms, cigar, pipe, bidi, clove cigarette, including e-cigarettes 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 police.

DRUGS AND ALCOHOL

Purpose

In compliance with the Drug-Free Workplace Act of 1988 and with federal regulations, including 49 CFR 382.103, and the Drug and Alcohol Clearinghouse, Trenholm State Community College

(Trenholm State or College) has a longstanding commitment to providing a safe, quality-oriented, and productive work environment. Alcohol and drug abuse pose 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 at 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, 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

1. Pre-Employment Testing:

Before hiring or promoting individuals into positions involving safety-sensitive functions, such as Commercial Driver's License (CDL) holders, the Trenholm State Community College shall conduct pre-employment drug and alcohol testing in compliance with 49 CFR 382.103. Additionally, the College shall obtain Motor Vehicle Reports (MVRs) from the Alabama Law Enforcement Agency (ALEA) for all individuals obtaining or maintaining a CDL, regardless of their position within the institution. (Check 49 CFR Part 40, "Procedures for Transportation Workplace Drug & Alcohol Testing Programs.")

All CDL program 3rd Party Examiners should be tested.

Requirements:

- Obtain and place in file an MVR – lifetime inquiry.
- Pre-employment drug and alcohol test
- Check DAC (Drug & Alcohol Clearinghouse – FMCSA)
- Print driver qualifications from DAC for the file (files for each individual should be built and maintained – documenting that the individual is not prohibited from hire)
- Keep a copy of the pre-employment drug test in the file.
- Copy of driver license in the file
- For CDL employees – DOT Medical Card for 3rd Party Examiners placed in file.

2. Reporting Requirements:

Employees who fail a drug or alcohol test and are listed in the Drug and Alcohol Clearinghouse must notify their immediate supervisor at the College and inform the Alabama Law Enforcement Agency, specifically (currently) Mrs. Rhonda Harris and/or SGT Brian Duke.

3. Random Drug and Alcohol Testing:

To ensure compliance and safety, the College shall review the DOT Random Testing Rates annually, following the federal chart requirements for annual minimum testing rates established within DOT Agencies for the given year by implementing random drug and alcohol testing. Current regulations require random drug testing for a minimum of 50% of CDL personnel annually, and alcohol testing for a minimum of 10% annually. This shall be conducted on a random basis (select employees for testing). Testing shall be conducted using FMCSA-approved tests. Drug and alcohol testing should be coordinated by the College's Human Resources department. Information of a failed test that will affect programming should be shared with the President, Dean, or Chair of the CDL program, so delays will not hinder a student's ability to obtain a quality education and training and job/career in business & industry.

4. Annual Reviews:

Annual reviews shall be conducted in January of each new calendar year. These reviews shall include checking each employee in the Drug and Alcohol Clearinghouse to ensure compliance with federal regulations. Records should be maintained at all times on each individual employee

and placed in the employee's file.

A DAC (Drug and Alcohol Clearinghouse) check must be performed annually.
Conduct the review in the month of January (suggested so you don't have to keep up with each individual hire date and possibly miss a review).

No MVR (Motor Vehicle Report) is required – college personnel for CDL are exempt.

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 mood/mind altering substances. 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 Facilities 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.

Additional CDL Truck Driving – Drug and Alcohol Requirements:

1. All CDL students must obtain a CDL permit, DOT physical, Motor Vehicle Report, and DOT drug screening prior to the start of class, and will be reviewed by the Trucking Program personnel.
2. All CDL students must register in the FMCSA Drug and Alcohol Clearing House and sign a consent form for a query to be performed by Trucking Program personnel.
3. All CDL students are subject to random drug and alcohol testing during the duration of the class. These random tests are performed by Drug Test Services at 233 Winton Blount Loop,

Montgomery, AL (State Approved site).

4. All truck driving instructors are subject to an annual drug and alcohol query in FMCSA Clearing House.
5. All truck driving instructors are subject to random drug and alcohol testing annually at Drug Test Services at 233 Winton Blount Loop \, Montgomery, AL, or applicable drug testing procedures outlined in TSCC's Drug and Alcohol Policy.

Student CDL Participants

Students participating in CDL programs shall be treated as prospective employees and considered for pre-employment drug screening. Their names shall be placed on a random drug screen list/random pool for testing, although they may not remain in the program long enough to be tested.

