Human Resource Administrative Policy
Approved April 7, 2005

INTRODUCTION

These Human Resource Administrative Policies 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 policies set forth in these Administrative Policies 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 Administrative Policies. For this reason, CCAC reserves the right at any time to modify, rescind, or supplement any or all of the Administrative Policies, guidelines or policies 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 Administrative Policies. 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 Administrative Policies 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 Administrative Policies 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 Administrative Policies. Where there is a conflict between the collective bargaining agreement and these Administrative Policies, the collective bargaining agreement shall govern.

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

Conditions of time, growth, change of business attitudes, Administrative Policies imposed on CCAC, employee relationships, etc., will require different analysis of CCAC policies from time to time. Changes will be made as necessary.
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td>Equal Employment Opportunity</td>
<td>1</td>
</tr>
<tr>
<td>5.1.1</td>
<td>Applicable Laws</td>
<td></td>
</tr>
<tr>
<td>5.1.2</td>
<td>Reasonable Accommodations</td>
<td></td>
</tr>
<tr>
<td>5.1.3</td>
<td>EEO Officer</td>
<td></td>
</tr>
<tr>
<td>5.1.4</td>
<td>Complaints</td>
<td></td>
</tr>
<tr>
<td>5.2</td>
<td>Anti-Harassment</td>
<td>1</td>
</tr>
<tr>
<td>5.2.1</td>
<td>Definition</td>
<td></td>
</tr>
<tr>
<td>5.2.2</td>
<td>Consequences</td>
<td></td>
</tr>
<tr>
<td>5.2.3</td>
<td>Reporting a Complaint</td>
<td></td>
</tr>
<tr>
<td>5.2.4</td>
<td>Investigation</td>
<td></td>
</tr>
<tr>
<td>5.3</td>
<td>Sexual Harassment</td>
<td>2</td>
</tr>
<tr>
<td>5.3.1</td>
<td>Definition</td>
<td></td>
</tr>
<tr>
<td>5.3.2</td>
<td>Reporting Misconduct</td>
<td></td>
</tr>
<tr>
<td>5.3.3</td>
<td>Outcomes</td>
<td></td>
</tr>
<tr>
<td>5.3.4</td>
<td>Required Signature</td>
<td></td>
</tr>
<tr>
<td>5.3.5</td>
<td>Student Complaint</td>
<td></td>
</tr>
<tr>
<td>5.4</td>
<td>Creation and Filling of Appointments</td>
<td>3</td>
</tr>
<tr>
<td>5.4.1</td>
<td>Demonstrated Need &amp; Legitimate Qualifications</td>
<td></td>
</tr>
<tr>
<td>5.4.2</td>
<td>Qualification Criteria</td>
<td></td>
</tr>
<tr>
<td>5.4.3</td>
<td>Steps to Ensure Equal Opportunity</td>
<td></td>
</tr>
<tr>
<td>5.4.4</td>
<td>Posting</td>
<td></td>
</tr>
<tr>
<td>5.4.5</td>
<td>Applicant Pool</td>
<td></td>
</tr>
<tr>
<td>5.4.6</td>
<td>[Reserved: See 5.4.1]</td>
<td></td>
</tr>
<tr>
<td>5.4.7</td>
<td>AFT Article XVII</td>
<td></td>
</tr>
<tr>
<td>5.4.8</td>
<td>SEIU Article 11.2</td>
<td></td>
</tr>
<tr>
<td>5.4.9</td>
<td>Relatives</td>
<td></td>
</tr>
<tr>
<td>5.4.10</td>
<td>Minors</td>
<td></td>
</tr>
<tr>
<td>5.4.11</td>
<td>Applicant Travel Reimbursement</td>
<td></td>
</tr>
<tr>
<td>5.4.12</td>
<td>Medical Examinations</td>
<td></td>
</tr>
<tr>
<td>5.5</td>
<td>Required Approvals</td>
<td>5</td>
</tr>
<tr>
<td>5.5.1</td>
<td>Required Signatures</td>
<td></td>
</tr>
<tr>
<td>5.5.2</td>
<td>Grade 19 and Above</td>
<td></td>
</tr>
<tr>
<td>5.5.3</td>
<td>Contractual Personnel Actions</td>
<td></td>
</tr>
<tr>
<td>5.5.4</td>
<td>“At Will” Employment</td>
<td></td>
</tr>
<tr>
<td>5.5.5</td>
<td>Reclassifications</td>
<td></td>
</tr>
<tr>
<td>5.6</td>
<td>Budget Compliance</td>
<td>5</td>
</tr>
<tr>
<td>5.6.1</td>
<td>Creation of New Position</td>
<td></td>
</tr>
<tr>
<td>5.6.2</td>
<td>Creation of Positions After Budget Process</td>
<td></td>
</tr>
<tr>
<td>5.6.3</td>
<td>Staffing Plan</td>
<td></td>
</tr>
<tr>
<td>5.6.4</td>
<td>Requests beyond Authorized Budget</td>
<td></td>
</tr>
<tr>
<td>5.6.5</td>
<td>Processes</td>
<td></td>
</tr>
<tr>
<td>5.6.6</td>
<td>Verification</td>
<td></td>
</tr>
<tr>
<td>5.6.7</td>
<td>Dishonesty or Falsehood</td>
<td></td>
</tr>
<tr>
<td>5.7</td>
<td>Grant-Funded Positions</td>
<td>6</td>
</tr>
<tr>
<td>5.7.1</td>
<td>Review of Positions</td>
<td></td>
</tr>
<tr>
<td>5.7.2</td>
<td>Transfer of Grant Personnel to Operating Budget</td>
<td></td>
</tr>
<tr>
<td>5.7.3</td>
<td>Approval Process</td>
<td></td>
</tr>
</tbody>
</table>
5.8 Classification .................................................................................................................. 7
  5.8.1 Classification Criteria
  5.8.2 Plan for Administrators
  5.8.3 Status
  5.8.4 Terms of the Grant
  5.8.5 Adjunct to Full Time Temp.
  5.8.6 Approvals

