



COMMUNITY COLLEGE OF ALLEGHENY COUNTY

Employee Manual

Human Resource Regulations

Approved - April 7, 2005

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INTRODUCTION

These Human Resources Regulations are issued by the Human Resources Department and are intended as a guideline only to govern the day-to-day affairs at the Community College of Allegheny County (“CCAC”). The guidelines and rules set forth in these Human Resources Regulations are not intended or set forth as contractual commitments or obligations of CCAC to any individual employee or any group of employees. Circumstances may arise in which CCAC determines that changes are required in these Human Resources Regulations. For this reason, CCAC reserves the right at any time to modify, rescind, or supplement any or all of the Human Resources Regulations, guidelines or rules contained herein, with or without prior notice, and to take any actions which may be contrary to a regulation, guideline or policy set forth in these Human Resources Regulations. With the exception of employees covered under a collective bargaining agreement, all employees are employed at the will of CCAC and may be discharged by CCAC at any time for any or no reason. Examples of grounds for disciplinary action contained in these Human Resources Regulations are for illustration purposes only and are not exclusive. Additionally, a union collective bargaining agreement defines the terms and conditions of employment for many CCAC employees. These Human Resources Regulations are intended to supplement any collective bargaining agreement in the event that the agreement does not address or address fully the issues set forth in these Human Resources Regulations. Where there is a conflict between the collective bargaining agreement and these Human Resources Regulations, the collective bargaining agreement shall govern.

Each employee shall maintain a copy of these Human Resources Regulations. A copy of these Human Resources Regulations is also available on the CCAC website. Employees are required to read the Human Resources Regulations and to maintain familiarity with current regulations. If you have any questions or concerns at any time, please communicate with your immediate supervisor, or when appropriate, Kimberly Manigault, Vice President for Human Resources (telephone 412.237.3001) (facsimile 412.237.3164).

Conditions of time, growth, change of business attitudes, Human Resources Regulations imposed on CCAC, employee relationships, etc., will require different analysis of CCAC regulations from time to time. Changes will be made as necessary.

Table of Contents

INTRODUCTION	ii
ADMINISTRATIVE REGULATIONS	1
5.1 EQUAL EMPLOYMENT OPPORTUNITY	1
5.1.1 Nondiscrimination Policy	1
5.1.2 Reasonable Accommodations	1
5.1.3 EEO Officer	1
5.1.4 Complaints	1
5.2 UNLAWFUL HARASSMENT	1
5.2.1 Definition	1
5.2.2 Consequences	2
5.2.3 Reporting a Complaint	2
5.2.4 Investigation	2
5.3 SEXUAL HARASSMENT	2
5.3.1 Definition	2
5.3.2 Reporting Misconduct	2
5.3.3 Outcomes	3
5.3.4 Required Signature	3
5.3.5 Student Complaint	3
5.4 CREATION AND FILLING OF POSITIONS	3
5.4.1 Demonstrated Need & Legitimate Qualifications	3
5.4.2 Qualification Criteria	3
5.4.3 Steps to Ensure Equal Opportunity	3
5.4.4 Posting	4
5.4.5 Applicant Pool	4
5.4.6 [Reserved: See 5.4.1.b]	4
5.4.7 A.F.T. Article XVII	4
5.4.8 S.E.I.U. Article 11.2	4
5.4.9 Relatives	4
5.4.10 Minors	4
5.4.11 Applicant Travel Reimbursement	4
5.4.12 Medical Examinations	4
5.5 REQUIRED APPROVALS FOR ORGANIZATIONAL AND PERSONNEL ACTIONS	5
5.5.1 Required Signatures	5
5.5.2 [Reserved]	5
5.5.3 Contractual Personnel Actions	5

5.5.4	“At Will” Employment	5
5.5.5	Reclassification	5
5.6	BUDGET COMPLIANCE FOR ORGANIZATIONAL ACTIONS	5
5.6.1	Creation of New Position.....	5
5.6.2	Creation of Positions after Budget Process	5
5.6.3	Staffing Plan.....	6
5.6.4	Requests beyond Authorized Budget	6
5.6.5	Processes	6
5.6.6	Verification.....	6
5.6.7	Dishonesty.....	6
5.7	GRANT-FUNDED POSITIONS.....	6
5.7.1	Review of Positions	6
5.7.2	Transfer of Grant Personnel to Operating Budget	6
5.7.3	Approval Process	6
5.8	CLASSIFICATION.....	7
5.8.1	Classification Criteria.....	7
5.8.2	Plan for Administrators.....	7
5.8.3	Status	7
5.8.4	Terms of the Grant.....	7
5.8.5	[Reserved].....	7
5.8.5	Approvals	7
5.9	GENERAL	8
5.9.1	CLASSIFICATION OF EMPLOYEES.....	8
5.9.2	Pay Periods.....	10
5.9.3	Advance Paycheck	10
5.9.4	Overtime Employees.....	10
5.10	ADMINISTRATIVE EMPLOYEES	10
5.10.1	Description.....	10
5.10.2	[Reserved].....	10
5.10.3	Ranges	10
5.10.4	Position Descriptions	10
5.10.5	Hiring Minimums.....	10
5.10.6	Promotion	10
5.10.7	Merit Award.....	10
5.10.8	Reclassification	11
5.10.9	Job Audits.....	11
5.10.10	Stipends	12

5.10.11	Stipend Overtime Interpretation	12
5.10.12	Retroactive Adjustments	12
5.10.13	Records	12
5.10.14	Administrative Paid Leave, Accrual rate, Personal days,	13
5.10.15	[Reserved: See 5.10.14]	14
5.10.16	[Reserved: See 5.10.14]	14
5.10.17	[Reserved: See 5.10.14]	14
5.10.18	Short Term Disabilities	14
5.10.19	Unpaid Leave	15
5.10.20	FMLA	15
5.10.21	On-the-job Injury Notification	16
5.10.22	Two Weeks Advance Notice on Return to Work	16
5.10.23	Reinstatement	17
5.10.24	Bereavement Leave	17
5.10.25	Military Leave	17
5.10.26	Civil Leave, i.e. Jury Duty	17
5.10.27	Paid Holidays	17
5.10.28	Fringe Benefits	17
5.10.29	Coverage Approved by Trustees	18
5.10.30	Contact Information	18
5.10.31	More Information	18
5.10.32	Tuition Waiver	18
5.10.33	Tuition Reimbursement	18
5.10.34	Time Release	19
5.10.35	Administrators Teaching Overage	19
5.10.36	Public Health Emergency Leave	20
5.11	A.F.T. EMPLOYEES	20
5.12	S.E.I.U. EMPLOYEES	20
ADMINISTRATIVE REGULATION: CONDUCT		20
5.13	PERFORMANCE AND PROMOTION – ADMINISTRATIVE EMPLOYEES	20
5.13.1	Potential	20
5.13.2	Introductory Period/Six Month Review	20
5.13.3	Objectives & Review	21
5.13.4	Outcomes	21
5.14	CORRECTIVE ACTION AND TERMINATION OF EMPLOYMENT	21
5.14.1	Requirements	21
5.14.2	Infractions and Performance Problems	21

5.14.3	Progressive Discipline	22
5.14.4	Written Resignation	24
5.14.5	Lay Off.....	24
5.14.6	“At Will”	24
5.14.7	Return of College Property/Checklist.....	24
5.14.8	Exiting the College.....	24
5.14.9	Verification of Employment	26
5.15	SAFETY	26
5.15.1	Employees, Students, Visitors, Property	26
5.15.2	Safeguard/Secure Assets.....	26
5.15.3	Logging Off and Locking Up	26
5.15.4	Follow Regulations	26
5.15.5	Expectation	27
5.15.6	Injured on the Job.....	27
5.15.7	Zero Tolerance	27
5.15.8	What to Do	27
5.15.9	Fighting, Weapons, Conduct, Peril	27
5.15.10	Threats	28
5.15.11	Investigation.....	28
5.15.12	Discipline.....	28
5.15.13	De-Escalating Potential Violence	28
5.15.14	Other Policies, Regulations, and Rules.....	28
5.15.15	Secure Work Environment.....	28
5.15.16	Deliberate Abuse.....	28
5.15.17	Ability to Operate Equipment	29
5.15.18	Smoking.....	29
5.15.19	Seeking Assistance	29
5.15.20	Conviction of Crime/Notification	29
5.15.21	Conduct that is Prohibited	29
5.15.22	Drug and Alcohol Awareness Program.....	30
5.15.23	Legislative Requirements	30
5.15.24	Reserved	30
5.15.25	Drug and Alcohol Testing.....	30
5.16	CONDUCT AND ATTENDANCE.....	31
5.16.1	Work Week, Work Day.....	31
5.16.2	On-time Expectation.....	31
5.16.3	Inclement Weather.....	31

5.16.4	Notice of Absence, Late, Early Departure.....	31
5.16.5	Professional Standards	31
5.16.6	[Reserved].....	32
5.16.7	Compliance	32
5.16.8	Treatment of Students.....	32
5.16.9	Attire & Grooming.....	32
5.16.10	Romantic Relationships	32
5.16.11	Intent.....	33
5.16.12	Resolution	33
5.16.13	Complaint Steps	33
5.17	COMMUNICATION SYSTEMS AND COURTESY.....	34
5.17.1	Non-Business Purposes	34
5.17.2	Long Distance.....	34
5.17.3	Voicemail- Property of College	34
5.17.4	Use of Personal Cell Phones	34
5.17.5	Prohibited Sites.....	34
5.17.6	Personal Use during Business Hours.....	34
5.17.7	Expectation of Privacy	34
5.17.8	Proper Business Communication	35
5.17.9	Inappropriate Material or Messages.....	36
5.17.10	Access Codes and Passwords.....	36
5.17.11	Mass Mail.....	36
5.17.12	Duplication.....	36
5.17.13	Reporting to the System Administrator.....	36
5.17.14	Removal of Access, HR.....	37
5.17.15	Additional Policy, Regulations and Rules.....	37
5.17.16	Quiet Area.....	37
5.17.17	Housekeeping	37
5.17.18	Drinking and Eating at Work Station.....	37
5.18	CONFIDENTIALITY	37
5.18.1	Copies	37
5.18.2	Inspection by Employee	37
5.18.3	Confidentiality	38
5.18.4	Privacy Officer under HIPAA	38
5.18.5	Notice of Privacy from Insurer	38
5.18.6	Enrollment and Assistance from the College.....	38
5.18.7	Breach of Confidentiality.....	38

5.18.8	The Family Educational Rights and Privacy Act (FERPA)	38
5.18.9	[Reserved: See 5.18.8]	39
5.18.10	[Reserved: See 5.18.8]	39
5.18.11	[Reserved: See 5.18.8]	39
5.18.12	[Reserved: See 5.18.8]	39
5.19	ETHICAL BEHAVIOR.....	39
5.19.1	Personal Interest and Interest of College.....	39
5.19.2	Gifts, Favors, Loans, Gratuities, Rewards	39
5.19.3	Public Service Activities	39
5.19.4	Political Endorsements	40
5.19.5	Secondary Employment Report	40
5.19.6	Relatives, or Certain Entities	40
5.19.7	Financial Interests	40
5.19.8	Impartiality and Independence of Judgment.....	40
5.19.9	Prestige of Office for Personal Gain	40
5.19.10	Personal Economic Benefit.....	40
5.19.11	Specifications and Bids.....	40
5.19.12	Outside Employment on Personal Time	40
5.19.13	Statement of Financial Interest.....	41
5.19.14	Ethical Expectations.....	41
5.19.15	Respect and Maximum Support	41
5.19.16	Student Handbooks	41
5.19.17	Intellectual Property	41
5.19.18	Equitable and Consistent Treatment	41
5.19.19	[Reserved]	41
5.19.20	Honesty in Recruiting Students	41
REVISIONS.....		42
INDEX.....		48

ADMINISTRATIVE REGULATIONS

5.1 EQUAL EMPLOYMENT OPPORTUNITY

5.1.1 Nondiscrimination Policy

The Community College of Allegheny County (CCAC) and its Board of Trustees are committed to the principle of equal opportunity in education and employment for all. As set forth in Board Policy II.01, CCAC does not discriminate and prohibits discrimination based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, disability, use of a guide or support animal due to disability, marital status, familial status, genetic information, veteran status, age, or other classification protected by applicable law in matters of admissions, employment, services or in the educational programs or activities that it operates. Creating, supporting and sustaining a diverse community will prepare our students to be effective in the world outside of CCAC. Questions may be addressed to diversity@ccac.edu.

The College also prohibits and will not engage in retaliation against a person who in good faith reports a violation of these rules and regulations makes a claim of discrimination or harassment, provides information in an investigation of a potential violation of these regulations, or otherwise engages in protected activity under the law.

The College conforms to all applicable federal, state, and local laws and regulations relating to equal employment. The College shall promote and enforce equal employment practices at all levels of employment.

5.1.2 Reasonable Accommodations

The College will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This regulation governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

5.1.3 EEO Officer

The Vice President for Human Resources, Kimberly Manigault, has been designated as Equal Employment Opportunity (EEO) officer for the organization and will ensure that its policies, rules and regulations comply with statutory guidelines and that our policies are carried out. Each employee is expected to uphold the College's EEO policy.

5.1.4 Complaints

Any employee who believes that there has been a violation of the College's Equal Employment Opportunity rules or regulations or who otherwise is concerned about an incident of inequality in the workplace should contact Kimberly Manigault, Vice President for Human Resources.

5.2 UNLAWFUL HARASSMENT

5.2.1 Definition

The College is committed to providing a safe working and learning environment for all members of the College community. To that end, the unlawful harassment of employees, students and/or third parties working at or visiting the College is expressly prohibited and will not be tolerated.

Unlawful harassment consists of unwelcome conduct, whether verbal, written, physical or graphic, that is based upon an individual's race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, disability, use of a service animal due to disability, marital status, familial status, genetic information, veteran status, age or other classification protected by applicable law, and which: (1) is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or hostile working or learning environment; (2) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or (3) otherwise adversely affects an individual's employment or education opportunities..

5.2.2 Consequences

Any form of unlawful harassment against our employees or students by anyone, including supervisors, other employees, other students, outside personnel or vendors will not be tolerated. College employees engaging in unlawful harassment shall be subject to immediate discipline, up to and including termination.

5.2.3 Reporting a Complaint

Any and all complaints of unlawful harassment shall be immediately reported to the immediate supervisor or to Human Resources without fear of reprisal. Complaints may also be submitted to the College's Civil Rights Compliance Officer or through any of the other the reporting mechanisms described in Board Policy II.04. The employee can bypass anyone involved in the unlawful harassment in reporting it. All complaints and related information will be thoroughly investigated and kept confidential to the fullest extent possible in order to conduct a thorough investigation. The results of the investigation shall be promptly reported to the person(s) making the complaint(s).

5.2.4 Investigation

Employees who, after investigation, have been determined to have been engaging in the unlawful harassment of their co-workers or students or the use of improper, offensive, or abusive language which violates the sensitivities of their co-workers or students will be subject to disciplinary action, up to and including termination.

5.3. SEXUAL HARASSMENT

5.3.1 Definition

The College has a strict policy prohibiting all forms of sexual harassment at the work place. This policy applies to all employees, supervisors, students, vendors and non-employees who have contact with our employees and students. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests to an employee for sexual favors, and other visual, verbal, or physical conduct of a sexual or offensive nature when either:

- a. Submission to such conduct is made an explicit or implicit term or condition of employment, continued employment, or advancement;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- c. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

5.3.2 Reporting Misconduct

Any employee who feels s/he or other coworker(s) is a victim of sexual harassment should immediately report any misconduct to any of the following: their immediate supervisor, Kimberly Manigault in Human Resources, or Sumana Misra-Zets, Civil Rights Compliance Officer, without

fear of reprisal. The employee can bypass anyone involved in the harassment in reporting it. All complaints and related information will be thoroughly investigated and kept confidential to the fullest extent possible in order to complete a thorough investigation. The results of the investigation shall be promptly reported to the person(s) making the complaint(s).