This follows protocol from the FMCSA, and in a perfect world, the individual will have their CLP (Commercial Learner Permit) and could be sent for a drug test.

Post-Accident Testing

In the event of an accident involving injury, death, vehicle towing, or citation issuance, mandatory drug and alcohol testing shall be conducted for the involved employee(s).

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).

Training for Recognition of Impaired Individuals

Training will be provided on an annual basis for supervisors to recognize employees who may be under the influence of drugs and/or alcohol. Training may be completed online, and successful completion shall provide a certificate of completion.

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 Executive Vice President/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.

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 Facilities. He may be contacted on his cell phone at 799-6567. If the Director of Facilities cannot be reached, the emergency should be reported to the Executive Vice President and the Vice President of Instructional 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 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 sent through the Trenholm Alert System. 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 ensure 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. 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 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.

All fund-raising activities conducted by College employees and student organizations on

behalf of the College must receive written approval from the President prior to beginning any fund-raising campaign.

PROFESSIONAL DEVELOPMENT

Opportunities for professional development exist for all employees of H. Councill Trenholm State Community College. Personnel should be guided by the regulations in the Alabama Community College System Board of Trustees Policy for professional activities. Attendance at professional development seminars, workshops and conferences is expected of the professional employees at H. Councill 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.

PROFESSIONAL GROWTH PLANS

Faculty Professional Growth Plan Policy

The following policy will be used to guide the College in determining rank increases for faculty. The policy follows and is consistent with the Alabama Community College Board of Trustees Policy 605.02: Faculty Qualifications and the Chancellor's Procedure for Policy 605.02.

1. Initial rank placement for a faculty member is determined by the instructor qualifications as outlined in Policy 605.02: Faculty Qualifications.
2. Advancement in Rank Through the Professional Growth Plan
    a. The College's official Faculty Professional Growth Plan will be used by the instructor to notify the college of a desire to pursue additional credentials for advancement in faculty rank. A new plan must be submitted when an instructor desires to advance to any rank not covered by a previously approved plan. If an instructor's plan is for the purpose of rank advancement, the plan must be approved by the President in advance of the instructor commencing the course of study included in the plan.

b. Under this policy, the President is not required to approve a Faculty Professional Growth Plan. The President may consider the fiscal and instructional needs of the College prior to approving/disapproving a Faculty Professional Growth Plan.
c. The Vice President of Instructional Services is the administrator responsible for establishing the instructor's initial rank (with the President's approval) which determines appropriate starting salary, assisting the instructor in developing his/her professional growth plan, and assisting the instructor in advancing in rank by approving the appropriate plan.
d. The Faculty Professional Growth Plan can be found under My Trenholm→ "Alabama.edu My Trenholm Portal" under Academics in Internal Forms. It should be completed by the instructor and routed to the appropriate dean, the Vice President of Instructional Services, and the President for approval/disapproval.
e. The instructors' professional growth plans ("plans") shall be maintained in their respective personnel files in the College's Human Resources office. Plans will be utilized to verify instructor changes in rank. A professional growth plan approved by the President will be the only means by which an instructor can advance in rank at the College.
f. Instructor rank may change only once per year. The instructor must provide documentation to verify accomplishment of planned activities to qualify for advancement in rank prior to September 1 each year.

1. Advancement in Rank by Means of Additional College/University Education
   a. The professional growth plan for an instructor who seeks to advance in rank by means of additional college/university coursework must include an approved course of study with appropriate college/university advisor signature(s). This course of study must lead to the appropriate standard required to advance to the intended rank. A college/university advisor, with the student's permission, may change the course of study, but the changes must lead to the same standard with the same major to allow the instructor to advance to the appropriate higher rank. A course of study is defined as a complete list of all courses and other work (such as research, thesis, examinations, or dissertation) required by the college/university granting the degree.

All changes to the course of study must be submitted to College President for approval. Official transcripts verifying the completion of the course of study and the awarding of any required degree as outlined in the plan must be submitted to the President before the rank increase is approved.

b. An instructor who changes instructional programs prior to achieving the higher rank may change majors included in the professional growth plan with approval of the President. The revised plan will include the new course of study signed by the college/university advisor.