5.9 General .......................................................................................................................... 8
  5.9.1 Classification of Employees
  5.9.2 Pay Periods
  5.9.3 Advance Paycheck
  5.9.4 Overtime Employees

5.10 Administrative Employees ......................................................................................... 10
  5.10.1 Description
  5.10.2 Adjunct

Salary .................................................................................................................................. 10
  5.10.3 Ranges
  5.10.4 Position Descriptions
  5.10.5 Hiring Minimums
  5.10.6 Promotion
  5.10.7 Merit Awards
  5.10.8 Reclassifications
  5.10.9 Stipends
  5.10.10 [Reserved: See 5.10.9]
  5.10.11 Stipend Overtime Interpretation
  5.10.12 Retroactive Adjustments

Vacation and Time off Benefits ......................................................................................... 11
  5.10.13 Records
  5.10.14 Administrative paid leave, Accrual rate, Personal days, Sick days, Approvals
  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 STD
  5.10.19 Unpaid Leave
  5.10.20 FMLA
  5.10.21 On-the-Job Injury Notification
  5.10.22 Two Weeks Advance Notice on Return to Work
  5.10.23 Reinstatement
  5.10.24 Bereavement Leave
  5.10.25 Military Leave
  5.10.26 Civil Leave, i.e. Jury Duty
  5.10.27 Paid Holidays

Health and Retirement Benefits ....................................................................................... 16
  5.10.28 Fringe Benefits
  5.10.29 Coverage Approved by Trustees
  5.10.30 Contact Information
  5.10.31 More Information

Miscellaneous Benefits ................................................................................................. 17
  5.10.32 Tuition Waiver, CCAC
  5.10.33 Tuition Reimbursement
  5.10.34 Time Release
5.10.35 Administrators Teaching Overage
5.10.36 Public Health Emergency Leave

5.11 A.F.T. Employees

5.12 S.E.I.U. Employees

5.13 Performance and Promotion

5.14 Termination of Employment

5.15 Safety

5.16 Conduct and Attendance
5.18.11 Directory Information
5.18.12 Student Standard Authorization Form

5.19 Ethical Behavior

Conflicts of Interest
5.19.1 Personal Interest & Interest of College
5.19.2 Gifts, Favors, Loans, Gratuities, Rewards
5.19.3 Public Service Activities
5.19.4 Political Endorsements
5.19.5 Secondary Employment Report
5.19.6 Relatives, or Certain Entities
5.19.7 Financial Interests
5.19.8 Impartiality & Independence of Judgment
5.19.9 Prestige of Office for Personal Gain
5.19.10 Personal Economic Benefit
5.19.11 Specifications & Bids
5.19.12 Outside Employment on Personal Time
5.19.13 Statement of Financial Interests
5.19.14 Ethical Expectations

Academic Integrity
5.19.15 Respect & Maximum Support
5.19.16 Student Handbooks
5.19.17 Intellectual Property
5.19.18 Equitable & Consistent Treatment
5.19.19 Romantic & Dating Relationships
5.19.20 Honesty in Recruiting Students
Administrative Policy

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. CCAC does not discriminate based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, sexual orientation, disability, use of a guide or support animal due to disability, marital status, familial status, genetic information, veteran status or age. 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.

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 policy 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, Paul Schwarzmiller, has been designated as Equal Employment Opportunity (EEO) officer for organization and will ensure that its policies 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 regulations or who otherwise is concerned about incident of inequality in the workplace should speak with Lorraine Johnson, Human Resources Department.

5.2 ANTI-HARASSMENT

5.2.1 Definition
The College is committed to maintaining a work and learning environment free of discrimination. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person’s sex, color, race, ancestry, religion, national origin, age, disability, medical condition, marital status, veteran status, citizenship status, or other protected group status. Harassment includes conduct that denigrates or shows hostility or aversion toward an individual because of his/her protected status or that of his or her relatives, friends or associates. It also includes conduct that persons in a protected group status would find offensive or objectionable.

5.2.2 Consequences
Any form of 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 harassment shall be subject to immediate discipline, including termination.
5.2.3 **Reporting a Complaint**
Any and all complaints of harassment shall be immediately reported to the immediate supervisor or to Human Resources 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 strictly confidential. 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 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. 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, including, without limitation, the immediate supervisor, Paul Schwarzmiller in Human Resources, or Sumana Misra-Zets, Title IX Coordinator, in Diversity & Inclusion, 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 strictly confidential. 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 policies. All CCAC employees are required to sign this attachment 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 harassed and wish further information or assistance in filing a complaint, should contact the Title IX Coordinator, 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 diligently try 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.

a. Contractually, with full-time faculty, search committees shall be formed of disinterested people to evaluate and make recommendations on hiring. The search committees for faculty hiring shall be appointed by the Senior Vice President of Academic Affairs.

b. Wherever possible and appropriate, all regular full-time and part-time, as well as hourly seasonal part-time positions will be reviewed by a search committee with a minimum of (2) people and an HR staff person, including a representative of diversity. Diversity encompasses ethnicity, gender, language, age, sexual orientation, religion, socio-economic status, physical and mental ability, thinking styles, experience, education, and class. The search committees for senior administrative hiring 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 **AFT Article XVII**
A.F.T. employees see Collective Bargaining Agreement, Article XVII, Advertising and Transfer.

5.4.8 **SEIU Article 11.2**
S.E.I.U. employees see Collective Bargaining Agreement, Article 11.2, Permanent Vacancies.