5.3.3 Outcomes

Employees who, after investigation, have been determined to have been engaging in the sexual harassment of their co-workers or students or the use of profane or abusive language which violates the sensitivities of their co-workers or students will be subject to disciplinary action, up to and including termination.

5.3.4 Required Signature

A one-page summary of this sexual harassment policy will be included with new employee's copy of these regulations. All CCAC employees are required to sign the summary as proof that they have read and understand CCAC's sexual harassment policy. This form is to be returned to the Human Resources Department and signed by a CCAC representative. The original will be kept in the employee's personnel file.

5.3.5 Student Complaint

Students who believe they have been sexually or unlawfully harassed and wish further information or assistance in filing a complaint should contact the College's Civil Rights Compliance Officer, Sumana Misra-Zets, 808 Ridge Avenue, Pittsburgh, PA 15212, (412) 237-4535.

5.4 CREATION AND FILLING OF POSITIONS

5.4.1 Demonstrated Need & Legitimate Qualifications

No positions shall be filled or created at the College unless there is a demonstrated and legitimate need for the position and a set of legitimate qualifications are established for it. Once the qualifications for a position are set, the College will endeavor to fill the position based upon the qualifications set. If no candidate meets the established qualifications, the College may choose not to fill the position. Alternatively, the College may re-evaluate and re-establish the criteria.

- a. With respect to full-time faculty positions, search committees shall be formed of disinterested people to evaluate and make recommendations on hiring. The search committees for faculty hiring shall be appointed in accordance with the collective bargaining agreement
- b. Wherever possible and appropriate, search committees will be established for all regular full-time and part-time positions, as well as hourly seasonal part-time positions. Search committees will have a minimum of two (2) members and the membership shall be representative of the College's diversity.. The search committees for senior administrative positions shall be appointed by the President of the College or the President's designee.

5.4.2 Qualification Criteria

The basic personnel recruitment and employment policy of the College is to establish qualification criteria to apply to applicants for vacant positions; to publicize the openings, to attract qualified applicants; and to select the applicant most likely to succeed in the job assignment.

5.4.3 Steps to Ensure Equal Opportunity

Except where specified otherwise by a collective bargaining agreement, the recruitment process shall be uniform and include such steps as are required to ensure that equal opportunity is provided and interested parties can compete fairly for employment at the College.

5.4.4 Posting

All position vacancy announcements must be posted internally at every College location for a minimum of ten work days. Postings may be waived by the President for administrative positions that are filled with internal transfers or grant-funded employees.

5.4.5 Applicant Pool

The Human Resources Department, in consultation with the supervisor, shall determine whether and when to post any vacancy externally. In cases where the position has not been posted externally, the Human Resources Department must determine if the in-house applicants include sufficient numbers of persons whose qualifications meet the position and are sufficiently diverse to ensure a representative applicant pool. If this is not the situation, then the description shall be posted externally, including to referral sources targeted toward increasing the diversity of the applicant pool. Additional recruitment methods and extensions of the application deadline may be required to ensure that qualified candidates and candidates who could enhance diversity are represented in the applicant pool.

5.4.6 [Reserved: See 5.4.1.b]

5.4.7 A.F.T. Article XVII

A.F.T. employees see Collective Bargaining Agreement, Article XVII, Advertising and Transfer.

5.4.8 S.E.I.U. Article 11.2

S.E.I.U. Employees see Collective Bargaining Agreement, Article 11.2, Permanent Vacancies.

5.4.9 Relatives

Relatives of existing employees may be considered for positions with the College, so long as the relative will not be directly or indirectly responsible for the decision to hire, supervise, evaluate, or make salary recommendations for the other, or otherwise create the potential for an actual or perceived conflict of interest. "Relatives" means a Spouse, Domestic Partner, Child, Stepchild, Mother, Father, Brother, or Sister. Extended family members are defined as Aunt, Uncle, Cousin, Nephew, Niece, Mother-in-Law, Father-in-Law, Sister-in-Law, Brother-in-Law, Stepmother, or Stepfather or someone who is, by affinity, the equivalent. Employees are required to disclose when a relative is being considered for a position with the College.

5.4.10 Minors

Minors shall be hired in accordance with all applicable laws. Minors working at the College shall always be under the direct supervision of an adult. In no case shall a minor be the principal instructor in a course offered by the College for credit or non-credit. For purposes of this policy, a minor is any individual who has not reached his/her 18th birthday.

5.4.11 Applicant Travel Reimbursement

Candidates for College positions may be reimbursed for travel associated with the interview process in accordance with the College's travel reimbursement policy.

5.4.12 Medical Examinations

The College will require an employee or prospective employee to undergo medical examination(s) for certain job categories. With regard to any job category or position for which a medical examination is required, all entering employees in the same job category or position shall be subjected to a post-offer medical examination. The list of jobs this pertains to is maintained by Human Resources.

The College will require a job-related medical examination after making a conditional offer of employment to a job applicant and before employment begins. For purposes of this policy, a job

applicant shall also include a current employee who: competitively applies for a different position with the College; the different position to which the employee is applying is one that requires a job-related medical examination; and, is offered the position. An offer of employment in such an instance is conditioned upon results of the medical examination to the extent permissible under state and federal law. These medical examinations may be used to determine whether the prospective employee is able to perform the essential functions of the job and/or to be provided reasonable accommodation. A medical examination may also be used to identify significant safety or health risks to the job applicant or others, or as otherwise may be permitted or required by federal, state, or local law.

When the College requires an examination pursuant to this regulation, the College will select the health care professional(s) or facility and pay for the cost of the medical examination.

Any information obtained in the course of the medical examination regarding the medical condition or history of a job applicant shall be treated as a confidential medical record except to the extent permitted or required by applicable law. The information shall also be maintained on separate forms and in a file separate from an employee's personnel file.

5.5 REQUIRED APPROVALS FOR ORGANIZATIONAL AND PERSONNEL ACTIONS

5.5.1 Required Signatures

Personnel actions for hiring, promotion, or transfer of any regular College position requires the review and approval of the appropriate Campus President or Vice President, the Vice President for Finance, the Vice President for Human Resources, and the President. This requirement also includes temporary replacement positions, and grant positions (with benefits.)

5.5.2 [Reserved]

5.5.3 Contractual Personnel Actions

Personnel actions that are contractual in nature (*i.e.*, faculty promotions, tenure, and leaves of absence) or provided under administrative regulation (*i.e.*, administrative leaves of absence) require the review of Human Resources and signature approval as referenced in 5.5.1.

5.5.4 “At Will” Employment

Except as specified otherwise by contractual agreements, all employment with the College shall be “at will,” meaning that the College can terminate the employment at any time, with or without cause, and that the employee may leave the College's employment at any time, with or without cause.

5.5.5 Reclassification

The President is authorized to make all other hires necessary to the efficient operation of the College. The President delegates signature authority for Request for Recruitment, Personnel Action Request and Job Reclassifications to the Vice President for Human Resources.

5.6 BUDGET COMPLIANCE FOR ORGANIZATIONAL ACTIONS

5.6.1 Creation of New Position

The creation of new regular College positions is identified and justified through the budget process on an ongoing basis. New positions will be evaluated and classified by the Human Resources Department prior to identification of a new position and funding in the annual budget.

5.6.2 Creation of Positions after Budget Process

The creation of new regular positions subsequent to the annual budget process will require identification of the funding source and the review of the Vice President for Finance, the Vice President for Human Resources and the President.

5.6.3 Staffing Plan

The filling of positions shall be in accordance with a staffing plan reviewed by the President's direct reports in the context of the annual budget process. The plan shall be maintained in the College Budget Office under the responsibility of the Vice President for Finance.

5.6.4 Requests beyond Authorized Budget

Requests for personnel beyond budget-authorized positions must be accompanied by identification of source of funds and a request for transfer of these funds in budget. If the source is the elimination of an unfilled or authorized position, the unfilled position will be removed from the budget.

5.6.5 Processes

Personnel actions are processed through the Human Resources Department for adherence to collective bargaining agreements, pay schedules, all applicable laws and regulations, and College policies, regulations, and rules.

5.6.6 Verification

Prior to placing the employee on the payroll, Human Resources shall verify required approvals.

5.6.7 Dishonesty

The College reserves the right, at any time, to verify the accuracy of the information on all employment applications. Any dishonesty or falsehood in completing applications, including failure to identify former employers, will be grounds for not hiring the individual, revoking or rescinding an offer of employment, or terminating an employee.

5.7 GRANT-FUNDED POSITIONS

5.7.1 Review of Positions

Positions specified in or created by a grant are approved on a year to year basis. When these positions are to be filled, the individuals recommended for full-time or part-time positions (with benefits) must be reviewed and approved by Human Resources.

5.7.2 Transfer of Grant Personnel to Operating Budget

When a grant is terminated, individuals who are being recommended by the administration for transfer to the College's regular payroll to fill an existing vacancy in an approved position must be reviewed and approved by the Vice President for Human Resources, the Vice President for Finance, and the President.

5.7.3 Approval Process

If a grant position is terminated and the individual is to be transferred to a new regular College position, the additional new position must first be identified and approved through the same procedures as set forth above.

5.8 CLASSIFICATION

5.8.1 Classification Criteria

All College personnel shall be classified according to standard criteria determined by the President and published in a plan or plans of classification setting out those criteria.

5.8.2 Plan for Administrators

The College shall have, in addition to the personnel classifications covered by collective bargaining agreements, a classification plan for “Administrators.” The classification plan for Administrators shall include for each approved position type:

- Position Title
- Classification Grade
- Salary Range
- General Characteristics

5.8.3 Status

Employees not subject to a collective bargaining agreement are employed in one of the following employment statuses:

- Regular Full Time – Provided with College-authorized* benefits
- Regular Part Time – Provided with modified College-authorized* benefits
- Temporary Full Time – Provided with College-authorized* benefits
- Temporary Part Time – Not provided with College-authorized benefits

*College-authorized benefits may be referred to as “benefit-eligible”

5.8.4 Terms of the Grant

The term of employment and benefits provided to employees funded by a grant are governed by the terms of the grant.

5.8.5 [Reserved]

5.8.5 Approvals

No adjunct faculty shall be permitted to teach more than the equivalent of twelve (12) credits (including overage, advising, and tutoring duties) during any term without the prior written approval of the Campus President, Dean of the applicable division, the Provost/Executive Vice President for Academic and Student Affairs, and the Vice President for Human Resources

5.9 GENERAL

5.9.1 CLASSIFICATION OF EMPLOYEES

Full and Part Time Regular Employees (with Fringe Benefits)

Class Description	Class Code	Exempt Status	GL Object	Payroll Code	Time Entry	Payroll
Executive Officer	0000	Exempt	50110	PFTA	monthly time card	monthly
Administrator	0001	Exempt	50110	PFTA	monthly time card	monthly
Clerical—SEIU	0002	Non-Exempt	50130	PFTS	Kronos Punch - monthly report for OT/dock	semi-monthly
Maintenance—SEIU	0003	Non-Exempt	50130	PFTS	Kronos Punch - monthly report for OT/dock	semi-monthly
Excluded Secretary	0004	Non-Exempt	50140	PFTX	Kronos Web Entry-monthly report for OT/docking	semi-monthly
Faculty--10-Month AFT	0005	Exempt	50120	PFTF	none	monthly
Faculty--12-Month AFT	0006	Exempt	50120	PFTF	none	monthly
Librarian, Counselor—AFT	0007	Exempt	50120	PFTF	monthly time card	monthly
Educational Technician—AFT	0008	Non-Exempt	50120	PFTF	Kronos Web Entry-monthly report for OT/docking	semi-monthly
Full-Time Replacement ADM	0009	Exempt	50410	TFTA	monthly time card	monthly
Full-Time Replacement AFT	0010	Exempt	50420	TFTF	none	monthly
Full-Time Replacement SEIU	0011	Non-Exempt	50430	TFTS	Kronos Punch - monthly report for OT/dock	semi-monthly
Non-Exempt Administrator	0012	Non-Exempt	50110	PFTA	Kronos Web Entry-monthly report for OT/docking	semi-monthly
Regular Part-Time AFT	0021	Exempt	50520	PPTF	none	monthly
Regular Part-Time SEIU--Clerical/Maint	0022	Non-Exempt	50530	PPTS	Kronos Punch - monthly report for OT/dock	semi-monthly
Regular Part-Time Administrator	0023	Non-Exempt	50510	PPTA	Kronos Web Entry-monthly report for OT/docking	semi-monthly
Regular Part-Time Excluded	0024	Non-Exempt	50540	PFTX	Kronos Web Entry-monthly report for OT/docking	semi-monthly
Regular Part-Time 30+ Hrs SEIU--Clerical/Maint	0025	Non-Exempt	50540	PFTX	Kronos Punch - monthly report for OT/dock	semi-monthly
Regular Part-Time 30+ Hrs Administrator	0026	Non-Exempt	50540	PFTX	Kronos Web Entry-monthly report for OT/docking	semi-monthly
Regular Part-Time 10-mo SEIU Jun/Dec SEIU—Cler/Main	0027	Non-Exempt	50540	PFTX	Kronos Punch - monthly report for OT/dock	semi-monthly
Regular Part-Time 10-mo SEIU Jun/Jul SEIU—Cler/Main	0028	Non-Exempt	50540	PFTX	Kronos Punch - monthly report for OT/dock	semi-monthly

Temporary Employees (No Fringe Benefits except Medical Benefits Only – Full Employee Cost)

Class Description	Class Code	Exempt Status	GL Object	Payroll Code	Time Entry	Payroll
Advisors	0017	Non-Exempt	50311	TUTR	Kronos Punch *	bi-weekly
Tutors	0018	Exempt	50311	TUTR	Kronos Punch *	bi-weekly
Temporary Administrator	0019	Non-Exempt	50610		Kronos Punch *	bi-weekly
Adjunct Faculty	0020	Exempt	502xx & 503xx		None – Monthly A2	monthly
Temporary Part-Time Staff	0030	Non-Exempt	50630	TPTA	Kronos Punch **	bi-weekly
Institutional Work-Study Student	0040	Non-Exempt	50810	IWSS	Kronos Punch **, ^^	bi-weekly
Federal Work-Study Student	0050	Non-Exempt	50820	FWSS	Kronos Punch **, ^^	bi-weekly

*1,300 hours max/calendar year

** 1,250 hours max/calendar year

^^ No Fringe Benefits

All positions require the employee to sign a time card as well as have their supervisor sign their approval (may be electronic).

5.9.2 Pay Periods

Employees are paid pursuant to the above Classification.

5.9.3 Advance Paycheck

College policy prohibits the issuance of a check in advance of payday. In addition, the College's policy prohibits advance pay in the form of loans, partial pay, or any other means of payments.

5.9.4 Overtime Employees

The College complies with all applicable laws in the payment of overtime. Non-exempt employees are not permitted to work more than forty (40) hours in a workweek without the prior approval of their supervisor. Non-exempt employees who do not obtain prior authorization to work overtime hours will subject to corrective action.