2. Fulfilling the In-Field Requirement for Advancement in Rank for Group B and Group C Instructors

a. The information in this section is only applicable to instructors in Group B and Group C.

b. Instructors who wish to use corporate or other external training as a graduate semester hour equivalency to meet the in-field requirement must include the plan for obtaining the corporate and/or external training in the Faculty Professional Growth Plan that is approved by the President.

3. General Considerations for Rank Placement and Increase

a. For initial assignment or advancement to a given rank, a Group A instructor must meet both the degree requirement and the in-field requirement of that rank; Group B and Group C instructors must meet the degree requirement, the in-field requirement, and the work requirement.

b. Instructors in Group C (i.e., those who teach in programs in which the highest award is a short-term certificate or certificate) may be considered "grandfathered" in that credential group and in their current rank if the college makes the decision to change the program to one in which the associate degree is offered. An instructor so grandfathered will follow the policy and procedures for increasing rank in Group C. Decisions of this nature shall be applied consistently.

Deans (Plus) and Professional Staff (Salary Schedules B and C):

Employees paid on the "B and C" salary schedules who hold or earn a doctorate from an accredited institution shall receive $2,000 per annum to salary, prorated monthly. The employee must provide documentation (copy of transcript with confer date) to verify the accomplishment of the degree before September 1 of each year.

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. The employee must provide documentation to verify the accomplishment of the growth planned activities to qualify for advancement in rank before September 1 of each year.

A copy of the form used to initiate the approval of the Professional Growth Plan is found under My Trenholm→ "Alabama.edu My Trenholm Portal" under Human Resources in Internal Forms.

SYLLABI

Course Syllabi, Curriculum Requirements, and Academic Freedom

All course syllabi are created and managed through the **Simple Syllabus** platform. Faculty are responsible for ensuring that their syllabi are complete, accurate, and current for each academic term. Syllabi must be submitted by the established deadline at the beginning of each term and are subject to review and approval by the appropriate Department Chair and Assistant and/or Associate Dean.

Trenholm State Community College recognizes and supports academic freedom and the professional judgment of faculty in determining appropriate instructional methods, teaching strategies, classroom activities, supplemental materials, and approaches to presenting approved course content.

However, academic freedom does not authorize an individual faculty member to independently alter the approved curriculum of the College or the Alabama Community College System (ACCS). Faculty must teach the course as officially approved, including the established

course description, required student learning outcomes, credit/contact hours, and other applicable curriculum requirements.

Faculty may enrich or supplement the curriculum when appropriate, but supplemental content may not replace, eliminate, substantially modify, or conflict with required ACCS course content or College-approved curriculum requirements. Changes to an approved course or curriculum must proceed through the College's established curriculum review and approval processes and, when applicable, ACCS and other regulatory or accrediting requirements.

Accordingly, faculty academic freedom exists within the framework of the officially approved curriculum, institutional policies, applicable ACCS policies and procedures, accreditation requirements, and state and federal law. This balance protects faculty members' professional discretion in how they teach while ensuring that students receive the curriculum and learning experiences associated with the course for which they are enrolled and awarded academic credit.

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 Advisory Committee Minutes template 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.
7. Meet no less than twice annually.

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. Teams, councils, and committees whose work substantially impacts instructional matters will have a majority faculty membership. These will include, but not be limited to, the Curriculum Committee, Distance Education Committee, Student Disciplinary Team, and Academic Calendar Committee.

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 the College 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 as necessary.
2. Trenholm State will report all necessary information, as required by law, to the County or State Health Department.
3. 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.

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.

PROFESSIONAL ATTIRE/DRESS CODE

Employees are expected to maintain a professional appearance appropriate for a college environment. Business Casual is the standard of dress for employees during the regular workday. Clothing should be neat, clean, appropriate for the workplace, and reflective of the professional image of the College.

The College recognizes that some employees work in technical labs, shops, clinical settings, or other instructional environments where traditional Business Casual attire may not be appropriate or safe. In these areas, employees may wear appropriate trade, industry, clinical, or safety-related attire consistent with the work being performed. This may include uniforms, scrubs, work shirts, protective footwear, or other clothing customary for the profession or required for safety.

Employees should use good professional judgment when selecting workplace attire. Regardless of the work setting, clothing should be appropriate for interaction with students, colleagues, visitors, business and industry partners, and members of the community.

In short: Business Casual is the College standard unless the employee's instructional or work assignment requires appropriate professional trade or safety attire.