5.4.9 **Relatives**
There will be no discrimination against the hiring of relatives, as long as no relative is directly responsible for the decision to hire, supervise, evaluate, or make salary recommendations for the other. “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 law. 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**
Effective January 1, 2010, 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 policy, 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

5.5.1 Required Signatures
Personnel actions for hiring, promotion, or transfer of any regular College position requires the review of Human Resources and approval of the Chief Financial Officer. This requirement also includes temporary replacement positions, and grant and student development positions (with benefits). Personnel actions are reviewed by Human Resources and approved by the College President or the President’s designee.

5.5.2 Grade 19 and Above
Personnel actions for appointment of administrative positions, grade level 19 or above, also require the review of the Human Resources Committee and approval of the Board of Trustees.

5.5.3 Contractual Personnel Actions
Personnel actions that are contractual in nature (i.e., faculty promotions, tenure, leaves of absence) or by administrative policy (i.e., administrative leaves of absence) require the review of Human Resources and approval of the College President or the President’s designee.

5.5.4 “At Will” Employment
Except as specified otherwise by collective bargaining 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 and the Chief Financial Officer.

5.6 BUDGET COMPLIANCE

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 Chief Financial Officer and Human
Resources, in addition to the normal College evaluation and review process.

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 Chief Financial Officer.

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:
   a. the Human Resources Department for adherence to collective bargaining agreements,
      pay schedules, all applicable laws and regulations, and College policies and regulations;
   b. the President’s designee, Senior Vice President of Administration and Chief Financial
      Officer.

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 or will be a
basis for 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 by Human Resources and approved by the Chief Financial Officer.

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

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 Adjunct to Full Time Temp.
Before the beginning of each teaching term and effective only for that term, the College shall make a determination whether adjunct faculty not covered under any collective bargaining agreement shall be considered Temporary Full-Time employees. Such determination shall be made solely upon the basis of course credits taught, and only adjunct faculty teaching fifteen (15) credits or more during the term shall be considered employees.

5.8.6 Approvals
No adjunct faculty shall be permitted to teach twelve (12) credits or more during any term without the prior written approval of the Dean of the applicable division, the Senior Vice President of Academic Affairs, and the Vice President for Human Resources.
### 5.9 GENERAL
### 5.9.1 CLASSIFICATION OF EMPLOYEES
#### Full and Part Time Regular Employees (benefits)

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<td>weekly time card - monthly report for OT/docking</td>
<td>semi-monthly</td>
</tr>
<tr>
<td>Faculty--10-Month AFT</td>
<td>0005</td>
<td>Exempt</td>
<td>50120</td>
<td>PFTF</td>
<td>none</td>
<td>monthly</td>
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<td>Faculty--12-Month AFT</td>
<td>0006</td>
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<td>50120</td>
<td>PFTF</td>
<td>none</td>
<td>monthly</td>
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<tr>
<td>Librarian, Counselor—AFT</td>
<td>0007</td>
<td>Exempt</td>
<td>50120</td>
<td>PFTF</td>
<td>monthly time card</td>
<td>monthly</td>
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<tr>
<td>Educational Technician—AFT</td>
<td>0008</td>
<td>Non-Exempt</td>
<td>50120</td>
<td>PFTF</td>
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<td>semi-monthly</td>
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<tr>
<td>Full-Time Replacement ADM</td>
<td>0009</td>
<td>Exempt</td>
<td>50410</td>
<td>TFTA</td>
<td>monthly time card</td>
<td>monthly</td>
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<td>Exempt</td>
<td>50420</td>
<td>TFTF</td>
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<tr>
<td>Full-Time Replacement SEIU</td>
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<td>Non-Exempt</td>
<td>50430</td>
<td>TFTS</td>
<td>punch clock - monthly report for OT/dock</td>
<td>semi-monthly</td>
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<td>Non-Exempt Administrator</td>
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<td>50110</td>
<td>PFTA</td>
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<tr>
<td>Regular Part-Time AFT</td>
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<td>PPTA</td>
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<td>semi-monthly</td>
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<td>50540</td>
<td>PFTX</td>
<td>weekly time card - monthly report for OT/docking</td>
<td>semi-monthly</td>
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### Temporary Employees (No benefits)

<table>
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<tr>
<th>Class Description</th>
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<th>Exempt Status</th>
<th>GL Object</th>
<th>Payroll Code</th>
<th>Time Entry</th>
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<tr>
<td>Tutors</td>
<td>0018</td>
<td>Exempt</td>
<td>50311</td>
<td>TUTR</td>
<td>Bi-weekly comp voucher (effective Fall 2008)</td>
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<tr>
<td>Temporary Administrator</td>
<td>0019</td>
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<td>50610</td>
<td></td>
<td>timesheet - bi-weekly comp voucher *</td>
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<tr>
<td>Adjunct Faculty</td>
<td>0020</td>
<td>Exempt</td>
<td>502xx &amp; 503xx</td>
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<td>none - monthly A2</td>
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<td>Temporary Part Time Staff</td>
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<td>Non-Exempt</td>
<td>50630</td>
<td>TPTA</td>
<td>punch clock - bi-weekly comp voucher *</td>
</tr>
<tr>
<td>Institutional Workstudy Student</td>
<td>0040</td>
<td>Non-Exempt</td>
<td>50810</td>
<td>IWSS</td>
<td>timesheet - bi-weekly comp voucher *</td>
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<td>Federal Workstudy Student</td>
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<td>Non-Exempt</td>
<td>50820</td>
<td>FWSS</td>
<td>timesheet - bi-weekly comp voucher *</td>
</tr>
</tbody>
</table>

* 1,500 hours max/calendar year

All positions require the employee to sign a time card as well as have their supervisor sign their approval.
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. Employees are not permitted to incur overtime hours without the prior approval of the employee’s supervisor.