5.10 ADMINISTRATIVE EMPLOYEES

5.10.1 Description

For purposes of these regulations, both in this Section 5.10 and elsewhere, "administrative employee" shall mean all employees who are classified as Regular Full Time or Regular Part Time under Section 5.8.3 above and are not subject to a collective bargaining agreement. More specifically, Classification Codes 0000, 0001, 0012, and 0023 as set forth in Human Resources Regulations above are "administrative employees" and no others.

5.10.2 [Reserved]

5.10.3 Ranges

The salary range midpoint attempts to represent the marketplace salary for each position. Ranges are reviewed by the Vice President for Human Resources and approved by the President at the creation of the position. Thereafter, Human Resources will review salary ranges annually, or as need dictates.

5.10.4 Position Descriptions

Position descriptions for each position shall be prepared by the immediate supervisor and Campus President or Vice President with Human Resources assistance and the review and approval of the Vice President for Human Resources.

5.10.5 Hiring Minimums

Newly hired employees with minimum skills and experience for the job will be hired at the minimum of the range. Where skills and/or experience merit it, and the market dictates, the new employee may be hired at a rate commensurate with the advanced skills or experience. Hiring a new employee at a salary above the minimum of the range must be reviewed by the Campus President or President and approved by the Vice President for Human Resources.

5.10.6 Promotion

Upon promotion, an administrative employee shall receive either the minimum of the range or an increase equal to 10 percent of current salary, whichever is greater, not to exceed the maximum for the grade. Exceptions must be reviewed and approved by the Vice President for Human Resources.

5.10.7 Merit Award

The granting of merit awards to employees not covered by wage contracts is considered periodically, usually annually, by the Board of Trustees and, when authorized, takes the form of a total dollar amount to be distributed by the administration.

5.10.8 Reclassification

Position reclassification can arise from one of two circumstances: (1) a shift of functions between positions or (2) the addition of completely new functions to the College's operations. Justification for the new or shift in function(s) must be clearly identified. All position reclassifications must be reviewed by the appropriate Campus President or Vice President and approved by the Vice President for Human Resources.

5.10.9 Job Audits

Job audits are requested when the duties and responsibilities of a position need to be changed from those listed on the position description due to major additions of job duties or responsibilities. The job audit process determines the accurate job title and pay grade for a position. Job audits are initiated by the supervisor. Employees who desire to have their position evaluated are directed to consult with their supervisor.

A job audit request is initiated by completing an SEIU or Administrator reclassification form and /or Job Analysis Questionnaire as appropriate. The requester must also submit the current job description and the unit's current organizational chart to Human Resources.

Once the initial preparation is completed, a desk audit is scheduled and conducted by HR with the employee and/or supervisor. In the desk audit, the HR staff person will explain the job audit procedure and will gather information regarding the position's duties for a job analysis. HR will ask for detailed explanations and examples, as applicable.

HR will then conduct a job analysis, comparing this position with other similar positions at the College. It is important to remember that this process is relative and is based on job duties, the level of responsibility, and skill. A determination will be made as to which classification is most suitable for the position.

The audit findings are issued to the employee and the supervisory chain generally within 90 days of the audit request. The findings could be that the position should be retained in its current class, reallocated to a different classification, reclassified to a higher level or even reclassified to a lower level. If the position is upgraded to a higher level, a 10% promotional increase is applied for Administrator positions or rate change as applicable to the SEIU collective bargaining agreement

Positions may not be submitted for audit more than one time within a 12 month period.

The following factors are considered by Human Resources when performing job audits:

- The audit is conducted based on the job duties and responsibilities and not how they are performed.
- The type of work being done is the key, but not the volume of work.
- Current job duties and expectations can be evaluated, but not anticipated future duties or temporary work.
- The incumbent is not relevant. The job audit is based on the position itself and not the employee is occupying it.
- The percentage times identified on the position description are very important for an accurate analysis of the position.

If a reclassification is recommended, HR will submit the Reclassification Request to the Campus President or Vice President, the Vice President for Finance, and Vice President for Human Resources for approvals of the change.

If a reclassification is approved, an approval will be provided to the incumbent, the supervisor, and the chain of command up to the Campus President or Vice President with an effective date of the

change. The new classification and pay grade will be provided with a summary of the reasons for the decision.

If there is not sufficient evidence to support a reclassification, a denial is sent to the supervisor with a summary which contains reasons for the decision

5.10.10 Stipends

Additional compensation may be paid to administrative employees who, in addition to normal full-time workloads, are assigned special College authorized projects of a substantial nature requiring additional work outside their normal workload. These projects cannot be similar to or supplement their own job functions or last more than one year. The additional compensation shall be based on the nature and time requirements of the work involved. All such arrangements must be approved in writing in advance by the cabinet officer in authority and the Vice President for Human Resources.

Administrative employees who continue in their regular position, and add the responsibilities of another full time position, shall receive 10% of their current salary as a stipend. When the workload is shared with more than one administrative employee, the employee will receive 5% of their current salary as a stipend. Administrators who are placed into another administrative position, while their regular position is covered by temporary or other acting appointment, will receive 10% of their current salary as a stipend.

Stipends are reserved for work performed beyond the scope of the employee's primary job responsibilities, including work performed at a higher pay grade or the same pay grade as the employee's primary assignment. An employee receiving a stipend will not receive a salary that exceeds 10% of the minimum salary of the temporary position or assignment. If such employee is appointed to the position permanently, he or she will not receive permanent compensation that exceeds 10% of the minimum salary for the position.

Following completion of the temporary position or assignment, the employee's salary is returned to the salary of the primary position held. Any salary adjustments that the employee would have been entitled to in his/her primary position while serving in the temporary capacity, will be applied retroactively.

Acting and Interim Appointments

An employee who serves in an "Acting" capacity is recognized as serving temporarily until the position is filled. He or she is not eligible to apply or be appointed to the position permanently. An employee who serves in an "Interim" capacity is recognized as having been appointed to the position for a period of time. He or she is eligible to apply or be appointed to the position permanently.

5.10.11 Stipend Overtime Interpretation

This practice is not to be interpreted as authorizing overtime payment to exempt employees for occasional overtime normally expected from exempt employees.

5.10.12 Retroactive Adjustments

No wage or salary adjustment shall be made retroactively.

5.10.13 Records

Adequate records of attendance and leave whether with or without pay shall be maintained on all employees and in accordance with the federal Fair Labor Standards Act for nonexempt employees. These records will be maintained electronically or in a format prescribed by the Human Resources Office of the College and shall be retained in the Campus Business Office (College Budget Office for Office of College Services personnel) for nonexempt employees and in the College's Human Resources Office for all other employees.

5.10.14 Administrative Paid Leave, Accrual rate, Personal days,

Full-time administrative employees will accumulate on a monthly basis 2.08 days/month or up to 25 vacation days per year, subject to scheduling and receiving approval from the Supervisor. Part-time shall be prorated. No more than 30 days of vacation leave may be carried forward from December 31 of each year. The President and Cabinet members may carry forward no more than 40 days of vacation leave from December 31 of each year. Employees beginning service on or before the fifteenth of the month will receive credit for a full month of vacation accrual and those beginning after the fifteenth shall receive one half of accrued leave for that month. Unused vacation balances up to 30 days shall be paid at termination.

New cabinet level employees shall receive 25 days of vacation annually which are available immediately upon the first effective date of employment. The 25 vacation days represent the total number of vacation days available for one full year of employment. Cabinet members starting work on the first business day following January 1, will receive the full 25 days of vacation. Cabinet members who commence employment after that date will receive a prorated number of vacation days in accordance with his or her start date. Effective the first January 1 following employment of the new cabinet member, the cabinet member will accrue vacation leave in accordance with the provisions governing vacation accrual for all administrative employees. A new cabinet member who separates prior to the January 1 following employment will receive a prorated pay-out of vacation.

	Annual days	Days per month	Hours per month
Vacation	25	2.08	15.63
Hired on or before the 15 th		2.08	15.63
Hired/End of Service after the 15 th		1.04	7.81

Personal Days

- Existing administrative employees shall be granted two (2) personal days accrued each calendar year until they complete 10 years of service when they will receive three (3) personal days per calendar year. Personal days are intended for personal reasons such as business obligations, religious observances or other important personal matters.
- A new administrative employee hired between January 1 and June 30 shall be granted two (2) personal days. A new administrative employee hired between July 1 and December 31 shall be granted one (1) personal day.
- Any balance remaining at the end of the year will convert to vacation days, provided the employee has not already accumulated the maximum permitted carryover vacation days as of that date.

Sick Days

Administrative employees shall be allowed intermittent periods of paid sick leave not to exceed 5 workdays in a calendar year. Sick leave balances shall not carry forward from year to year. Vacation or personal days, if available, will be substituted for any sick days taken in excess of this 5 day allotment. If no personal or vacation days are available, the employee will be docked for that day.

Approval of Planned Absences

Planned absences must be approved in advance by the appropriate supervisor and be consistent with the staffing needs of the College and the employee's department.

Separation of Employment Accrual

Employees separating employment before the fifteenth of the month will receive one half of accrued vacation leave for that month. Those who separate on or after the fifteenth will receive credit for a full month of vacation accrual.

5.10.15 [Reserved: See 5.10.14]

5.10.16 [Reserved: See 5.10.14]

5.10.17 [Reserved: See 5.10.14]

5.10.18 Short Term Disabilities

For appropriate non work-related medical conditions, administrative employees shall be allowed short-term disability leave with full pay and continued medical benefits at the same level and under the same terms as active employees in comparable positions. Such leave, if granted, begins with the ninth calendar day of a continuous non work-related serious sickness or injury up to ninety calendar days of continuous sickness or injury. Short-term disability leave cannot be requested retroactively. Child birth and pregnancy are considered conditions for which short term disability leave is applicable.

- a. Any administrative employee requesting short term disability shall provide to Human Resources a signed statement from a licensed physician describing the disability and how it impacts upon the employee's ability to work in appropriate detail and setting forth the expected length of absence. Failure to provide this information promptly or to cooperate in providing information shall be grounds to deny the request for short term disability.
- b. Human Resources shall review all such requests for short term disability and physician statements to determine whether to accept or deny the short term disability or seek additional information for the request.
- c. If the employee is not working while awaiting a final determination regarding a grant or denial of short term disability, the employee may at his/her option, take unpaid leave or apply any unused vacation and/or sick days. If the employee fails to notify Human Resources whether the waiting period is to be unpaid, the College will apply any unused vacation and/or sick days to the absence before treating it as unpaid leave.
- d. In the event that short term disability is granted, salary continuation shall be retroactive to the later of the date Human Resources received the application for leave or received satisfactory medical information. In the event that short term disability is granted and it is later determined that the employee was not entitled to short term disability, the employee shall be responsible for repaying the salary and benefits paid during the time short term disability was paid. There is no vacation accrual while on STD or LTD.
- e. An Administrator's employment with the College is discontinued when absence due to a disability continues for more than one year.
- f. The President can alter, amend, or eliminate this short term disability at any time, with or without notice.

5.10.19 Unpaid Leave

Extended unpaid leave may be granted for any purpose consistent with the needs of the College and with the approval of the President. During such periods of leave, the employee may continue medical coverage at his/her own expense. Special leave request are reviewed by ~~to~~ the Vice President for Human Resources and approved by the President.

5.10.20 FMLA

The College shall comply with the provisions of the Family and Medical Leave Act of 1993 (FMLA), as amended.

- a. Eligible employees may request up to a maximum of twelve (12) weeks of family or medical leave within any 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. Employees may be required to first use any accrued paid leave time before taking unpaid family or medical leave. Family and medical leave shall also run simultaneously with any short or long term disability leave, leave associated with a workplace or occupational injury, or other paid or unpaid absence from work. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12 month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition. If the leave is requested for the care of a sick child or the other spouse, each spouse is entitled to 12 weeks of leave.
- b. This is a rolling 12-month period as opposed to a calendar plan in which an employee could take the last 12 weeks of one calendar year and the first twelve weeks of the next calendar year.
- c. Subject to the terms, conditions and limitations of the applicable plans, the College will continue to provide health insurance benefits for the full period of the approved family leave. Benefit accruals, such as vacation, unscheduled days off, or holiday benefits, will be kept during the leave and will resume upon return to active employment.
- d. The College will begin to run FMLA leave as soon as (i) Human Resources receives notice that an employee has a worker's compensation claim, (ii) Human Resources receives notice that an employee is absent from work and requesting an immediate disability leave, or (iii) the employee begins a previously-scheduled disability leave. The College is running FMLA leave without admitting or denying that the employee has a "serious medical condition" as that term is defined under the FMLA. Running FMLA leave in accordance with this policy is not an indication that the College is either endorsing any request for short term, long term, or worker's compensation leave or agreeing that the alleged medical condition(s) forming the basis of requested leave exists. Rather, the College is treating all requests or claims for leave, at least preliminarily, as a notice of an alleged serious medical condition.
- e. Employees may be asked to provide additional information so that the College can better assess the employee's condition and entitlement to FMLA leave. Failure to cooperate fully or promptly in providing this information shall be grounds to conclude that no serious medical condition actually exists and to deny or discontinue FMLA leave. If the College later determines that the requested leave is without sufficient basis or that no serious medical condition is present, FMLA leave will terminate and the employee will be expected to return to work immediately.
- f. The federal Family and Medical Leave Act (FMLA) entitles eligible employees to take leave for a covered family member's service in the Armed Forces (Service Member FMLA). This policy supplements our FMLA policy and provides general notice of employee rights to such leave. Except as mentioned below, an employee's rights and obligations to Service Member FMLA Leave are governed by CCAC's existing FMLA policy.
 - 1) Leave Entitlement

Service Member FMLA provides eligible employees unpaid leave for any one, or for a combination, of the following reasons:

- a) A “qualifying exigency” arising out of a covered family member’s active duty or call to active duty in the Regular Armed Forces, National Guard, and Reserves in support of a contingency plan who are being deployed to a foreign country ; and/or
 - b) To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member’s office, grade, rank or rating. The National Defense Authorization Act (NDAA) extended military caregiver leave to eligible employees whose family members are recent veterans with serious injuries or illnesses, including conditions that do not arise until after the veteran has left the military. NDAA also expanded the definition of a serious injury or illness for both current service members and veterans to include serious injuries or illnesses that result from a condition that existed before the service member’s active duty service and was aggravated by service in the line of duty.
- 2) Duration of Service Member FMLA
- a) When Leave is Due to a “Qualifying Exigency”: An eligible employee may take up to 12 workweeks of leave during any 12-month period.
 - b) When Leave is to Care for an Injured or Ill Service Member. An eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.
 - c) Service member FMLA runs concurrent with other leave entitlements provided under federal, state and local law.

5.10.21 On-the-job Injury Notification

Employees must immediately notify the designated workers compensation coordinator in the business office in the event that they suffer or believe that they may have suffered a job-related injury or illness. The coordinator will notify the employee’s immediate supervisor, the Dean of Administration, the Human Resources Department and the Risk Management Office immediately of any on-the-job injury or illness. The designated workers compensation coordinator in the business office will file a claim with the insurance carrier. All relevant paperwork will be forwarded to the Risk Management Department. Whenever the College learns of any claim of a work-related injury, it shall process the claim promptly. An employee requiring leave due to a job-related injury or illness must notify the Human Resource Department promptly of any change in address or telephone number and is required to keep the Risk Management Department regularly informed of his/her condition. Except in cases requiring emergency medical treatment, employees suffering a job-related injury are required to obtain treatment from a provider approved by the College’s worker’s compensation carrier. A list of approved providers is available from the Human Resources and Risk Management Offices.