EQUAL ACCESS AND OPPORTUNITY FOR MINORITY AND BUSINESS PROFESSIONALS

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
https://www.accs.edu/about-accs/board-of-trustees/policies-and-procedures/
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. Councill 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. Councill 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 her designated representative may immediately suspend the student, pending a formal hearing by the H. Councill 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

Academic Freedom and Curriculum Responsibility

The College recognizes and supports **academic freedom** as an essential component of teaching and learning. Faculty members are encouraged to engage students in thoughtful inquiry, introduce appropriate perspectives related to the subject matter, select effective instructional strategies, and exercise professional judgment in the delivery of course content. Academic freedom allows faculty to foster discussion, encourage critical thinking, and approach course material in ways that support student learning and the achievement of established course outcomes.

What Academic Freedom Does Not Mean

Academic freedom does **not** provide faculty with unrestricted authority to change the established curriculum of the College or the Alabama Community College System (ACCS).

Faculty members may exercise professional judgment regarding **how approved course content is taught**, but they may not independently determine **what constitutes the official curriculum** for an approved course or program.

Accordingly, academic freedom does not authorize an individual faculty member to:

- Remove or disregard required course content, competencies, learning outcomes, or instructional requirements;
- Substitute substantially different content for the approved curriculum;
- Change the official course title, credit hours, contact hours, prerequisites, or other

established course requirements;

- Add, remove, or replace courses within an approved program of study or academic pathway without appropriate approval;
- Alter curriculum requirements established by ACCS, the College, accrediting bodies, licensing agencies, or other applicable regulatory authorities; or
- Represent an individually modified curriculum as the official curriculum of the College.

Faculty members who identify a need for a curriculum change are encouraged to recommend changes through the College's established **curriculum review and approval process**. Curriculum improvement is an important part of faculty responsibility; however, proposed changes must receive the appropriate institutional and, when applicable, external approvals **before they are implemented**.

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 and 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. 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.

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 is 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 only.

SOCIAL MEDIA GUIDELINES POLICY

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 violate 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

The proper exit is required for every separating employee to ensure the return of all college-owned property and that access to college systems has been cancelled. Employees must exit through the Office of Human Resources and all college-owned equipment must be returned before the final paycheck is released.

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

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 the employee may note his/her specific disagreement at the bottom of the LOA or by attached letter. Failure to sign and return a Letter of Appointment as required in a timely manner 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

Trenholm State Community College recognizes that special or extenuating circumstances may occasionally arise in which allowing an employee to temporarily perform some or all assigned duties remotely may be in the best interest of the employee and the College.

Remote work is **not a standard work arrangement, employee benefit, or entitlement**. The College's normal expectation is that employees perform their assigned duties at their designated College work location. However, limited remote work may be authorized on a temporary basis when special circumstances warrant such an arrangement and the employee's job responsibilities can be effectively performed remotely.

Special Circumstances

Temporary remote work may be considered in circumstances including, but not limited to:

- Temporary illness, injury, or recovery;
- Pregnancy-related circumstances;
- Temporary personal or family circumstances;
- College operational needs; or
- Other unusual or extenuating circumstances determined to warrant consideration.

The existence of a special circumstance does not automatically qualify an employee for remote work. The employee's position, assigned responsibilities, operational needs of the department, ability to effectively serve students and the College, and other relevant factors must be considered.

Approval

Remote work under this policy may be authorized **only in exceptional or special circumstances**.

The **Executive Vice President (EVP)** must recommend/request the remote work arrangement based upon the circumstances presented. **Final approval rests with the President of the College.**

Employees may not independently establish a remote work schedule or consider a request approved until authorization has been granted by the President.

The President retains the discretion to approve, deny, modify, limit, or discontinue a remote work arrangement at any time based upon the needs and best interests of the College.

A request involving a medical condition, disability, pregnancy, or other legally protected circumstance may also involve rights or responsibilities under applicable federal or state law,

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-mentioned 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 of.

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 of, 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 a time that 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 completed 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 pieces 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. chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.trenholmstate.edu/wp-content/uploads/2024/09/TSCC-Fiscal-Policies-and-Procedures-Manual-Final-07-15-24.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.