5.10 **ADMINISTRATIVE EMPLOYEES**

5.10.1 **Description**
For purposes of these policies, 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 both not adjunct faculty and not subject to a collective bargaining agreement. More specifically, Classification Codes 0000, 0001, and 0023 as set forth in Administrative Policy 5.9.1 above are “administrative employees” and no others.

5.10.2 **Adjunct**
Under no circumstances shall an adjunct faculty member teaching fewer than fifteen (15) course credits be considered an “administrative employee” for any reason.

5.10.3 **Ranges**
The salary range midpoint attempts to represent the marketplace price for each position. Ranges are reviewed by the Chief Financial Officer 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 with Human Resources assistance and the approval of the Senior Vice President.

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 cleared with the Human Resources Department and approved by the Chief Financial Officer.

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

5.10.9 **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 and shall be calculated at the appropriate grade level for a stipend rate. All such arrangements must be approved in writing in advance by the appropriate Senior Vice President and the Vice President for Human Resources.

Administrators who are placed into another administrative position, their regular position is covered by temporary or other acting appointment, receive 10% on the minimum of the grade of the position they are moved into.

Administrative employees who continue in their regular position, and add the responsibilities of another full-time position, shall receive 10% of the maximum of the grade of the added position.

5.10.10 [Reserved: See 5.10.9]

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.

*Vacation and Time off Benefits*

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 on forms 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, Sick days, Approvals**

As of January 1, 2010, 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 thirty days of vacation leave may be carried forward 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.

<table>
<thead>
<tr>
<th></th>
<th>Annual days</th>
<th>Days per month</th>
<th>Hours per month</th>
</tr>
</thead>
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<tr>
<td><strong>Vacation</strong></td>
<td>25</td>
<td>2.08</td>
<td>15.63</td>
</tr>
<tr>
<td>Hired on or before the 15th</td>
<td>2.08</td>
<td></td>
<td>15.63</td>
</tr>
<tr>
<td>Hired/End of Service after the 15th</td>
<td>1.04</td>
<td></td>
<td>7.81</td>
</tr>
</tbody>
</table>

**Personal Days**

A. As of January 1, 2010, 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.

B. As of January 1, 2010, a new Administrator employee hired between January 1 and June 30 shall be granted two (2) personal days. A new Administrator employee hired between July 1 and December 31 shall be granted one (1) personal day.

C. As of January 1, 2010, any balance remaining at the end of the year will convert to vacation days, provided the employee has not already accumulated 30 or more vacation days as of that date.

**Sick Days**

As of January 1, 2010, 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. Any days taken in excess that has not been approved by a Supervisor as a substituted vacation day 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 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, which is not compensable under workers’ compensation, continues for more than one year.

f. The President and Board of Trustees 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. The President delegates signature authority for special leave request to the Vice President for Human Resources.
The College shall comply with the provisions of the Family and Medical Leave Act of 1993 (FMLA) and Servicemember Family and Medical Leave Act, Amendment to FMLA, January 28, 2008 (see section f.)

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, worker’s compensation leave, 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 (Servicemember 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 Servicemember FMLA Leave are governed by CCAC’s existing FMLA policy.
1) Leave Entitlement
Servicemember 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 Armed Forces in support of a contingency plan; 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.

2) Duration of Servicemember 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 servicemember. Leave to care for an injured or ill servicemember, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.
   c) Servicemember FMLA runs concurrent with other leave entitlements provided under federal, state and local law.

5.10.21 On-the-job Injury Notification
Employees must notify the Human Resources Department immediately of any on-the-job injury. Whenever the College learns of any claim of a work-related injury, it shall process the claim promptly. An employee on worker’s compensation leave must notify the Human Resource Department promptly of any change in address or telephone number and is required to keep the Human Resources Department regularly informed of his/her condition.

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.

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. Employees returning from worker’s compensation leave shall be treated in accordance with the law. 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.

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 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:

a. Good Friday
b. Labor Day
c. Memorial Day
d. Thanksgiving Day
e. Independence Day
f. Thanksgiving Friday
g. Martin Luther King Day
h. Christmas Eve Day through New Years Day

*Health and Retirement Benefits*

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 Board of Trustees.

5.10.29 **Coverage Approved by Trustees**
The College shall provide full-time administrative employees with such medical and dental coverage and subject such co-payments as the Board of Trustees or 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 Benefits Office, 412. 237.3087.

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 concerning the interpretation of these policies and procedures should call Human Resources, 412.237.3001, for more information.
5.10.32 **Tuition Waiver**

A. Effective January 1, 2010, Regular 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. 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 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. Certificates, or CEU’s relevant to the Employees primary position (job related), must be submitted for pre-approval through to their functional Business Manger, then to their functional Sr. V.P. 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.
   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 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. Effective September 1, 2007 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 Functional Business Manager, they in turn will submit it to the
functional Sr. V.P. for final approval, he/she in turn will notify the Employee of approval 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, 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
1. Administrators may teach one virtual or non-virtual course during each semester and one
during the summer if selected by the Department Head as adjunct faculty as a matter of
normal procedure.

2. 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 senior vice president of
Academic Affairs. Administrators shall, if assigned teaching responsibilities, meet the same
performance qualifications expected of teaching Employees.

   a. This administrative policy shall not be utilized to deprive AFT Employees of full-
time employment.

   b. This administrative policy shall not be utilized to deprive Employees of an
overage except where the expertise of the administrator is necessary and approved
by the Sr. V.P. of Academic 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 Policy: 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

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 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.
5.13.3 Objectives & Review
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 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
Where immediate discipline is appropriate, an infraction or performance problem can result in disciplinary probation, demotion, suspension with pay, suspension with part 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).

5.14.3 Progressive Discipline
When possible and appropriate, progressive counseling about problems on the job is conducted by contacting 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 quickly 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.