5.10.22 Two Weeks Advance Notice on Return to Work

So that an employee’s return to work can be properly scheduled, an employee on any type of worker’s compensation, disability, FMLA or medical leave is requested to provide Human Resources with at least two weeks advance notice of the date the employee intends to return to work. The employee must also provide Human Resources with an adequate written release to return to work from a medical doctor. Where the employee is permitted to return to work only with restrictions or

accommodations, Human Resources must have notice of the same at least two weeks in advance of the employee's return to work. A delay in the start date may result when the notice to return is less than two weeks.

5.10.23 Reinstatement

When FMLA leave ends, the employee shall be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. Reasonable effort will be made to return employees returning to work from any other form of approved leave to the same position, if available, or to a comparable position. . If an employee fails to report to work promptly at the end of the approved leave period, the College will assume that the employee has resigned and employment may be terminated.

5.10.24 Bereavement Leave

Administrative employees will be granted paid bereavement leave as follows:

- Five (5) days for the death of a parent, spouse, child or sibling
- Three (3) days for the death of a spouse's parent, son/daughter-in-law.
- Two (2) days for the death of a grandparent, grandchild, brother/sister-in-law, any near relative residing in the same household, or any person with whom the employee presently has made a home

5.10.25 Military Leave

Military leave shall be granted in accordance with applicable federal and state law.

5.10.26 Civil Leave, i.e. Jury Duty

Paid civil leave shall be granted for jury duty and other legally required civil responsibilities. If the employee is paid for such service, the College shall pay only the difference between such pay and the employee's regular pay.

5.10.27 Paid Holidays

Administrative employees may be granted holiday leave on the following days:

- Good Friday
- Labor Day
- Memorial Day
- Thanksgiving Day
- Independence Day
- Thanksgiving Friday
- Martin Luther King Day
- Christmas Eve Day through New Year's Day

Holidays falling on a Saturday will be recognized on the previous Friday. Holidays falling on a Sunday will be recognized on the following Monday

5.10.28 Fringe Benefits

Except as specified by the terms of a grant or other contract, the College shall provide its regular administrative employees with a range of fringe benefits including medical insurance, retirement plans, group life/dependent insurance, and disability insurance. The nature and extent of those benefits and CCAC's contributions to them can change with or without notice and shall be as determined by the College President.

Employees with benefits separating employment before the fifteenth of the month will have continued medical coverage through the end of that month. Those who separate on or after the fifteenth of the month will have continued medical coverage until the end of the following month, unless the benefits department is notified by the employee in advance to cancel sooner. COBRA will be offered in accordance with applicable law.

5.10.29 Coverage Approved by Trustees

The College shall provide full-time administrative employees with such medical and dental insurance coverage and subject to such co-payments as the President shall from time to time or at any time determine.

5.10.30 Contact Information

For information regarding medical insurance coverage, employees should contact the insurance carrier or Human Resources Benefits Office at 412. 237.3000.

5.10.31 More Information

The College does provide medical help and counseling for employees seeking assistance with drug or alcohol related problems. Employees who have questions should call Human Resources, 412.237.3001, for more information.

5.10.32 Tuition Waiver

- a. Regular benefited Employees, after completing six (6) consecutive months of service with the College, are eligible to apply for CCAC tuition waiver. An Employee (and dependents as defined in IRS regulations) shall be entitled to a total tuition waiver for unlimited courses taken at the Community College of Allegheny County. This includes courses designated with an "X" and includes tuition only.
- b. Regular benefited employees (and dependents as defined in IRS regulations) may take courses, credit, or non-credit (a course designated as an X course), at the Community College of Allegheny County without direct payment upon presentation of approved form. The College may, at any time, request an Employee to provide proof that someone they are claiming for tuition waiver, other than themselves, is indeed a dependent as defined in the IRS regulations, which may include asking them to see their tax return, or their marriage certificate, etc.

5.10.33 Tuition Reimbursement

- a. Regular benefited Employees, after completing twelve (12) consecutive months of service with the College, are eligible to apply for reimbursement of tuition for courses at an accredited institution for the purpose of earning a higher degree. The Degree does not have to be directly job-related.
- b. Reimbursement for certificates, or continuing education courses (e.g. CEU's) relevant to the regular benefitted Employees primary position (job related) must be submitted for pre-approval through their Dean of Administration then to their Campus President or Vice President. Job-related means you have met the minimum educational requirements for your job when hired but your employer may require you to get more education. This additional education is qualifying work-related education if one of the following requirements is met:
 1. It is required for you to keep your present salary, status or job, or a license or certification required by your position.
 2. The requirement serves a business purpose of your employer.
 3. If your education is not required by your employer, it is qualifying work-related education if it maintains or improves skills needed in your present full time position.

This could include refresher courses, courses on current developments, and academic or vocational courses taken after High School. If the minimum requirements for your position change after you were hired, any education you need to meet the new requirements can be qualifying education.

- c. Advanced education must be with an accredited institution for the purpose of achieving a higher degree. Regular benefitted part-time Employees may apply for tuition on a pro-rata basis.
- d. Reimbursement will be for external tuition only, no fees apply.
- e. Reimbursement to the Employee will be based on the following:
 1. An annual fund shall be set aside for tuition reimbursement pertaining to pre-approved courses taken outside the Community College of Allegheny County. Employees may apply for initial tuition reimbursement up to three thousand (\$3,000) dollars per year.
 2. No later than September 30, all pre-approved requests for tuition reimbursement, professional training, or their equivalent in professional training for the previous September 1 through August 31 period must be submitted with a passing grade.
 3. No later than November 15, whatever monies remain in the tuition reimbursement fund from the previous September 1 through August 31 period shall be prorated among Employees to pay up to one hundred (100%) percent of the tuition for the first two (2) courses or their equivalent in professional training. Any monies which remain at that time shall be prorated among all Employees who took more than two (2) courses or their equivalent in professional training, up to one hundred (100%) percent of their tuition. Employees are encouraged to submit course expenses in excess of their limit to be eligible for the proration should there be one.
 4. It is recommended that the limit for the Administrative fund shall not exceed \$100,000. The fund will be replenished each Sept. 1 to the limit stated.
- f. Procedures for External Tuition Reimbursement:
 1. Before any course is taken, the Employee must first submit a completed Tuition Reimbursement Form to their Dean of Administration, they in turn will submit it to the Campus President or Vice President for approval, he/she in turn will submit it to Human Resources for review and assessment of job relatedness. Human Resources will notify the Employee of approval of job relatedness with a copy to Bursar. Any requests that are denied will be sent to the Employee with the reason and a copy to Bursar.
 2. The Employee is responsible for submitting a complete course description and how it relates to their regular full time job unless the Employee is pursuing a higher degree, and then they must state what degree they are seeking, the academic progress they are making, and the name of the accredited institution.

5.10.34 Time Release

Release time shall not be generally granted to administrative employees either to attend or teach an educational class.

5.10.35 Administrators Teaching Overage

- a. Administrators may teach one virtual or non-virtual course during each semester and one during the summer if selected by the Department Head as a matter of normal procedure.
- b. Teaching more than one virtual or non-virtual course in a semester would be considered to be exceptional, raise concerns about the administrator's ability to do so without use of normal working hours and require prior written approval of the direct supervisor, Campus President or Vice President, and Provost/Executive Vice President for Academic and Student Affairs. Administrators shall, if assigned teaching responsibilities, meet the same performance qualifications expected of teaching Employees.

1. This administrative regulation shall not be utilized to deprive AFT Employees of full-time employment.
2. This administrative regulation shall not be utilized to deprive Employees of an overage except where the expertise of the administrator is necessary and approved by the Provost/Executive Vice President for Academic and Student Affairs.

5.10.36 Public Health Emergency Leave

Leave shall be granted for absence due to service as "an intermittent disaster-response appointee" upon activation of the National Disaster Medical System or for participation in an "authorized training program" as those terms are defined by the Public Health Security and Bioterrorism Preparedness and Response Act of 2002, 42 U.S.C. § 300h 11(e)(3). If the employee is paid for such service, the College shall pay only the difference between such pay and the employee's regular base pay. Such paid leave shall be granted for a maximum period of ten (10) working days in any given calendar year. Any leave required by such service beyond ten (10) working days in any given calendar year shall be unpaid.

5.11 A.F.T. EMPLOYEES

The compensation and benefits of any employee subject to the collective bargaining agreement between the AFT and the College are set forth in that collective bargaining agreement.

5.12 S.E.I.U. EMPLOYEES

The compensation and benefits of any employee subject to the collective bargaining agreement between the SEIU and the College are set forth in that collective bargaining agreement.

ADMINISTRATIVE REGULATION: CONDUCT

The College is a performance-driven workplace that rewards achievement that is based upon measurable outcomes. The College values excellence in work and professional and courteous conduct. The College expects employees to take responsibility for their actions and act with the highest ethical standards.

5.13 PERFORMANCE AND PROMOTION – ADMINISTRATIVE EMPLOYEES

5.13.1 Potential

Advancement is based on merit and demonstrated performance on the job. Our goal is to create an environment in which all employees have the opportunity to develop to their full potential.

5.13.2 Introductory Period/Six Month Review

All administrative employees of the College are subject to an introductory period for the first six months of employment in a position. The College may extend this introductory period, at its sole discretion, at any time, for any employee, with or without notice. The purpose of the introductory period is to provide an ongoing, consistent process to facilitate the transition to full competence in the position, which shall be accomplished by closely monitoring and assessing the administrative employee's performance, competence, behavior and attendance (collectively referred to as "Performance"). It is important that the employee's supervisor provide feedback to the administrative employee regarding her/his Performance and timely identify, address, and document any Performance issues, as those issues may occur.

In the event any aspect of an administrative employee's Performance is below standard, as determined by the administrative employee's supervisor in consultation with the Human Resources department, the administrative employee may be subject to disciplinary action, up to and including termination, consistent with the College's at-will employment policy.

Nothing in this section shall be construed or interpreted as contrary to the College's at-will employment policy, 5.5.4 "At Will Employment" and 5.14.6 "At Will."

New administrative hires will be reviewed within the first six (6) months. Thereafter, the College holds at least annual performance reviews for all administrative employees. The review provides an opportunity for the College and the employee to review past performance and map out future goals. The process, forms and timetable will be defined by Human Resources.

Administrators do not receive a salary increase before six (6) months are complete and a satisfactory evaluation is submitted to Human Resources. New administrative employees who begin prior to July 1 are eligible for the salary increase as established by the College for the fiscal year. New administrative employees who begin after July 1 are not eligible for a salary increase until the next fiscal year as established by the College.

5.13.3 Objectives & Review

Administrative employees may be asked to complete a self-evaluation form prior to the annual review to assist in the review process. To facilitate the review process, employees are typically requested to submit to the supervisor three (3) written objectives for the coming year. At least annually, the employee will be asked to submit in writing to the supervisor a description of how each of the objectives was accomplished.

5.13.4 Outcomes

Administrative employees of the College are evaluated, among other things, on the basis of an ability to meet measurable objectives. Failure to set acceptable measurable objectives or to meet them satisfactorily will preclude promotion and result in discipline up to and including termination.

5.14 CORRECTIVE ACTION AND TERMINATION OF EMPLOYMENT

5.14.1 Requirements

Unless a collective bargaining agreement provides to the contrary, there is no right to progressive discipline, and immediate discharge may result from any conflict or difficulty on the job. When an employee experiences conflict, or difficulty in the job, alternative forms of discipline or counseling may, but are not required to be used. Furthermore, employees are individuals and the difficulties they face on the job are often unique. As a result, whether to provide discipline or counseling and the type of discipline or counseling that an employee receives, if any, are evaluated on a case-by-case basis with Human Resources.

5.14.2 Infractions and Performance Problems

Disciplinary or corrective action for a regulation infraction or performance problem may include disciplinary probation, demotion, suspension with pay, suspension without pay, cancellation of discretionary leave of absence or vacation, temporary reinstatement of probationary pay rate, immediate discharge, and other appropriate measures. The level of discipline is assessed on a case-by-case basis and depends upon the severity and persistence of the problem(s).

Supervisors are expected to manage performance and conduct and to take corrective steps when appropriate. Conduct and actions that will require corrective action include but are not limited to: abusive language or conduct; insubordination or other failure to follow directives from supervisors; violating or otherwise failing to follow College policies, rules, regulations or procedures; excessive

absences or tardiness; substance abuse; destruction of or damage to College property; dishonesty; theft; careless, reckless or threatening acts; falsifying reports or information on an employment application; conviction of a crime; incompetence or repeated negligence in the performance of duties or neglect of duties; unsatisfactory work performance; job abandonment; and immoral or other conduct which exposes the College to loss or liability or damage to reputation.

5.14.3 Progressive Discipline

When possible and appropriate, progressive counseling about problems on the job is conducted by the direct supervisor in consultation with Human Resources. Generally, when progressive counseling is appropriate or required under a collective bargaining agreement, there will first be verbal, informal discussions with the employee's immediate supervisor to inform the employee that there is a problem, how s/he can remedy the problem and what is expected of him/her. Thereafter, further counseling and discipline will be conducted on a case-by-case basis, but the employee will typically be expected to improve his/her performance promptly or face termination. Supervisors are expected to keep a status report on file noting the status of performance, examples of continuing problems, and what discussion ensues with the employee.

Corrective action for those employees represented by a bargaining unit must be implemented in accordance with the terms of the applicable collective bargaining agreements.

A. Procedures

1. Supervisors should consult with Human Resources in advance of issuing corrective action. Corrective action must be documented with a copy to Human Resources for the personnel file.
 - a. A letter or memo, or any form as required by Human Resources, is to be used for employees who are not in a bargaining unit
 - b. Any form(s) required by the collective bargaining unit must be used to document corrective action for union members, as applicable.
2. Requests for suspension or termination are to be reviewed and approved by the Vice President for Human Resources. Requests should contain the following information:
 - a. The employee's name, job title, and location, and the work schedules of the employee and supervisor;
 - b. A summary statement of the reasons for requesting corrective action;
 - c. Specific documentation as evidence to support the request.

B. Offenses and Penalties

While it is not feasible to itemize every offense or act for which corrective action may be necessary, an employee may be disciplined for violating any of the rules contained in Board policy or within this manual, or for any similar offenses. Offenses have been categorized into three (3) classes according to penalties assessed and shall be written and will become a part of the employee's personnel record. Based on the totality of the circumstances, an offense may be terminable for the first offense regardless of the class of the offense.

1. Class I Offenses. The offense is considered serious and may result in a written warning or reprimand or higher up to and including termination for the first offense.

- Performing any non-College work during working hours.
 - Leaving the job during working hours, except in the case of personal injury or for on premises personal needs, without approval of the supervisor or his/her designated representative.
 - Inappropriate or destructive conduct which might cause damage to another person or equipment.
 - Any conduct which results in unproductive performance.
 - Excessive or unexcused tardiness or absenteeism.
 - Using College equipment and/or supplies for any non-College business without permission of the supervisor.
 - Violation of safety or fire rules.
 - Careless workmanship.
 - Smoking in prohibited areas.
 - Improper use of College vehicles
 - Failure to promptly "call in" when absent due to illness or other reasons.
2. Class II Offenses. The offense is considered severe and may result in a suspension without pay or higher up to and including termination for the first offense.
- Insubordination, which shall include but not be limited to, refusal or failure without good cause to accept and perform job assignments as directed by the supervisor, or refusal or failure without good cause to accept instruction or direction through the supervisor.
 - Sleeping on College property during regularly scheduled working hours.
 - Damage to or destruction of College property resulting from carelessness.
 - Leaving the campus during working hours without permission of the supervisor.
 - Reporting to work under the influence of intoxicating beverages and illegal drugs.
 - Gambling on College premises and/or the use of abusive language, or threatening physical violence.
 - Unauthorized use of College vehicles.
 - Inappropriate or destructive conduct which might cause damage to another person or equipment.
3. Class III Offenses. The offense may result in automatic termination for the first offense.
- Any intentional misrepresentation in an employee's application for employment, falsification of a leave of absence request, or intentionally giving any false information relating to his or her employment.
 - Intentional performance of faulty workmanship.