FIREARMS ON CAMPUS

I. Firearms are prohibited on campus or on any other facility operated by the institution. Exceptions to this policy are:
   - A. Law enforcement officers legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties or an instructional program in which firearms are required equipment.
   - B. Individuals not otherwise prohibited from possession of a firearm by state or federal law may possess a firearm and ammunition for that firearm in the individual's privately owned motor vehicle while parked or operated on the grounds of the institution; provided, that the individual satisfies all of the following conditions:
     1. If the firearm is a pistol, the individual is not generally prohibited from possession of a pistol by state or federal law.
     2. If the firearm is any firearm legal for use for hunting in Alabama other than a pistol:
        - a. The individual possesses a valid Alabama hunting license.
        - b. The firearm is unloaded at all times while on the grounds of the institution.

c. It is during a season in which hunting is permitted by Alabama law or regulation.
d. The individual has never been convicted of any crime of violence.
e. The individual has no documented prior incidents on the grounds of the institution involving the threat of physical injury or which resulted in physical injury to another.

3. The motor vehicle is operated or parked in a location where it is otherwise permitted to be.
4. The firearm is either of the following:
   a. In a motor vehicle attended by the individual and kept from ordinary observation within the individual's motor vehicle.
   b. In a motor vehicle unattended by the individual, kept from ordinary observation and locked within a compartment, container, or in the interior of the individual's privately owned motor vehicle or in a compartment or container securely affixed to the motor vehicle.
   c. Armed Security Personnel employed by Trenholm State Community College or Armed Security Personnel assigned to Trenholm Community College as part of a contract to provide security services to the college.

II. If the institution believes that an individual presents a risk of harm to himself, herself, or to others, the institution may inquire as to whether the individual possesses a firearm in his or her private motor vehicle. If the individual does possess a firearm in his or her private motor vehicle on the property of the institution, the institution may make any inquiry necessary to establish that the individual is in compliance with section (B) above.

A. If the individual is not in compliance with section (B), the institution may take adverse action against the individual, at the discretion of the institution.

COLLEGE LOCAL POLICIES AND PROCEDURES

College Local Policies and Procedures

According to the Alabama Community College System (ACCS) Board Policy 210.01: Policies, the President is responsible for developing local policies governing the institution. Local policies must comply with established ACCS Board of Trustees policies, Chancellor's procedures or guidelines, federal and state statutes, and appropriate judicial directions. These local policies should be included in the appropriate institutional documents.

Procedure for Adoption and Revision of Local Policies

A new policy draft is submitted to the College's Policy Review Committee for initial approval. Upon approval by the Policy Review Committee, the policy is presented to the President's Cabinet for final approval and recommendations, if applicable. Upon approval and adoption by the President's Cabinet, the faculty and staff are informed of the new policy via email and published in the Employee Handbook and other institutional documents, as necessary.

Revisions to all local policies follow the same approval.

Procedure for Adoption and Revision of ACCS Policies

Alabama Community College System policy supersedes local policy. Trenholm State Community College is required to follow the policies adopted by the ACCS Board of Trustees. Therefore, all new ACCS policies are automatically adopted by the College and are not required to go through the approval process outlined above for local policies.

The ACCS Board of Trustees may periodically revise existing ACCS policies, which the College will automatically adopt. The ACCS Board of Trustees approves ACCS policy revisions and, therefore, are not required to go through the approval process outlined above for local policies.

Executive Discretion

The President has the discretion to establish or revise administrative policies and guidelines, while still adhering to ACCS Board of Trustees Policies. The President’s discretion is used to ensure efficiency in administrative processes within the College, and therefore, not required to go through the approval process outlined above.

PRIVACY

Purpose

Trenholm State Community College is committed to protecting your privacy and making it easier and more efficient for individuals and businesses to interact with the College. It is critical for individuals and businesses to be confident that their privacy is protected when visiting Trenholm State Community College campuses and websites.

Scope

The Privacy Policy applies to all individuals who access the campus computer systems, websites and networks.

Policy

Trenholm State Community College does not collect any personal information unless it is provided voluntarily by sending an e-mail, completing a request form or application, accessing online services, or interacting in distance education courses.

When visiting trenholmstate.edu, the college may automatically collect and store the following information about your visit:

- The Internet Protocol address of the computer that accessed the site
- The type of browser, its version and the operating system on which that browser is running
- The web page from which the user accessed the current web page
- The date and time of the user's request
- The pages that were visited and the amount of time spent on each page

The information automatically collected is used to improve the college's website content and to help administrators understand how users are interacting with its websites. This information is collected for statistical analysis and to determine what information is of most and least interest to our users.