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

a. A person terminating employment must return all property in accordance with regulation .7 above.

b. On or before the last day of work, an audit of the employees vacation balance should be performed and the results reviewed with the employee.

c. 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 terminating the employee.

d. A forwarding address should be requested of the terminating employee. This address should be included on the A-1.

e. 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.

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

General

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 regulations relating to attire or conduct as may be issued with respect to any job or position or to any area within the College.

*Physical Safety*

5.15.5 **Expectation**

The personal safety and health of each employee of this organization is of prime importance. The objective is zero 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 immediate supervisor;
- Obtain and complete all necessary work-related injury forms from Human Resources or the Risk Manager;
- Adhere to any reporting-off requirements;
- Communicate regularly with the supervisor and Human Resources regarding his/her health status;
- Furnish to Human Resources any required health certificates from your physician(s);
- Furnish to Human Resources a notice of readiness to return to work as authorized by your physician(s).

*Workplace Violence*

5.15.7 **Zero Tolerance**

The College has adopted a zero tolerance policy with regard to violent, stalking, or threatening behavior 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 threatening and/or violent behavior, s/he will be escorted from the College’s property immediately. 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 without proper authorization (See Director of Safety and Security). The requirement of obtaining proper authorization shall extend to firearms, weapons, and other dangerous hazards and devices used as teaching or instructional aides.

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. With the exception of College Security personnel, an employee should not place him/herself in peril. Employees who see or hear a commotion or disturbance should not try to intercede or see what is happening and instead immediately alert College Security.

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, 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 as much as practical. 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**

Any other policies or regulations of the College relating to the prevention of violence are incorporated in these regulations by reference.

*Drug Free Workplace*

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, 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 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 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.

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 involving the use, sale, or distribution of drugs 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 conviction under any criminal drug statute for violations occurring in the workplace within five (5) days of conviction.

h. Failure to notify the College of conviction under any criminal drug statute for violations occurring in the workplace within five (5) days of conviction.

i. SANCTIONS - Penalties for violations of these policies 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 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.
j. RESERVATION OF RIGHTS - The Community College of Allegheny County reserves the right to amend these policies and procedures.

5.15.22 Drug and Alcohol Awareness Program
   a. 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, Office of College Services. Drug education seminars will be conducted for employees as announced.

   b. Employee Assistance
      1. Employees seeking assistance with drug or alcohol related problems or who have questions concerning the interpretation of these policies and procedures should contact the Vice President for Human Resources, 412-237-3001.

      2. For information regarding medical insurance coverage, employees should contact the insurance carrier or the College Benefits Office, 412-237-3087.

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.

Acquired Immune Deficiency Syndrome (AIDS)

5.15.24 Employment Rights
   The College makes no distinction concerning the employment rights or educational rights of individuals with Acquired Immune Deficiency Syndrome. As with any employee or student having a health condition that may, under some circumstances, pose a potential health risk for others, the College shall look to the guidance and expertise of the Allegheny County Health Department and its Director to evaluate whether such circumstances exist with respect to a person with Acquired Immune Deficiency Syndrome and specify actions to eliminate such health risks.

5.16 CONDUCT AND ATTENDANCE

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 vacation leave.

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.

*Conduct*

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 or regulations and in recognizing when to seek advice regarding application of the College policy or regulation. As an employee’s behavior at work reflects the College’s values and ethics, all employees are expected to:

- Obey all laws and regulations 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 **Types of Offenses**
Any type of behavior or conduct that seriously impedes the efficient operation of the institution, reflects adversely on the integrity and reputation of the College, or is denounced by federal, state or community statutes and ordinances are prohibited. The following proscribed conduct
and list of offenses, while not all inclusive, will serve to identify types of conduct that may warrant disciplinary action, up to and including immediate termination for cause:

- Unexplained or unexcused absenteeism
- Tardiness
- Use of obscene or abusive language
- Insubordinate/disobedient conduct
- Willful destruction, vandalism, or damage of College property or the private property of students, vendors, other employees
- Sexual, racial or verbal harassment
- Discrimination
- Disorderly conduct, fighting and assault
- Use or possession of alcoholic beverages or drugs
- Unauthorized disclosure of confidential information
- Libel, slander, repetition of malicious gossip or lies about a student or an employee of the College
- Unlawful taking or use of College property
- Knowingly completing the time card of another employee, having one's time card completed by another employee, or unauthorized altering of a time card
- Falsifying one’s time record
- Dishonesty in the performance of one's duties
- Abuse of the telephone and/or computer systems
- Violation or disregard of College policies and procedures
- Conviction of any crime

5.16.7 Compliance
In addition the policies and regulations contained herein, each employee shall also be required to comply with all other policies and regulations 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. All employees are required to observe basic levels of hygiene. 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 as determined by management of the area 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
- High heels higher than 3 1/2 inches
- 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
- Halter, crop tops, tank tops, mid-drifts

5.16.10 **Romantic Relationships**
Romantic or other relationships between or among employees that are distractions in the workplace or interfere with efficiency or productivity are prohibited. No employee is permitted to date or have a romantic relationship with a person that s/he supervises, whether directly or indirectly. If a romantic or dating relationship develops between an employee and someone that s/he directly or indirectly reports to, each employee must report the situation to Human Resources. Human Resources may then transfer one employee or make other appropriate arrangements so that neither employee is able to affect the terms and conditions of the other’s employment. Failure to report dating situations between employees and direct or indirect supervisors shall result in disciplinary action up to and including termination.

*Complaints*

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 Step 1-HR, Step 2-V.P.
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:

a. 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 have one week from receipt of the complaint either to render a decision or to pass the complaint to Step 2.

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

5.17 COMMUNICATIONS AND COURTESY

Telephone Policy

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 designated by a Senior Vice President. Such devices must be on silent or vibration mode during office hours and 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.
Internet/Computer Usage

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 emailings, 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 or state 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.