- Willfully concealing any defect in material or workmanship
- Falsification of any time-keeping records or punches
- Possession of alcoholic beverages, narcotics or weapons, concealed or otherwise on campus premises.
- Committing any criminal action during working hours
- Stealing on the job, whether it be College property or property in the plant or on the premises belonging to fellow employees or others
- Sabotage, which shall consist of purposely damaging or destroying College property, tools, equipment, or the property of other employees or others in any manner
- Fighting or committing immoral or indecent acts on College premises.
- Divulging or otherwise releasing confidential information without authorization.
- Conviction of a felony or serious misdemeanor or any other offense or report which would preclude continued employment under applicable law.

5.14.4 Written Resignation

The College prefers that employees submit a written resignation to the supervisor and Human Resources two (2) weeks prior to termination. Employees may request an exit interview from Human Resources if desired.

5.14.5 Lay Off

When the College has a lack of work, there may be a need to lay off an employee from his/her position without prior notice.

5.14.6 “At Will”

Unless a collective bargaining agreement provides to the contrary, employees of CCAC are employees at will and may be dismissed at any time, with or without cause, at the College’s sole discretion.

5.14.7 Return of College Property/Checklist

Upon termination for any reason, the employee is mandated to return all College materials and supplies in his/her possession. This includes all forms of College proprietary and confidential information, all identification and access cards, all keys, parking permits, computers, and all other College equipment and materials such as reference manuals, library materials and uniforms. A uniform checklist will be used for this purpose.

5.14.8 Exiting the College

A. Exit Procedures

Whenever possible and practical, the following procedure shall be used upon termination of employment:

1. A person terminating employment must return all property in accordance with regulation 5.14.7 above.
2. On or before the last day of work, an audit of the employee’s vacation balance should be performed and the results reviewed with the employee.

3. An employee who is resigning from College service is expected to provide a letter of resignation specifying the effective date of separation and the reason for leaving. This letter should be attached to the A-1 documenting the employee's separation from employment.
4. A forwarding address should be requested of the terminating employee. This address should be included on the A-1.
5. A copy of all computer files on the employee's hard drive and on any network sites may be made, reviewed and stored until the College determines that there is no need for the information.

B. Exit Responsibilities

The exit procedures provide a uniform exit for all employees upon leaving the Community College of Allegheny County.

1. Voluntary Separation

Voluntary separation means that you are leaving the College by choice. The following will help manage the transition:

a. Employees' responsibility:

- Provide notification in writing to immediate supervisor and Human Resources.
- Pay all outstanding debts including parking violations, tuition expenses, health care expenses, travel expenses and receipts, etc.
- Return all College property including library materials, ID card, parking permit, departmental keys, computer/laptop, handbooks, access keys, etc.
- If applicable, complete any final time sheets and leave form and submit accordingly
- Remove all personal items from your work space
- Submit the Exit Questionnaire and submit it to Human Resources. An exit interview is available upon request
- Complete and submit the Exit Form with all required signatures to your Business Office with a copy to Human Resources on or before the last date of employment

b. Immediate Supervisor's (or designees) responsibility:

- Obtain written notification of resignation/intent to retire from employee – forward immediately to the Human Resources and the campus Business Office
- Ensure all vacation, sick, or personal days are approved and accounted for
- Ensure all College property is returned

c. Business Office's responsibility

- Initiate exit personnel action form

- Assist the supervisor to ensure all College property is returned

d. Human Resources' responsibility:

- Receive resignation/intent to retire from separating employee and/or supervisor
- Monitor completion of separation paperwork by campus
- Request to remove employee's access to College systems to ITS
- Receive Exit Questionnaire and conduct exit interview upon request
- Receive Exit Form and review for completion

e. Payroll's Responsibility:

- Process final payout

2. Involuntary Separation

Involuntary separation means an employee is required to leave the College by Administration. In the case of involuntary separation, the employee's immediate supervisor and Business Office are required to fulfill the employee's responsibilities listed above under number one (1). All forms are to be completed within seven (7) days of the employee's involuntary separation.

5.14.9 Verification of Employment

All requests for verification of employment shall be referred to the College Payroll Office. In response to a telephone inquiry, only dates of employment, position held, and work location will be provided. In response to a written request from the subject employee, other available information will also be provided.

5.15 SAFETY

5.15.1 Employees, Students, Visitors, Property

The safety of College employees, students, visitors and property is of highest priority. Every employee is responsible for ensuring that the College is a safe place. Any threat to the safety or security of the College must be reported to a supervisor immediately.

5.15.2 Safeguard/Secure Assets

The College has in its possession highly valuable and marketable commodities -- equipment, office supplies, and moneys in the form of cash and checks. Each employee has an on-going and continuous obligation as part of his/her term of employment to assist in safeguarding and securing all such assets.

5.15.3 Logging Off and Locking Up

The last person to leave the office at any time will make sure that all doors are locked and all lights and electrical equipment are off. Each employee is responsible for logging off his/her computer prior to leaving.

5.15.4 Follow Regulations

Employees must follow all applicable safety rules and regulations relating to attire or conduct as may be issued with respect to any job or position or to any area within the College.

5.15.5 Expectation

The personal safety and health of each employee of this organization is of prime importance. The objective is to minimize accidents, injuries, and illness. The College expects the cooperation and proper attitude toward this goal from every supervisor and employee.

5.15.6 Injured on the Job

It is the responsibility of all personnel to make stringent efforts toward ensuring that no one is injured at work. Emergency first aid will be rendered to an employee in the event of an injury until professional medical care can be obtained. Any employee injured on the job, must:

- Seek first aid;
- Immediately report the injury to the designated worker's compensation coordinator in the campus Business Office;
- Obtain and complete all necessary work-related injury forms from designated worker's compensation coordinator in the business office;
- Adhere to any reporting-off requirements;
- Communicate regularly with the supervisor, the designated workers compensation coordinator in the Business Office and Risk Management regarding his/her health status;
- Furnish to Human Resources and Risk Management any required health certificates from your physician(s);
- Furnish to Human Resources and Risk Management a notice of readiness to return to work as authorized by your physician(s).

5.15.7 Zero Tolerance

The College strictly prohibits all forms of work-related violence, including stalking or threatening behavior directed at co-workers, whether in and out of the workplace. Employees have no expectation of privacy in workspaces and environs and these places may be searched for weapons and controlled substances at any time.

5.15.8 What to Do

If any employee exhibits or is the subject of a complaint of threatening and/or violent behavior, s/he will be immediately removed from the College's property and placed on administrative leave pending the results of an investigation. Upon investigation, further actions may be taken up to and including criminal prosecution and termination of employment.

5.15.9 Fighting, Weapons, Conduct, Peril

The College is committed to preventing workplace violence and to maintaining a safe work environment. Because of the presence of violence in society in general, the College has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises:

- A. All employees, including supervisors, temporary and part-time employees shall interact with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others.
- B. Firearms, weapons, and other dangerous or hazardous devices or substances are strictly prohibited from the premises of the College unless otherwise authorized in accordance with Board Policy VI.03.

- C. Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.
- D. Employees who see or hear a commotion or disturbance or otherwise become aware of potentially violent, threatening or harassing behavior must report the incident immediately to College security personnel.

5.15.10 Threats

All threats of (or actual) violence, both direct and indirect, as well as all suspicious individuals or activities should also be reported immediately to College security personnel, a supervisor or any other member of management. This includes threats by employees, as well as threats by students, vendors, solicitors, or other members of the public. When reporting a threat of violence, employees should be as specific and detailed as possible.

5.15.11 Investigation

The College will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected to the fullest extent possible in order to conduct a thorough investigation. In order to maintain workplace safety and the integrity of its investigation, the College may suspend employees, either with or without pay, pending investigation.

5.15.12 Discipline

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

5.15.13 De-Escalating Potential Violence

The College encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or any other member of management before the situation escalates into potential violence. The College is eager to assist in the resolution of associated disputes, and will not discipline employees for raising such concerns.

5.15.14 Other Policies, Regulations, and Rules

Any other policies or regulations of the College relating to the prevention of violence are incorporated in these regulations by reference, including but not limited to the College's Non-Discrimination, Title IX and Equal Employment and Educational Opportunity Policy (Board Policy II.01) and the Civil Rights Complaint Procedures issued in conjunction therewith.

5.15.15 Secure Work Environment

The College is committed to providing a drug-free, healthy, safe and secure work environment. Employees are responsible for reporting to work in a physical and mental condition fit to perform their job responsibilities. This includes being free from the effects or influence of intoxicants, drugs and any other controlled substance, other than medication taken in compliance with the direction of a licensed physician.

5.15.16 Deliberate Abuse

Deliberate abuse of any drug or controlled substance, in addition to diminishing the employee's own personal health and well-being, has an adverse effect on an employee's work capabilities and could jeopardize the safety and well-being of others.

5.15.17 Ability to Operate Equipment

Consistent with this commitment, the College strictly prohibits the presence of any employee on the job while under the influence or after the use of intoxicants, illegal drugs and any other controlled substances. If an employee's position requires that s/he operate a motor vehicle, s/he is required to notify the College whenever s/he is taking medications that may interfere with the ability to operate a vehicle or equipment. The possession, sale, or distribution of any controlled substance while on College property or while in the course and scope of employment are grounds for immediate discharge. An exception to possession would be legitimate prescriptions in the name of the employee.

5.15.18 Smoking

Smoking is prohibited in all interior and exterior areas of College owned or leased facilities.

5.15.19 Seeking Assistance

The College recognizes alcohol and other drug dependency as a treatable disease and strives to support employees in the recovery process. However, while the College understands the social problems associated with chemical dependency (drugs, alcohol), it approaches the problem strictly on a performance basis.

- A. Any employee experiencing problems due to the use of alcohol and other drugs is encouraged to seek assistance. The College provides an opportunity to participate in a medical and disability insurance program which may cover an established, bona fide illness based on chemical dependency. Employees should review their specified insurance and disability programs to determine the extent of coverage. Employees are encouraged to participate in the College sponsored employee assistance program to address such problems.
- B. Where treatment for chemical dependency is acknowledged as a part of an employee's remediation for unsatisfactory job performance, the employee should be aware that disciplinary action, up to and including termination, may be the consequence of the employee's failure successfully to complete the treatment program. In cases where performance has been unsatisfactory, decisions regarding retention or returning to a position upon completion of treatment will be made on an individual basis.

5.15.20 Conviction of Crime/Notification

An employee must notify, in writing, the Vice President for Human Resources, Office of College Services, 800 Allegheny Avenue, Pittsburgh, PA 15233, of a conviction of a crime within five (5) days of such conviction. If the conviction involves a federal grant employee, the Vice President for Human Resources shall notify the appropriate federal contracting agency within ten (10) days of receiving notification of such conviction.

5.15.21 Conduct that is Prohibited

The College prohibits the following conduct:

- A. Use, possession, control, storage, manufacture, distribution, dispensation, or sale of or solicitation to buy or sell illegal drugs, drug paraphernalia, or unauthorized controlled substances on College premises, at College events, on College business, in College vehicles, or anytime an employee is working for the College or being paid by the College.
- B. Manufacture, dispensation or sale of, solicitation to buy or sell alcohol, or unlawful possession of alcohol on College premises, in College vehicles, or anytime the employee is actively at work.
- C. Legal use of alcohol on College premises is limited to special occasions specifically and expressly designed by the President of the College to allow it.

- D. Use of an unauthorized controlled substance, illegal drug, or alcohol so as to adversely affect the employee's work performance, the employee's safety, or the safety of others.
- E. Refusing to participate or complete successfully a prescribed or required drug or alcohol counseling or rehabilitation program and/or job performance remediation plan.
- F. Conviction under any criminal drug statute or for any criminal offense involving controlled substances, illegal drugs, or alcohol.
- G. Failure to notify the College of any criminal conviction within five (5) days of conviction.

SANCTIONS - Penalties for violations of these regulations and procedures will be based upon the nature and severity of the violations in question. Violation will result in appropriate discipline which includes but is not limited to warnings, written reprimands, suspension, or discharge. Additionally, employees may be suspended with or without pay pending investigation. Employees may also be required to complete a rehabilitation and/or job performance remediation program. Employees will be afforded the opportunity for a hearing conducted and scheduled by the College, which hearing shall consist of notice to the employee of the violations and an opportunity for the employee to respond to such allegations.

RESERVATION OF RIGHTS - The Community College of Allegheny County reserves the right to amend these regulations and procedures.

5.15.22 Drug and Alcohol Awareness Program

Information and literature on the dangers of drugs and alcohol in the workplace are available through the campus business office and the Human Resources Department. Drug education seminars will be conducted for employees as announced.

Employee Assistance

1. Employees seeking assistance with drug or alcohol related problems or who have questions concerning the interpretation of these regulations and procedures should contact Human Resources, 412-237-3001.
2. For information regarding medical insurance coverage, employees should contact the insurance carrier or Human Resources 412-237-3001

5.15.23 Legislative Requirements

In compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, and other legislative requirements, all employees of the College must abide by this policy and the procedures which implement this policy as a condition of employment.

5.15.24 Reserved

5.15.25 Drug and Alcohol Testing

Employees may be subject to drug and alcohol testing, in accordance with the applicable collective bargaining agreements and this regulation, in cases in which there is a reasonable suspicion that the employee is under the influence of alcohol or drugs in the workplace or in connection with the performance of College-related business. The College has established procedures for determining the existence reasonable suspicion, implementing testing and determining appropriate follow up, which will be published and maintained on the College's website, under the Human Resources page.

5.16 CONDUCT AND ATTENDANCE

5.16.1 Work Week, Work Day

Except as specified by collective bargaining agreement, all regular employees of the College are expected to work at least a standard length work week, which shall consist of thirty-seven and one half hours made up of five workdays of seven and one half hours each.

5.16.2 On-time Expectation

Employees are expected to be ready to work at the assigned starting time and to work diligently, except for scheduled lunch and other breaks, until the assigned quitting time. Non-exempt employees cannot work through lunch or outside of their established start and ending times for the work day without the prior approval of the supervisor.

5.16.3 Inclement Weather

Closure of the College or any campus where the employee is scheduled to work that is due to inclement weather, facility break-down or other reason shall not result in a loss of pay. Work time lost due to inclement weather that does not result in closure of the College or the campus where the employee is scheduled to work may be made up during the same pay period or taken as unscheduled paid time off, personal, or vacation time, as applicable, subject to approval of the supervisor.

5.16.4 Notice of Absence, Late, Early Departure

Wherever possible, employees should inform their supervisors in advance of any absence, late arrival, or early departure. Employees must report all absences, late arrivals, and early departures to the immediate supervisor as soon as they are known by leaving a message on the supervisor's voicemail or email. In the case of an unscheduled absence or late arrival not previously arranged, the employee must leave a voicemail or email message with the supervisor at least one hour before the employee is scheduled to start for that day. This will not preclude measures taken for absentee problems.