The information collected on Trenholm States websites is not collected for commercial marketing purposes and the college is not authorized to sell, or otherwise disclose, the information collected for commercial marketing purposes.

Trenholm State Community College may collect or disclose personal information without consent if the collection or disclosure is:

- made pursuant to a court order or by law
- for the purpose of validating the identity of the user

- information to be used solely for statistical purposes that is in a form that cannot be used to identify any particular person

Trenholm State Community College may disclose personal information to federal or state law enforcement authorities to enforce its rights against unauthorized or attempted unauthorized access to college information technology assets.

Information that is collected via Trenholm State Community College systems from the user will not be used for any other purpose than what it was intended for, except for the exceptions stated above.

Among the laws and regulations that mandate baseline privacy and information security controls, the most notable for TSCC include the following:

Health Insurance Portability and Accountability Act (HIPAA) - Protective Health Information (PHI) may be used and disclosed for Treatment, Payment, and Healthcare Operations (TPO). The information that is disclosed must meet the "Minimum Necessary" standard. This means the least information required to accomplish the intended purpose.

Family Educational Rights and Privacy Act (FERPA) - Protects the privacy of student education records and gives parents certain rights with respect to their children's education records.

In addition to the Trenholm State Community College Catalog and Handbook, the following yearly FERPA notification is supported by TSCC IT and is provided for all students. Additional student privacy information, may be found on the Family Policy Compliance Office website by following this link: http://familypolicy.ed.gov/

Payment Card Industry (PCI) Data Security Standards – A framework of standards and compliance requirements designed to protect consumer payment card data.

Trenholm State Community College supported information systems do not store credit card data. The college utilizes Touchnet to interface with the Banner ERP/SiS for payments. The data is scanned and transmitted in real-time and no data is stored in any college information system.

Additional laws and regulations apply in the wake of unauthorized disclosure of individuals' data, requiring TSCC IT to take specific actions if any protected data may have been disclosed either

accidentally or maliciously to unauthorized parties. Individuals who handle protected data are encouraged to speak with their managers to better familiarize themselves with relevant laws and regulations.

Gramm-Leach-Bliley Act - The GLB Act, or GLBA, is also known as the Financial Modernization Act of 1999. It is a United States federal law that requires financial institutions to explain how they share and protect their customers' private information. To be GLBA compliant, financial institutions must communicate to their customers how they share the customers' sensitive data, inform customers of their right to opt-out if they prefer that their personal data not be shared with third parties, and apply specific protections to customers' private data in accordance with a written information security plan created by the institution.

The primary data protection implications of the GLBA are outlined in its Safeguards Rule, with additional privacy and security requirements issued by the FTC's Privacy of Consumer Financial Information Rule (Privacy Rule), created under the GLBA to drive implementation of GLBA requirements. The GLBA is enforced by the FTC, the federal banking agencies, and other federal regulatory authorities, as well as state insurance oversight agencies.

Enforcement

Any employee found to be in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

Disclaimer

The information provided in this privacy policy should not be construed as giving business, legal or other advice, or warranting as fail proof regarding the security of information provided through Trenholm State Community College systems. Effective October 1, 2024, every ACCS entity shall comply with Alabama Code 36-12-40 through 36-12-46, which grants Alabama residents the right to inspect and take a copy of any public record of this state, unless exempted from disclosure under law or unless the resident fails to follow the ACCS entity's written procedures related to requests for public records.

OPEN RECORDS REQUESTS

Trenholm State Community College shall comply with ACCS Board Policy 222.01: Open

Records Requests and Alabama Code 36-12-40 through 36-12-46, which grants Alabama residents the right to inspect and take a copy of any public record of this state, unless exempted from disclosure under law or unless the resident fails to follow the ACCS entity's written procedures related to requests for public records which can be found at https://www.trenholmstate.edu/open-records-request/

BUSINESS OFFICE

Business Office Policies and Procedures can be found in the Fiscal Policies and Procedures Manual.

CONFLICT OF INTEREST

No employee or officer of H. Councill 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 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 15th 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 final paycheck. Payment of annual leave will be based on the employee's salary in effect at the time of separation.