31
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 and policies and are subject to the same limitations as communications through other media. 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).

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 Help 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 system. 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 and Regulations
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.

Courtesy

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

Personnel Files

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.

Medical Information

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 Paul Schwarzmiller. 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**  
Paul Schwarzmiller is designated as the College’s Privacy Officer under the Health Insurance Portability and Accountability Act (“HIPAA”). Penny Adkins 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, Paul Schwarzmiller or Penny Adkins 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, Paul Schwarzmiller. All such complaints shall be investigated promptly, and the result of the investigation shall be reported to the employee.

*Family Educational and Privacy Rights*

5.18.8 **Buckley Amendment**  
The Family Educational Rights and Privacy Act of 1974, known as the Buckley Amendment, allows students access to their own school records and sets guidelines for the viewing of a student’s records by outside agencies. The College has adopted a student records policy which is a consistent general statement appearing on all registration forms:

“The College is subject to the provision of and complies with the Family Educational Rights and Privacy Act of 1974. A statement of the College Policy can be found in the College Catalog, the Dean of Student’s Office, The Registration Office and The Academic Deans Office. The College not only provides a student access to his or her official records, but also an opportunity to challenge those records on the grounds that they are inaccurate, misleading or otherwise inappropriate.”
5.18.9 Written Permission and Release of Data
Written permission of the student must be obtained before releasing personal information about that student. The policy lists the following rights of students regarding their official records:

• The right to inspect and review information contained in educational records

• The right to challenge the contents of their educational records

• The right to submit an explanatory statement for inclusion in the educational records if the outcome of the hearing is unsatisfactory

• The right to prevent disclosure, with certain exceptions, or personally identifiable information

• The right to secure a copy of the College policy, which includes the location of all educational records

• The right to file complaints with the U.S. Department of Education, concerning the alleged failures by institutions to comply with the Act

5.18.10 No Access to Students
The College policy also lists the materials to which the students do not have access. This information includes parents’ confidential financial statements; medical, psychiatric or similar records which are confidential in nature and only available to professionals and paraprofessionals; confidential letters and letters of recommendation which were placed in the educational records prior to January 1, 1975; and records issued by another educational agency or institution prior to a student’s first registration at the College.

5.18.11 Directory Information
The College releases directory information requested by interested persons or agencies unless the student submits a written request to the College (addressed to the Dean of Students) that any or all of this information should not be released. Directory information includes a student’s current and former name, registration period(s), number of credits, program of study and degrees awarded.

5.18.12 Student Standard Authorization Form
No information about a current or former student may be released unless the student has signed the College’s standard authorization form for releasing that information and has not revoked that form. Whenever any employer, licensing board, prospective employer or other outside person or entity requests information about a current or former student, the employee must first check to make sure that there is a valid authorization form. An employee must then seek the permission of his/her Department chair or supervisor before submitting the requested information.

5.19 ETHICAL BEHAVIOR

Conflicts of Interest

5.19.1 Personal Interest and Interest of College
In their dealings with suppliers, contractors, or other organizations and individuals doing or seeking to do business with the College, Trustees, officers, and employees of the College shall
discharge their responsibilities in a manner that avoids any conflict, or appearance of conflict, between their personal interest and the interest of the College.

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 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.

5.19.5 Secondary Employment Report
All secondary employment for a regular College employee must be reported to the appropriate Senior Vice President and 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 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 in accordance with the law. This form must be completed and filed by the College’s President, Senior Vice Presidents, 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.

Academic Integrity

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 **Romantic Relationships**
Because, among other things, of the concerns it raises about fair and equitable treatment, romantic and dating relationships between a student and any College employee who is in a position to evaluate or assess the student or his/her work are discouraged. Where such a romantic or dating relationship does exist, the employee is required to notify the Senior Vice President of the campus so that the appearance, as well as the actuality, of impartiality and equity is preserved.