5.16.5 Professional Standards

All employees conduct should reflect the highest professional standards of behavior. Common sense and good judgment are required in responding to a situation that may not seem to be specifically covered by College policies, regulations, or rules and in recognizing when to seek advice regarding application of the College policy, regulation, or rule. As an employee's behavior at work reflects the College's values and ethics, all employees are expected to:

- Obey all laws and regulations and rules that apply to the College
- Avoid activities that could create conflicts of interest or even the appearance of conflicts of interest with the College
- Respect the confidentiality of information
- Lead by example
- Take initiative to improve work processes and partnerships
- Arrive on time and fully prepared for any meeting or conference
- Deliver on every promise and work product in a timely and, complete manner
- Commit to excellence in all aspects of work
- Respect the rights and dignity of others

- In all actions and speech in the classroom, workplace, and any College location be civil and respectful

5.16.6 [Reserved]

5.16.7 Compliance

In addition to the regulations contained herein, each employee shall also be required to comply with all Board policies, administrative regulations, and all other rules and procedures issued by any department or division of the College that are intended to apply to all employees or to employees holding the job title, classification, or position of the employee.

5.16.8 Treatment of Students

College employees are at all times expected to conduct themselves in the highest professional manner. Students are the reason the College exists, and the College's success depends in large part upon their satisfaction. Students must therefore always be treated with respect, decency, and courtesy.

5.16.9 Attire & Grooming

All employees must be appropriately attired and groomed for the workplace. Employees must wear uniforms where the job or department requires them. All other employees are expected to dress in attire appropriate to their job function and as dictated by safety, the elimination of distractions, common sense, and decency. In general, the following are prohibited:

- Extremely casual clothing
- Clothing that is tattered or with holes, lengths, or openings that are revealing
- Shorts
- Skirts or dresses at a length that is inappropriate for a business and professional environment
- Sweat suits, sweat pants, wind suits and running suits
- Spandex outfits or leggings/spandex
- Clothing with offensive language and/or graphics
- Halters, crop tops, tank tops, midriffs

5.16.10 Romantic Relationships

Romantic relationships in the workplace or within the educational environment raise concerns for the College community, particularly in cases in which one party to the relationship possesses supervisory or evaluative authority over the other or may reasonably be perceived to possess such authority. Given the power differentials between the parties, such relationships carry the inherent risk that the subordinate employee or student will be determined to have lacked the ability to provide effective consent to the relationship. In addition, the existence of such relationships may raise questions regarding the academic and operational integrity of the supervisor's decisions, create actual or perceived conflicts of interest relative to the parties' interactions with fellow students and/or co-workers, and create the potential for sexual harassment and retaliation charges. In light of these concerns, and in the interest of mitigating the risks inherent to such relationships, the following requirements will apply:

- No employee shall be permitted to date or engage in a romantic or sexual relationship with an employee that s/he supervises, whether directly or indirectly.

- No employee shall be permitted to date or engage in a romantic or sexual relationship with a student that s/he supervises or evaluates, or with respect to whom s/he provides professional services or for whom s/he may have any foreseeable professional responsibility, authority or influence. Examples of prohibited relationships include but are not limited to instructor/current student, work study student/supervisor, advisor/advisee, tutor/student, coach/athlete and administrator/student.
- If employees choose to enter into a consensual dating or romantic relationship with each other and one party has supervisory responsibilities over the other, it shall be the responsibility of the senior person to report the relationship to both his and her supervisor and to the Human Resources Office at the onset of the relationship. In such situations, the College may transfer one or both employees or take such other action as may be necessary to eliminate the conflict.
- If employees choose to enter into a consensual dating or romantic relationship with each other and neither party has any direct or indirect supervisory authority over the other, it shall be the responsibility of both employees to immediately report the existence of the relationship to their respective supervisor(s) and the Human Resources Office at the onset of the relationship. In the event it is determined that the relationship creates or would foreseeably create a distraction in the workplace or interfere with the productivity and efficiency of the employees in question and/or their other co-workers, the College may transfer one or both employees or take such other action as may be necessary to eliminate the disruption.
- Employees who are contemplating entering into a romantic relationship with an individual who is enrolled as a student at the College, but whom the employee does not evaluate or supervise, are required to notify their supervisor prior to entering into or commencing any relationship. The College reserves the right to transfer the employee or to take such other action as may be necessary to eliminate any potential for the employee to be in a position to supervise, evaluate, exercise authority over or otherwise influence the student or any academic, financial or employment-related decisions that may affect the student.

5.16.11 Intent

Where an employee has a serious concern, the individual or group can invoke the College's complaint process. The complaint process is not designed or intended to create due process rights. It is also not intended to serve as a means to raise concerns about petty slights or to challenge every criticism or discipline by a supervisor.

5.16.12 Resolution

Any employee may request a meeting with the appropriate administrator upon discovery of the problem and prior to initiating a formal written complaint.

5.16.13 Complaint Steps

If a complaint remains unresolved at the informal oral conference, then the employee or group of employees shall place the complaint in writing in a manner that clearly and succinctly sets forth the issue(s). It shall be the employee's or group of employees' sole responsibility to create this writing. Written complaints shall be addressed as follows:

Step 1: A complaint that is not resolved at the informal stage shall be forwarded in writing to Human Resources or to its designee. The recipient of the complaint shall render a decision or to pass the complaint to Step 2 in a timely manner.

Step 2: If the complaining party is dissatisfied with the decision made in Step 1, the problem may be referred to the respective Campus President or Vice President for a decision.

5.17 COMMUNICATION SYSTEMS AND COURTESY

5.17.1 Non-Business Purposes

The College telephone lines and employees are used to the fullest extent. So that the maximum capacity of telephone lines is available for organization business, employees should minimize their use of the College's telephone system for non-business purposes.

5.17.2 Long Distance

Long distance calls for any personal reasons are not authorized and are prohibited. All personal calls should never interfere with work and should be kept to a minimal amount of time. Employees should caution friends and relatives to consider the need to attend to business calls. Long distance calls or incoming 800 calls for personal use are prohibited. Any abuse shall be charged back to employee, and could result in disciplinary action, including termination.

5.17.3 Voicemail- Property of College

In an employee's absence, the College will monitor voice mail messages to verify that business-related calls are being returned or serviced properly. Voice mail messages recorded on the College equipment are the property of the College. As a result, employees have no expectation of privacy in any voice mail messages left on the College's system and should act and treat the system accordingly. Messages can be disclosed, monitored, copied, retrieved, or reviewed at any time, with or without the permission, prior or otherwise, of the employee.

5.17.4 Use of Personal Cell Phones

The use of personal cellular telephones during business hours is strongly discouraged, except for employees who are required or authorized to have or utilize one for work-related purposes. Such devices must be on silent or vibration mode during office hours. With the exception of employees required to be available by phone and provided cell phone allowances for business necessity, cell phones must be turned off during any meeting. Calls to and from employee cellular telephones shall be treated as personal calls and subject to the College's policy on limiting personal calls.

5.17.5 Prohibited Sites

Employees shall use the Internet and electronic mail for business related purposes only. Certain web-sites are absolutely prohibited at all times, such as sites containing pornography or advocating discriminatory, hateful or violent actions. The receipt or transmission of obscene, illegal, violent, discriminatory or other information that may result in harassment or defamation are strictly forbidden at all times.

5.17.6 Personal Use during Business Hours

Access of non-business web-sites or use of e-mail for personal use during business hours is discouraged and may result in discipline action including termination. The College system shall not be used to circulate or forward jokes, inspirational material, or other non-work related items to co-workers. Mass emails, even for College-related messages, are rarely appropriate and solicitations are strictly prohibited. Whether an employee has abused the College email system is a function of the frequency of the misuse and the disruption to the employee's work and that of other employees.

5.17.7 Expectation of Privacy

Internet communications should not be expected to remain private and confidential. Computers and related equipment are College property provided for each employee's legitimate business use. All messages sent on electronic and telephone communication systems provided by the College remain the property of the organization. As such, the College reserves the right to access, intercept and disclose the content of any message or deleted message with or without permission, prior or

otherwise. In an employee's absence, the College will monitor the employee's electronic mail to verify that business-related messages are being serviced properly. Typically, such monitoring will include forwarding the employee's email to a supervisor or other employee. The employee does not have any expectation of privacy in any e-mail messages or their content in any aspect of any computer system provided, owned or controlled by the College.

5.17.8 Proper Business Communication

The Community College of Allegheny County (CCAC) provides electronic mail (email) services to all employees and students through College-owned software and servers accessible within and external to the CCAC computing network. The use of these email services (include but are not limited to the transmission, receipt, and archiving of all messages and attachments as well as all email account information) is restricted only for the conduct of College business and applies to all employees and students. Violation of this policy will result in immediate and appropriate disciplinary action.

UNACCEPTABLE USE:

1. Using email for any purpose which violates federal, state or local laws.
2. Using email for commercial purposes and for any personal gain.
3. Using another individual's identity and password as well as disclosing or sending email account information without prior employee approval.
4. Misrepresenting one's identity or affiliation in email communications.
5. Sending harassing, intimidating, abusive, profane, or offensive material (text and/or images) to or about others, inclusive of ethnic, racial or religious slurs.
6. Displaying and/or transmitting sexually explicit text, images (including cartoons).
7. Soliciting or recruiting for the purposes of non-College business, religious, and political causes.
8. Disclosing or releasing confidential information or email files without authorization to any constituency within or external to the College community.
9. Intercepting, disrupting, or altering electronic communications.
10. Causing congestion on the network by broadcasting inappropriate messages to groups of individuals and account lists for non-business announcements, chain letters and any message that alludes to or is intended to be posted to the email system's bulletin boards.

Communications utilizing electronic media are protected by the same laws, policies, and regulations and rules and are subject to the same limitations as communications through e-mail. Access to any CCAC email files or accounts may be made available to authorized personnel for the conduct of College business as well as to Information Technology Services staff in the following circumstances:

1. Software and/or hardware failure.
2. Performing routine operations or resolving problems.
3. Protecting the integrity of the College's computing network and the rights and property of the College.
4. Protecting the rights of individuals working in collaborative situations where information and files are shared.

Employees should resist the temptation to slip into informality when using the in-house e-mail or Internet. All e-mail communications should be treated the same as any other business communication, including the use of proper English, capitalization, punctuation, and grammar and

an appropriate business tone. Even deleted items can be retrieved, so an employee should never send an e-mail that you would not want an unsympathetic third party to read later. Also bear in mind that e-mail communications do not convey humor or sarcasm effectively. No e-mail should ever be sent in anger or haste, and e-mail is not the proper method for communicating thoughts or ideas that an employee is uncomfortable expressing face-to-face (i.e. arguing in front of peers or reports).

Employees are required to promptly report any inappropriate or prohibited use of the College's e-mail or other Information Technology resources of which they become aware.

5.17.9 Inappropriate Material or Messages

E-mail and the Internet shall not be used to communicate, forward, duplicate, or retrieve any discriminatory, offensive, disruptive, obscene, sexually oriented, inflammatory, violent, or otherwise inappropriate material or messages. Such material or messages shall not be uploaded, downloaded, stored, sent, or received from or using any component of any computer system provided, owned or controlled by the College. E-mail, the Internet, and any component of any computer system provided, owned or controlled by the College shall not be used to harass or stalk any person or group or to create or contribute to a discriminatory or hostile work environment. Employees are required immediately to report any activity that violates this policy to a supervisor or the persons designated to receive and investigate harassment claims.

5.17.10 Access Codes and Passwords

All access codes and passwords are to be kept strictly confidential. Employees should not provide access or passwords to any outside party. Confidential information should never be transmitted over the Internet without proper encryption. All software must be used in accordance with its license agreements and copyrights. No software may be loaded, downloaded or copied without first obtaining the permission of the College. No employee shall use College equipment or facilities knowingly to download or distribute pirated software or data. The College data and databases are private and confidential. No College databases or data may be uploaded or otherwise transferred to persons or entities outside the College without the prior written approval of your supervisor.

5.17.11 Mass Mail

The College computer and Internet equipment and facilities must not be used knowingly to violate the laws of the United States of America or any other nation, or the laws and regulations of any state, the College, province, or local jurisdiction. Each employee using the College's Internet facility shall identify him- or herself honestly, accurately, and completely when corresponding in or participating in Internet or other interactive activities. No one shall send untargeted and unsolicited mass electronic mail. No employee may use the College's Internet facilities deliberately to propagate any virus, worm, Trojan horse, or back-door program code or disable or overload any computer system, network, or to circumvent any system intended to protect the privacy or security of the College or another user.

5.17.12 Duplication

Consistent with the College's ownership of its computers and servers, no employee has any expectation of privacy in any file or document stored, modified, or created on a College-owned computer, server, or similar device. Whenever an employee leaves the employment of the College for any reason, all files of the employee on College computers or servers, including, without limitation, email and files or documents on any drives, may be duplicated on to discs for storage, use and reference.

5.17.13 Reporting to the System Administrator

If any pornographic or unsolicited material appears or pops up on your computer screen, notify the Service Desk immediately. Do not open email or attachments to emails unless the sender is known

and the employee is certain that neither the message nor the attachments are contaminated with a virus. Do not load or download any program or software without proof of a license.

5.17.14 Removal of Access, HR

Human Resources may from time to time or at any time direct that a current employee be removed from access to some or all of the College's computer systems. The employee shall not be permitted to have some or all of the access returned without the prior express written approval of Human Resources.

5.17.15 Additional Policy, Regulations and Rules

These regulations are in addition to and not in place of other College policies relating to the use and operation of the College's computers, computer system and network. Employees may be disciplined for any violations of such policies, up to and including immediate termination.

5.17.16 Quiet Area

As many College employees work in open cubicles or desk areas, conversations should be kept as quiet as possible. Also refrain from hanging over another's cubicle/desk or having a group conversation near the cubicle/desk of anyone who is not a party to the discussion.

5.17.17 Housekeeping

Good housekeeping procedures and habits must be practiced at all times to keep the office clean and sanitary. All employees will be expected to clean up after themselves. Keep common areas clean and walkways free from hazards, liquid spills, and refuse.

5.17.18 Drinking and Eating at Work Station

Each employee is responsible for his/her desk appearance. Coffee or beverage is permitted at your desk, but discretion must be used. Eating at the desk is discouraged and eating or drinking over keyboards or other College equipment is prohibited.

5.18 CONFIDENTIALITY

5.18.1 Copies

An individual file shall be maintained on all employees of the College. Copies of important transactions, as determined by the President or his/her designee or Human Resources, concerning the employee shall be maintained in this file.

5.18.2 Inspection by Employee

Upon written request, information in the employee's personnel file, with the exception of confidential employment references sent to or solicited by the College, shall be made available for inspection by the employee or his/her designated agent. Proper identification will be required of the individual. The College reserves the right to make records available only during normal business hours of the office where the records are maintained. Records may be reviewed only in the presence of an employee in the office of record. An appointment must be made with the personnel official at the office of record indicating the specific information desired for review. The office of record given reasonable notice may supply copies of information that is subject to review. If you are a member of a union, please refer to your collective bargaining agreement for additional information regarding information which is or can be maintained in your personnel file and procedures to review and access your file.

5.18.3 Confidentiality

The College believes that any medical information about its employees is confidential. Employees are directed to provide the College only with medical information that is specifically requested and not to volunteer detailed medical information that has no bearing upon an employee's job performance. Employees should not leave detailed medical information on any internal voice mail or include it in email, as these means of communication are not kept confidential. Employees' medical information will be kept in a secure, separate area. Access to medical information will be restricted and on a need-to-know basis, as determined by Human Resources. Employees should exercise care in discussing another's medical conditions, particularly conditions of other employees. Such information is private and should be treated as such. Any employee who is found to have improperly obtained or disclosed confidential medical information of another employee shall be disciplined up to and including being terminated from employment.

5.18.4 Privacy Officer under HIPAA

Shakia Robinson is designated as the College's Privacy Officer under the Health Insurance Portability and Accountability Act ("HIPAA"). Shakia Robinson is the designated HIPAA Contact Person.

5.18.5 Notice of Privacy from Insurer

The College's insurer shall provide all employees with all applicable Notice of Privacy Practices as required by HIPAA. If the employee does not receive the Notice from the insurer within ten (10) days of enrollment, Michael Swartzendruber must be notified of the failure to receive the Notice.

5.18.6 Enrollment and Assistance from the College

No College employee shall be permitted to receive any medical information about an employee for any purposes relating to health insurance coverage. Employees who receive health insurance coverage through the College and have any questions regarding coverage or benefits shall be directed to an appropriate representative of the insurer. Employees of the College shall not be permitted to assist other employees with health insurance issues, except for the processing of any documentation that may be required for the initial enrollment in any health insurance plan.

5.18.7 Breach of Confidentiality

Any employee who believes that confidential information about his/her medical condition or records has been improperly revealed should notify Shakia Robinson or, if she is believed to be the person who committed the unauthorized disclosure, Kimberly Manigault. All such complaints shall be investigated promptly, and the result of the investigation shall be reported to the employee.

5.18.8 The Family Educational Rights and Privacy Act (FERPA)

The College collects, maintains, secures, and makes disposition of student records for the educational welfare and advancement of its students. Access to and dissemination of student education records shall at all times comply with applicable federal and state laws and regulations, including without limitation the requirements of the Family Educational Rights and Privacy Act (FERPA).

In accordance with FERPA, personally identifiable information contained in student education records shall not be disclosed without a student's prior written consent, except in cases in which FERPA authorizes disclosure without such prior consent. Such cases include disclosures that are made to:

- College officials with a legitimate educational interest in the information;
- Other schools to which a student is transferring or seeks to enroll;
- Specified officials for audit or evaluation purposes;

- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- Comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to state law.

The College may further disclose information that has been designated as directory information, in its discretion and without the student’s prior consent, unless the student has previously notified the College in writing that the student does not want his or her directory information to be disclosed.

Additional information concerning the types of information designated as directory information, authorized exceptions to the consent requirement, or the procedures for a student to request access to or disclosure of personally identifiable information from his or her education records can be found in Board policy, the College’s administration regulations governing student records, or by contacting the College Registrar or any campus Registration and Advisement Office.

5.18.9 [Reserved: See 5.18.8]

5.18.10 [Reserved: See 5.18.8]

5.18.11 [Reserved: See 5.18.8]

5.18.12 [Reserved: See 5.18.8]

5.19 ETHICAL BEHAVIOR

5.19.1 Personal Interest and Interest of College

In dealing with suppliers, contractors or other organizations and individuals doing or seeking to do business with the College, all employees of the College are required to discharge their responsibilities in a manner that avoids any conflict between their private or personal interests, activities or associations and the interests of the College, and in a manner which comports with the standards and requirements set forth in the College’s Code of Ethics. This Section 5.19 sets forth examples of actual and potential conflicts of interest, and is not intended to limit or modify any conflicting or inconsistent language contained in the Code of Ethics. Both this Section 5.19 and the Code of Ethics should be read as complementary to one another, and what is called for by one should be considered the same as being called for by both.

5.19.2 Gifts, Favors, Loans, Gratuities, Rewards

No employee shall solicit or accept for personal use, any gift, favor, loan, gratuity, reward, promise of future employment or any other thing of monetary value that might influence or appear to influence the judgment or conduct of the employee vis-à-vis College business.

5.19.3 Public Service Activities

Employees may engage in public service activities that do not conflict with the performance of the employee’s regular College duties. In the event that an employee chooses to engage in such an activity that does conflict with his/her normal duties, the employee will be required to resign from the College unless granted unpaid leave under the “Special Leave” policy.

5.19.4 Political Endorsements

The College makes no political endorsements. Employees of the College must, therefore, take care not to make political endorsements in the name of the College or under the guise of their role with the College. To this end, employees are not permitted to use the College's letterhead, logo or name in connection with politically-related correspondence, or in connection with any other matter in which they are speaking as a private citizen. Employees may also not actively solicit support of any political candidates or any referendum matter during working hours.

5.19.5 Secondary Employment Report

All secondary employment for a regular College employee must be reported to the appropriate Campus President Vice President and the Vice President for Human Resources and must not be in conflict with the employee's responsibilities to the College.

5.19.6 Relatives, or Certain Entities

Employees of the College may not participate in a matter for the College where they, certain relatives, or certain entities with which they are involved have an interest.

5.19.7 Financial Interests

Employees may not have financial interests in, or be employed by, an entity subject to their authority or of the agency with which they are affiliated.

5.19.8 Impartiality and Independence of Judgment

Employees may not hold any employment relationships which would impair their impartiality and independence of judgment.

5.19.9 Prestige of Office for Personal Gain

Employees may not intentionally use the prestige of their office for their own private gain or that of another.

5.19.10 Personal Economic Benefit

Employees may not disclose or use for their own economic benefit, or that of another, confidential information acquired by reason of their public position.

5.19.11 Specifications and Bids

Employees who are involved or assist in procurement specifications may not be involved in bidding or assisting a bidder in that procurement.

5.19.12 Outside Employment on Personal Time

Paid outside employment will be limited to the person's own time, defined as evenings, weekends, vacations and holidays. Exceptions to this regulation shall be made only upon the written approval of the direct supervisor and the Vice President for Human Resources. Activities in pursuit of outside employment shall not interfere with the employee's duties at the College. The primary obligation of College employees is owed to the College. The use of the College name in soliciting outside employment is prohibited. No outside employment is permitted that violates College policy on ethical duties or otherwise leads to the perception or actuality that any employee or his/her family has or will gain personally from influencing the College's decision on any matter.

5.19.13 Statement of Financial Interest

The Statement of Financial Interests form mandated by the State Ethics Commission is required and must be completed every year. This form is required to be filed pursuant to the provisions of the Public Official and Employee Ethics Act, Act 93 of 1998, Chapter 11, 65 Pa C.S. § 1101, et seq. Human Resources maintains this form for senior level employees in accordance with the law. This form must be completed and filed by the College's President, Campus Presidents and Vice Presidents and members of the Board of Trustees. The law provides for penalties for not filing is as stated below:

“Any person who is required to file a statement of financial interests and fails to do so may be found guilty of a misdemeanor and may be fined not more than \$1,000.00 or imprisoned for not more than one year or be both fined and imprisoned. Section 4(d) of Act 170 also states: No public official shall be allowed to take the oath of office, continue upon his duties or be compensated from public funds unless such statement has been filed.”

5.19.14 Ethical Expectations

If an employee is uncertain whether any conduct or situation violates the College's ethical expectations, the employee should fully disclose the conduct or situation to immediate supervisor and take no further action without the written approval of the supervisor.

5.19.15 Respect and Maximum Support

All employees are charged with respecting and providing maximum support to academic and intellectual freedom. Toward that end, employees must promote a climate of academic inquiry and engagement. Employee actions must also foster respect amongst students, faculty, staff, and administration and over a range of backgrounds, ideas, and perspectives.

5.19.16 Student Handbooks

Except where inconsistent with the terms of an applicable collective bargaining agreement or the provisions of these regulations, all College employees are to adhere to the Student Handbook as it may from time to time be amended.

5.19.17 Intellectual Property

Teaching, scholarship and research must be conducted with the highest ethical standards and be free from conflict of interest or the appearance of such conflict. Employees must protect and respect the intellectual property rights of others.

5.19.18 Equitable and Consistent Treatment

Employees are to provide equitable and appropriately consistent treatment of all students in such areas as student discipline and student evaluation. College employees must address student concerns, including alleged violations of institutional policies promptly, appropriately, and impartially.

5.19.19 [Reserved]

5.19.20 Honesty in Recruiting Students

Honesty and truthfulness in public relations announcements, advertisements, and recruiting and admissions materials are critical to the well-being of the College. No employee shall be permitted knowingly to provide false information with respect to recruiting or admitting students.

REVISIONS

5.1	Equal Employment Opportunity	(4-7-05, 5-2-16)
5.1.1	Nondiscrimination policy.....	(4-7-05, 8-7-09, 9-1-11; 9-16-12, 5-2-16)
5.1.2	Reasonable Accommodations.....	(4-7-05)
5.1.3	EEO Officer	(4-7-05, 9-1-11, 5-2-16)
5.1.4	Complaints	(4-7-05, 9-1-11, 5-2-16)
5.2	Unlawful Harassment	(4-7-05, 5-2-16)
5.2.1	Definition.....	(4-7-05, 5-2-16, 12-13-16)
5.2.2	Consequences.....	(4-7-05, 5-2-16)
5.2.3	Reporting a Complaint	(4-7-05, 5-2-16)
5.2.4	Investigation.....	(4-7-05, 5-2-16)
5.3.	Sexual Harassment	(4-7-05, 5-2-16)
5.3.1	Definition.....	(4-7-05, 5-2-16)
5.3.2	Reporting Misconduct	(4-7-05; 8-24-12, 5-2-16)
5.3.3	Outcomes.....	(4-7-05)
5.3.4	Required Signature	(4-7-05, 5-2-16)
5.3.5	Student Complaint	(4-7-05, 8-24-12, 5-2-16)
5.4.	Creation and Filling of Appointments	(4-7-05, 5-2-16)
5.4.1	Demonstrated Need & Legitimate Qualifications	(4-7-05, 8-1-06, 5-2-16)
5.4.2	Qualification Criteria	(4-7-05)
5.4.3	Steps to Ensure Equal Opportunity	(4-7-05)
5.4.4	Posting	(4-7-05)
5.4.5	Applicant Pool	(4-7-05)
5.4.6	[Reserved: See 4.4.1]	(4-7-05, 8-1-06)
5.4.7	AFT Article XVII	(4-7-05)
5.4.8	SEIU Article 11.2	(4-7-05)
5.4.9	Relatives	(4-7-05, 5-2-16)
5.4.10	Minors	(4-7-05, 5-2-16)
5.4.11	Applicant Travel Reimbursement	(4-7-05)
5.4.12	Medical Examinations	(11-16-09, 5-2-16)
5.5	Required Approvals For Organizational and Personnel Actions	-7-05, 5-2-16)
5.5.1	Required Signatures	(4-7-05, 5-2-16)
5.5.2	[Reserved].....	(4-7-05, 5-2-16)
5.5.3	Contractual Personnel Actions	(4-7-05, 5-2-16)

5.5.4	“At Will” Employment	(4-7-05, 5-2-16)
5.5.5	Reclassifications	(4-7-05, 5-2-16)
5.6	Budget Compliance for Organizational Actions.....	(4-7-05, 5-2-16)
5.6.1	Creation of New Position	(4-7-05, 5-2-16)
5.6.2	Creation of Positions after Budget Process	(4-7-05, 5-2-16)
5.6.3	Staffing Plan	(4-7-05, 5-2-16)
5.6.4	Requests beyond Authorized Budget	(4-7-05)
5.6.5	Processes	(4-7-05, 5-2-16)
5.6.6	Verification	(4-7-05)
5.6.7	Dishonesty	(4-7-05, 5-2-16)
5.7	Grant-Funded Positions	(4-7-05, 5-2-16)
5.7.1	Review of Positions	(4-7-05)
5.7.2	Transfer of Grant Personnel to Operating Budget	(4-7-05, 5-2-16)
5.7.3	Approval Process	(4-7-05)
5.8	Classification	(4-7-05, 5-2-16, 9-9-16)
5.8.1	Classification Criteria.....	(4-7-05)
5.8.2	Plan for Administrators	(4-7-05)
5.8.3	Status	(4-7-05, 2-14-17)
5.8.4	Terms of the Grant.....	(4-7-05, 5-2-16)
5.8.5	[Reserved].....	(4-7-05, 5-2-16)
5.8.6	Approvals	(4-7-05, 5-2-16)
5.9	General	(4-7-05, 5-2-16)
5.9.1	Classification of Employees	(4-7-05, 4-5-10, 5-2-16)
5.9.2	Pay Periods	(4-7-05)
5.9.3	Advance Paycheck.....	(4-7-05)
5.9.4	Overtime Employees	(4-7-05, 5-2-16)
5.10	Administrative Employees.....	(4-7-05, 5-2-16)
5.10.1	Description.....	(4-7-05, 5-2-16)
5.10.2	[Reserved].....	(4-7-05, 5-2-16)
5.10.3	Ranges	(4-7-05, 5-2-16)
5.10.4	Position Descriptions	(4-7-05, 5-2-16)
5.10.5	Hiring Minimums.....	(4-7-05, 5-2-16)
5.10.6	Promotion	(4-7-05)
5.10.7	Merit Awards	(4-7-05)
5.10.8	Reclassifications	(4-7-05, 5-2-16)

5.10.9	Job Audits	(5-2-16)
5.10.10	Stipends	(4-7-05, 11-16-15, 5-2-16)
5.10.11	Stipend Overtime Interpretation.....	(4-7-05)
5.10.12	Retroactive Adjustments	(4-7-05)
5.10.13	Records	(4-7-05, 5-2-16)
5.10.14	Administrative paid leave, Accrual rate, Personal days, Sick days, Approvals	(4-7-05, 11-6-09, 5-2-16)
5.10.15	[Reserved: See 5.10.14]	(4-7-05, 11-6-09)
5.10.16	[Reserved: See 5.10.14]	(4-7-05, 11-6-09)
5.10.17	[Reserved: See 5.10.14]	(4-7-05, 8-1-06, 11-6-09)
5.10.18	Short Term Disability	(4-7-05, 8-1-06, 2-5-07; 8-24-12, 5-2-16)
5.10.19	Unpaid Leave.....	(4-7-05, 5-2-16)
5.10.20	FMLA.....	(4-7-05; 2-25-08, 5-2-16)
5.10.21	On-the-Job Injury Notification	(4-7-05, 5-2-16)
5.10.22	Two Weeks Advance Notice on Return to Work	(4-7-05, 5-2-16)
5.10.23	Reinstatement.....	(4-7-05, 5-2-16)
5.10.24	Bereavement Leave	(4-7-05, 5-2-16)
5.10.25	Military Leave.....	(4-7-05)
5.10.26	Civil Leave, i.e. Jury Duty	(4-7-05)
5.10.27	Paid Holidays	(4-7-05, 5-2-16)
5.10.28	Fringe Benefits	(4-7-05, 5-2-16)
5.10.29	Coverage Approved by Trustees	(4-7-05, 5-2-16)
5.10.30	Contact Information.....	(4-7-05, 5-2-16)
5.10.31	More Information.....	(4-7-05, 5-2-16)
5.10.32	Tuition Waiver, CCAC	(1-2-07, 11-24-09, 5-2-16)
5.10.33	Tuition Reimbursement	(1-2-07, 10-20-08, 5-2-16)
5.10.34	Time Release	(4-7-05)
5.10.35	Administrators Teaching Overage	(4-7-05, 5-2-16)
5.10.36	Public Health Emergency Leave	(4-7-05)
5.11	A.F.T. Employees	(4-7-055-2-16)
5.12	S.E.I.U. Employees	(4-7-05)
5.13	Performance and Promotion – Administrative Employees	(4-7-05, 5-2-16)
5.13.1	Potential	(4-7-05)
5.13.2	Introductory Period/6 Month Review	(4-7-05, 8-1-06, 5-2-16)
5.13.3	Objectives & Review	(4-7-05, 5-2-16)