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)
5.1.1 Nondiscrimination policy (4-7-05, 8-7-09, 9-1-11; 9-16-12)
5.1.2 Reasonable Accommodations (4-7-05)
5.1.3 EEO Officer (4-7-05, 9-1-11)
5.1.4 Complaints (4-7-05, 9-1-11)
5.2 Anti-Harassment (4-7-05)
5.2.1 Definition (4-7-05)
5.2.2 Consequences (4-7-05)
5.2.3 Reporting a Complaint (4-7-05)
5.2.4 Investigation (4-7-05)
5.3 Sexual Harassment (4-7-05)
5.3.1 Definition (4-7-05)
5.3.2 Reporting Misconduct (4-7-05; 8-24-12)
5.3.3 Outcomes (4-7-05)
5.3.4 Required Signature (4-7-05)
5.3.5 Student Complaint (4-7-05, 8-24-12)
5.4. Creation and Filling of Appointments (4-7-05)
5.4.1 Demonstrated Need & Legitimate Qualifications (4-7-05, 8-1-06)
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)
5.4.10 Minors (4-7-05)
5.4.11 Applicant Travel Reimbursement (4-7-05)
5.4.12 Medical Examinations (11-16-09)
5.5 Required Approvals (4-7-05)
5.5.1 Required Signatures (4-7-05)
5.5.2 Grade 19 and Above (4-7-05)
5.5.3 Contractual Personnel Actions (4-7-05)
5.5.4 "At Will" Employment (4-7-05)
5.5.5 Reclassifications (4-7-05)
5.6 Budget Compliance (4-7-05)
5.6.1 Creation of New Position (4-7-05)
5.6.2 Creation of Positions After Budget Process (4-7-05)
5.6.3 Staffing Plan (4-7-05)
5.6.4 Requests beyond Authorized Budget (4-7-05)
5.6.5 Processes (4-7-05)
5.6.6 Verification (4-7-05)
5.6.7 Dishonesty or Falsehood (4-7-05)
5.7 Grant-Funded Positions (4-7-05)
5.7.1 Review of Positions (4-7-05)
5.7.2 Transfer of Grant Personnel to Operating Budget (4-7-05)
5.7.3 Approval Process (4-7-05)
5.8 Classification (4-7-05)
5.8.1 Classification Criteria (4-7-05)
5.8.2 Plan for Administrators (4-7-05)
5.8.3 Status (4-7-05)
5.8.4 Terms of the Grant (4-7-05)
5.8.5 Adjunct to Full Time Temp. (4-7-05)
5.8.6 Approvals (4-7-05)
5.9 General (4-7-05)
5.9.1 Classification of Employees (4-7-05, 4-5-10)
5.9.2 Pay Periods (4-7-05)
5.9.3 Advance Paycheck (4-7-05)
5.9.4 Overtime Employees (4-7-05)
5.10 Administrative Employees (4-7-05)
5.10.1 Description (4-7-05)
5.10.2 Adjunct (4-7-05)
5.10.3 Ranges (4-7-05)
5.10.4 Position Descriptions (4-7-05)
5.10.5 Hiring Minimums (4-7-05)
5.10.6 Promotion (4-7-05)
5.10.7 Merit Awards (4-7-05)
5.10.8 Reclassifications (4-7-05)
5.10.9 Stipends (4-7-05)
5.10.10 [Reserved: See 4.10.9] (4-7-05)
5.10.11 Stipend Overtime Interpretation (4-7-05)
5.10.12 Retroactive Adjustments (4-7-05)
5.10.13 Records (4-7-05)
5.10.14 Administrative paid leave, Accrual rate, Personal days, Sick days, Approvals (4-7-05, 11-6-09)
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 STD (4-7-05, 8-1-06, 2-5-07; 8-24-12)
5.10.19 Unpaid Leave (4-7-05)
5.10.20 FMLA (4-7-05; 2-25-08)
5.10.21 On-the-Job Injury Notification (4-7-05)
5.10.22 Two Weeks Advance Notice on Return to Work (4-7-05)
5.10.23 Reinstatement (4-7-05)
5.10.24 Bereavement Leave (4-7-05)
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)
5.10.28 Fringe Benefits (4-7-05)
5.10.29 Coverage Approved by Trustees (4-7-05)
5.10.30 Contact Information (4-7-05)
5.10.31 More Information (4-7-05)
5.10.32 Tuition Waiver, CCAC (1-2-07, 11-24-09)
5.10.33 Tuition Reimbursement (1-2-07, 10-20-08)
5.10.34 Time Release (4-7-05)
5.10.35 Administrators Teaching Overage (4-7-05)
5.10.36 Public Health Emergency Leave (4-7-05)
5.11 A.F.T. Employees (4-7-05)
5.12 S.E.I.U. Employees (4-7-05)
5.13 Performance and Promotion (4-7-05)
5.13.1 Potential (4-7-05)
5.13.2 Introductory Period/6 Month Review (4-7-05, 8-1-06)
5.13.3 Objectives & Review (4-7-05)
5.13.4 Outcomes (4-7-05)
5.14 Termination of Employment (4-7-05)
5.14.1 Requirements (4-7-05)
5.14.2 Infractions& Performance Problems (4-7-05)
5.14.3 Progressive Discipline (4-7-05)
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 Procedures (4-7-05)
5.14.9 Verification of Employment (4-7-05)
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)
5.15.5 Expectation (4-7-05)
5.15.6 Injured on the Job (4-7-05)
5.15.7 Zero Tolerance (4-7-05)
5.15.8 What to Do (4-7-05)
5.15.9 Fighting, Weapons, Conduct, Peril (4-7-05)
5.15.10 Threats (4-7-05)
5.15.11 Investigation (4-7-05)
5.15.12 Discipline (4-7-05)
5.15.13 De-Escalating Potential Violence (4-7-05)
5.15.14 Other Policies & Regulations (4-7-05)
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)
5.15.18 Smoking (4-7-05)
5.15.19 Seeking Assistance (4-7-05)
5.15.20 Conviction of Crime/ Notification (4-7-05, 10-7-10)
5.15.21 Conduct that is Prohibited (4-7-05, 1-25-11)
5.15.22 Drug and Alcohol Awareness Program (4-7-05, 1-25-11)
5.15.23 Legislative Requirements (4-7-05)
5.15.24 Employment rights (4-7-05)
5.16 Conduct and Attendance (4-7-05)
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)
5.16.4 Notice of Absence, Late, Early Departure (4-7-05)
5.16.5 Professional Standards (4-7-05)
5.16.6 Types of Offenses (4-7-05, 8-1-06)
5.16.7 Compliance (4-7-05)
5.16.8 Treatment of Students (4-7-05)
5.16.9 Attire & Grooming (4-7-05)
5.16.10 Romantic Relationships (4-7-05)
5.16.11 Intent (4-7-05)
5.16.12 Resolution (4-7-05)
5.16.13 Step 1-HR, Step 2-V.P. (4-7-05)
5.17 Communication and Courtesy (4-7-05)
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)
5.17.5 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)
5.17.9 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)
5.17.16 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)
5.18.1 Copies (4-7-05)
5.18.2 Inspection by Employee (4-7-05)
5.18.3 Confidentiality (4-7-05)
5.18.4 Privacy Officer under HIPAA (4-7-05)
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)
5.18.8 Buckley Amendment (4-7-05)
5.18.9 Written Permission & Release of Data (4-7-05)
5.18.10 No Access to Students (4-7-05)
5.18.11 Directory Information (4-7-05)
5.18.12 Student Standard Authorization Form (4-7-05)
5.19 Ethical Behavior (4-7-05)
5.19.1 Personal Interest & Interest of College (4-7-05)
5.19.2 Gifts, Favors, Loans, Gratuities, Rewards (4-7-05)
5.19.3 Public Service Activities (4-7-05)
5.19.4 Political Endorsements (4-7-05)
5.19.5 Secondary Employment Report (4-7-05)
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)
5.19.13 Statement of Financial Interests (4-7-05)
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)
5.19.17 Intellectual Property (4-7-05)
5.19.18 Equitable & Consistent Treatment (4-7-05)
5.19.19 Romantic & Dating Relationships (4-7-05)
5.19.20 Honesty in Recruiting Students (4-7-05)
# Index