5.13.4	Outcomes	4-7-05)
5.14	Corrective Action and Termination of Employment	(4-7-05, 5-2-16)
5.14.1	Requirements.....	(4-7-05)
5.14.2	Infractions& Performance Problems.....	(4-7-05, 5-2-16)
5.14.3	Progressive Discipline.....	(5-2-16)
5.14.4	Written Resignation.....	(4-7-05)
5.14.5	Lay Off	(4-7-05)
5.14.6	“At Will”	(4-7-05)
5.14.7	Return of College Property/Checklist	(4-7-05)
5.14.8	Exiting the College.....	(4-7-05, 5-2-16)
5.14.9	Verification of Employment.....	(4-7-05, 5-2-16)
5.15	Safety	(4-7-05)
5.15.1	Employees, Students, Visitors, Property	(4-7-05)
5.15.2	Safeguard/Secure Assets.....	(4-7-05)
5.15.3	Logging Off and Locking Up	(4-7-05)
5.15.4	Follow Regulations	(4-7-05, 5-2-16)
5.15.5	Expectation.....	(4-7-05, 5-2-16)
5.15.6	Injured on the Job	(4-7-05, 5-2-16)
5.15.7	Zero Tolerance	(4-7-05, 5-2-16)
5.15.8	What to Do.....	(4-7-05, 5-2-16)
5.15.9	Fighting, Weapons, Conduct, Peril.....	(4-7-05, 5-2-16)
5.15.10	Threats	(4-7-05, 5-2-16)
5.15.11	Investigation	(4-7-05, 5-2-16)
5.15.12	Discipline	(4-7-05)
5.15.13	De-Escalating Potential Violence	(4-7-05)
5.15.14	Other Policies, Regulations, and Rules	(4-7-05, 5-2-16)
5.15.15	Secure Work Environment	(4-7-05)
5.15.16	Deliberate Abuse.....	(4-7-05)
5.15.17	Ability to Operate Equipment	(4-7-05, 5-2-16)
5.15.18	Smoking.....	(4-7-05, 5-2-16)
5.15.19	Seeking Assistance	(4-7-05, 5-2-16)
5.15.20	Conviction of Crime/ Notification	(4-7-05, 10-7-10, 5-2-16)
5.15.21	Conduct that is prohibited	(4-7-05, 1-25-11, 5-2-16)
5.15.22	Drug and Alcohol Awareness Program.....	(4-7-05, 1-25-11, 5-2-16)
5.15.23	Legislative Requirements	(4-7-05)

5.15.24	[Reserved].....	(4-7-05, 5-2-16)
5.15.25	Drug and Alcohol Testing.....	(5-2-16)
5.16	Conduct and Attendance.....	(4-7-05, 5-2-16)
5.16.1	Work Week, Work Day.....	(4-7-05)
5.16.2	On-time expectation.....	(4-7-05)
5.16.3	Inclement Weather.....	(4-7-05, 5-2-16)
5.16.4	Notice of Absence, Late, Early Departure.....	(4-7-05)
5.16.5	Professional Standards.....	(4-7-05, 5-2-16)
5.16.6	[Reserved].....	(4-7-05, 8-1-06, 5-2-16)
5.16.7	Compliance.....	(4-7-05, 5-2-16)
5.16.8	Treatment of Students.....	(4-7-05)
5.16.9	Attire & Grooming.....	(4-7-05, 5-2-16)
5.16.10	Romantic Relationships.....	(4-7-05, 5-2-16)
5.16.11	Intent.....	(4-7-05)
5.16.12	Resolution.....	(4-7-05)
5.16.13	Complaint Steps.....	(4-7-05, 5-2-16)
5.17	Communication Systems and Courtesy.....	(4-7-05, 5-2-16)
5.17.1	Non-Business Purposes.....	(4-7-05)
5.17.2	Long Distance.....	(4-7-05)
5.17.3	Voicemail- Property of College.....	(4-7-05)
5.17.4	Use of Personal Cell Phones.....	(4-7-05, 5-2-16)
5.17.5	Prohibited Sites.....	(4-7-05)
5.17.6	Personal Use during Business Hours.....	(4-7-05)
5.17.7	Expectation of Privacy.....	(4-7-05)
5.17.8	Proper Business Communication.....	(4-7-05, 5-2-16)
5.17.9	Inappropriate Material or Messages.....	(4-7-05)
5.17.10	Access Codes and Passwords.....	(4-7-05)
5.17.11	Mass Mail.....	(4-7-05)
5.17.12	Duplication.....	(4-7-05)
5.17.13	Reporting to the System Administrator.....	(4-7-05)
5.17.14	Removal of Access, HR.....	(4-7-05)
5.17.15	Additional Policy & Regulation.....	(4-7-05, 5-2-16)
5.17.16	Quiet Area.....	(4-7-05)
5.17.17	Housekeeping.....	(4-7-05)
5.17.18	Drinking & Eating at Work Station.....	(4-7-05)

5.18	Confidentiality	(4-7-05, 5-2-16)
5.8.1	Copies.....	(4-7-05)
5.18.2	Inspection by Employee.....	(4-7-05, 5-2-16)
5.18.3	Confidentiality.....	(4-7-05, 5-2-16)
5.18.4	Privacy Officer under HIPAA.....	(4-7-05, 5-2-16)
5.18.5	Notice of privacy from insurer.....	(4-7-05)
5.18.6	Enrollment & Assistance from the College	(4-7-05)
5.18.7	Breach of Confidentiality	(4-7-05; 8-24-12, 5-2-16)
5.18.8	The Family Educational Rights and Privacy Act (FERPA).....	(4-7-05, 5-2-16)
5.18.9	[Reserved]	(4-7-05, 5-2-16)
5.18.10	[Reserved].....	(4-7-05, 5-2-16)
5.18.11	[Reserved]	(4-7-05, 5-2-16)
5.18.12	[Reserved].....	(4-7-05, 5-2-16)
5.19	Ethical Behavior	(4-7-05, 5-2-16)
5.19.1	Personal Interest & Interest of College	(4-7-05, 5-2-16)
5.19.2	Gifts, Favors, Loans, Gratuities, Rewards	(4-7-05)
5.19.3	Public Service Activities.....	(4-7-05, 5-2-16)
5.19.4	Political Endorsements	(4-7-05, 5-2-16)
5.19.5	Secondary Employment Report	(4-7-05, 5-2-16)
5.19.6	Relatives, or Certain Entities	(4-7-05)
5.19.7	Financial Interests	(4-7-05)
5.19.8	Impartiality & Independence of Judgment	(4-7-05)
5.19.9	Prestige of Office for Personal Gain.....	(4-7-05)
5.19.10	Personal Economic Benefit	(4-7-05)
5.19.11	Specifications & Bids	(4-7-05)
5.19.12	Outside Employment on Personal Time	(4-7-05, 5-2-16)
5.19.13	Statement of Financial Interests	(4-7-05, 5-2-16)
5.19.14	Ethical Expectations	(4-7-05)
5.19.15	Respect & Maximum Support	(4-7-05)
5.19.16	Student Handbooks	(4-7-05, 5-2-16)
5.19.17	Intellectual Property	(4-7-05)
5.19.18	Equitable & Consistent Treatment	(4-7-05)
5.19.19	[Reserved].....	(4-7-05, 5-2-16)
5.19.20	Honesty in Recruiting Students	(4-7-05)

INDEX

A

A.F.T. Employees, 4, 20
Academic Integrity
 Equitable & Consistent Treatment, 41
 Honesty in Recruiting Students, 41
 Intellectual Property, 41
 Respect & Maximum Support, 41
 Student Handbooks, 41
Administrative Employees, 10
 Description, 10
Advance Paycheck, 10
Attendance
 Inclement Weather, 31
 Notice of Absence, Late, Early Departure, 31
 On-time Expectation, 31
 Work Week, Work Day, 31

B

Benefits, 6, 7, 14, 15, 17, 20, 38
 Administrators Teaching Coverage, 19
 Public Health Emergency Leave, 20
 Time Release, 19
 Tuition Reimbursement, 18
 Tuition Waiver, 18
Board of Trustees, 10, 17, 41
Budget Compliance, 5
 Creation of New Position, 5
 Creation of Positions After Budget Process, 5
 Dishonesty, 6
 Processes, 6
 Request Beyond Authorized Budget, 6
 Staffing Plan, 6
 Verification, 6
Business Office, 12, 25, 26, 27

C

Campus President, 5, 7, 10, 11, 18, 19, 33, 40
Civil Rights Compliance Officer, 2, 3
Classification
 Approvals, 7
 Classification Criteria, 7
 Plan for Administrators, 7
 Status, 7
 Terms of the Grant, 7
Classification of Employees, 8, 9
Code of Ethics, 39
College Registrar, 39
Communications and Courtesy, 34
Complaints
 Complaint Resolution Steps, 33
 Intent, 33
 Resolution, 33
Conduct, 20

Attire & Grooming, 32
Compliance, 32
Professional Standards, 31, 32
Romantic Relationships, 32
Treatment of Students, 32
Confidentiality, 37
Conflicts of Interest
 Ethical Expectations, 41
 Financial Interests, 40
 Gifts, Favors, Loans, Gratuities, Rewards, 39
 Impartiality, 40
 Outside Employment on Personal Time, 40
 Personal Economic Benefit, 40
 Personal Interest and Interest of College, 39
 Political Endorsements, 40
 Prestige of Office for Personal Gain, 40
 Public Service Activities, 39
 Relatives or Certain Entities, 40
 Secondary Employment Report, 40
 Specifications & Bids, 40
 Statement of Financial Interest, 41
Corrective Action and Termination of Employment
 Infractions & Performance Problems, 21
 Progressive Discipline, 22
 Requirements, 21
Courtesy
 Drinking/Eating at Work Station, 37
 Housekeeping, 37
 Quiet Area, 37
Creation and Filling of Positions, 3
 A.F.T. Article XVII, 4
 Applicant Pool, 4
 Applicant Travel Reimbursement, 4
 Demonstrated Need & Legitimate Qualifications, 3
 Medical Examinations, 4
 Minors, 4
 Posting, 4
 Qualification Criteria, 3
 Relatives, 4
 S.E.I.U. Article 11.2, 4
 Steps to Ensure Equal Opportunity, 3
Credits, 7

D

Disciplinary action, 2, 3, 28, 29, 34
Discipline, 2, 21, 22, 28, 33, 34, 41
Drug and Alcohol Awareness Program, 30
 Employee Assistance, 30
Drug and Alcohol Testing, 30
Drug Free Workplace
 Ability to Operate Equipment, 29
 Confiction of Crime/Notification, 29
 Deliberate Abuse, 28
 Legislative Requirements, 30
 Prohibited Conduct, 29
 Secure Work Environment, 28

Smoking, 29
Drug Free Workplace Seeking Assistance, 29
Drug-Free Schools and Communities Act Amendments of 1989, 30
Drug-Free Workplace Act of 1988, 30

E

Equal Employment Opportunity, 1
 Complaints, 1
 EEO Officer, 1
 Nondiscrimination Policy, 1
 Reasonable Accommodations, 1
Equal Employment Opportunity Officer, 1
Ethical Behavior, 39
Executive Director of Human Resources, 11, 15, 29
Exiting the College
 Exit Procedures, 24
 Exit Responsibilities, 25

F

FERPA. *See* Student Records

G

Granted funded, 4
Grant-Funded Positions
 Approval Process, 6
 Review of Positions, 6
 Transfer of Grant Personnel to Operating Budget, 6

H

Health & Retirement Benefits
 Contact Information, 18
 Coverage Approved by Trustees, 18
 Fringe Benefits, 17
 More Information, 18

I

Internet/Computer Usage
 Access Codes and Passwords, 36
 Additional Policy & Regulations, 37
 Duplication, 36
 Expectation of Privacy, 34
 Inappropriate Material or Messages, 36
 Mass Mail, 36
 Personal Use, 34
 Prohibited Sites, 34
 Proper Business Communication, 35
 Removal of Access, 37
 Reporting to the System Administrator, 36
Involuntary Separation, 26

J

Job Audits, 11

M

Medical Information
 Breach of Confidentiality, 38
 Confidentiality, 38
 Enrollment & Assistance from the College, 38
 Notice of Privacy from Insurer, 38
 Privacy Officer under HIPAA, 38
Minors, 4

O

Offenses
 Class I, 22
 Class II, 23
 Class III, 23
Overtime Employees, 10

P

Pay Periods, 10
Payroll, 26
Performance and Promotion
 Introductory Period/Six Month Review, 20
 Objectives & Review, 21
 Outcomes, 21
 Potential, 20
Personnel Files
 Copies, 37
 Inspection by Employee, 37
Physical Safety
 Injured on the Job, 27
Physical Safety
 Expectation, 27
Pregnancy, 14
President, 3, 4, 5, 6, 7, 10, 14, 15, 18, 37, 41
Progressive Discipline
 Offenses and Penalties, 22
 Procedures, 22
Provost/Executive Vice President for Academic and Student Affairs, 7
Public Official and Employee Ethics Act, 41

R

Registration and Advisement Office, 39
Required Approvals for Organizational and Personnel Actions, 5
 "At Will" Employment, 5
 Contractual Personnel Actions, 5
 Reclassification, 5
 Required Signatures, 5
Risk Management, 16, 27

S

S.E.I.U. Employees, 4, 20
Safety, 26
 Employees, Students, Visitors, Property, 26
 Follow Regulations, 26
 Logging Off and Locking Up, 26
 Safeguard/Secure Assets, 26
Salary

- Hiring Minimums, 10
- Merit Award, 10
- Position Description, 10
- Promotion, 10
- Reclassification, 11
- Retroactive Adjustments, 12
- Stipend Overtime Interpretation, 12
- Stipends, 12
- Salary Administrator Ranges, 10
- Senior Vice President, 11, 33, 34
- Sexual Harassment
 - Definition, 2
 - Outcomes, 3
 - Reporting Misconduct, 2
 - Required Signature, 3
 - Student Complaint, 3
- Sexual Harrassment, 2
- Student Handbook, 41
- Student Records
 - Family Educational Rights and Privacy Act, 38

T

- Telephone Policy
 - Long Distance, 34
 - Non-Business Purposes, 34
 - Personal Cell Phones, 34
 - Voicemail, 34
- Temporary, 7
- Termination of Employment
 - At Will, 24
 - Exiting the College, 24
 - Lay off, 24
 - Requirements, 24
 - Return of College Property, 24

U

- Unlawful Harassment, 1
 - Consequences, 2

- Definition, 1
- Investigation, 2
- Reporting a Complaint, 2

V

- Vacation & Time Off Benefit
 - On-the-job Injury Notification, 16
 - Unpaid Leave, 15
- Vacation & Time Off Benefits
 - Bereavement Leave, 17
 - Civil Leave, 17
 - FMLA, 15
 - Military Leave, 17
 - Notice on Return to Work, 16
 - Paid Holidays, 17
 - Paid Leave, 13
 - Personal Days, 13
 - Records, 12
 - Reinstatement, 17
 - Short Term Disabilities, 14
 - Sick Days, 13
- Verification of Employment, 26
- Vice President for Finance, 5, 6
- Vice President for Human Resources, 1, 5, 6, 7, 10, 11, 12, 15, 22, 29, 40
- Vice President, the Vice President for Finance, 11
- Voluntary Separation, 25

W

- Workplace Violence
 - De-Escalating Potential Violence, 28
 - Discipline, 28
 - Fighting, Weapons, Conduct, Peril, 27
 - Investigation, 28
 - Other Policies & Regulations, 28
 - Threats, 28
 - What to Do, 27
 - Zero Tolerance, 27