## A

**A.F.T. Employees**, 19

### Academic Integrity
- Equitable & Consistent Treatment, 38
- Honesty in Recruiting Students, 39
- Intellectual Property, 38
- Respect & Maximum Support, 38
- Romantic Relationships, 39
- Student Handbooks, 38

### Acquired Immune Deficiency Syndrome (AIDS), 26

### Administrative Employees
- Adjunct, 10
- Description, 10

### Administrative Employees**, 10

### Advance Paycheck, 10

### Anti-Harassment
- Consequences, 1
- Definition, 1
- Investigation, 2
- Reporting a Complaint, 2

### Attendance, 26
- Inclement Weather, 27
- Notice of Absence, Late, Early Departure, 27
- On-time Expectation, 26
- Work Week, Work Day, 26

## B

**Benefits, 1, 5, 6, 7, 13, 14, 16, 19, 35**

### Benefits ADM
- Administrators Teaching Overage, 18
- Public Health Emergency Leave, 18
- Time Release, 18
- Tuition Reimbursement, 17
- Tuition Waiver, 17

### Board of Trustees, 5, 11, 13, 16, 38

### Buckley Amendment, 35

### Budget Compliance
- Creation of New Position, 5
- Creation of Positions After Budget Process, 6
- Dishonesty, 6
- Processes, 6
- Request Beyond Authorized Budget, 6
- Staffing Plan, 6
- Verification, 6

## C

**Chief Financial Officer, 5, 6, 10**

### Classification
- Adjunct to Full Time Temp., 7
- Approvals, 7
- Classification Criteria, 7
- Plan for Administrators, 7
- Status, 7
- Terms of the Grant, 7

### Classification of Employees, 8

### Communications and Courtesy, 30

### Complaints
- Step I-HR, Step 2-V.P., 30

### Complaints
- Intent, 29

## Conduct
- Attire & Grooming, 29
- Compliance, 28
- Professional Standards, 27
- Romantic Relationships, 29
- Treatment of Students, 28
- Types of Offenses, 27

## CONDUCT, 19

### Conduct and Attendance, 26

### Confidentiality, 34

### Conflicts of Interest
- Ethical Expectations, 38
- Financial Interests, 37
- Gifts, Favors, Loans, Gratuities, Rewards, 37
- Impartiality, 37
- Outside Employment on Personal Time, 37
- Personal Economic Benefit, 37
- Personal Interest and Interest of College, 36
- Political Endorsements, 37
- Prestige of Office for Personal Gain, 37
- Public Service Activities, 37
- Relatives or Certain Entities, 37
- Secondary Employment Report, 37
- Specifications & Bids, 37
- Statement of Financial Interest, 38

### Courtesy
- Drinking/Eating at Work Station, 34
- Housekeeping, 34
- Quiet Area, 34

### Creation and Filling of Positions
- AFT Article XVII, 4
- Applicant Pool, 3
- Applicant Travel Reimbursement, 4
- Demonstrated Need & Legitimate Qualifications, 3
- Minors, 4
- Posting, 3
- Qualification Criteria, 3
- Relatives, 4
- SEIU Article 11.2, 4
- Steps to Ensure Equal Opportunity, 3
- Credits, 7, 10, 36

## D

**Disciplinary Action**, 2, 23, 25, 28, 29, 30

### Discipline, 1, 20, 24, 29, 31, 38

### Drug Free Workplace
- Ability to Operate Equipment, 24
- Conduct that is Prohibited, 26
- Conviction of Crime/Notification, 25
- Deliberate Abuse, 24
- Legislative Requirements, 26
- Performance, 24
- Secure Work Environment, 24
- Seeking Assistance, 25
- Smoking, 24

### Drug-Free Schools and Communities Act Amendments of 1989, 26

### Drug-Free Workplace Act of 1988, 26

## E

**Equal Employment Opportunity, 1**

### Applicable Laws, 1

### Complaints, 1
EEO Officer, 1
Reasonable Accommodations, 1
ETHICAL BEHAVIOR, 36
Executive Director of Human Resources, 7, 11, 13, 25

F
Family Educational and Privacy Rights
Directory Information, 36
No Access to Students, 36
Student Standard Authorization Form, 36
Family Educational and Privacy Rights
Permission/Release, 36

G
Granted funded, 3
Grant-Funded Positions
Approval Process, 6
Review of Positions, 6
Transfer of Grant Personnel to Operating Budget, 6

H
Health & Retirement Benefits ADM
Contact Information, 16
Coverage Approved by Trustees, 16
Fringe Benefits, 16
More Information, 16

I
Internet/Computer Usage
Access Codes and Passwords, 33
Additional Policy & Regulations, 34
Duplication, 33
Expectation of Privacy, 31
Mass Mail, 33
Personal Use, 31
Prohibited Sites, 31
Proper Business Communication, 31
Removal of Access, 33
Reporting to the System Administrator, 33
Internet/Computer Usage
Inappropriate Material or Messages, 32

M
Medical Information
Breach of Confidentiality, 35
Confidentiality, 34
Enrollment & Assistance from the College, 35
Notice of Privacy from Insurer, 35
Privacy Officer under HIPAA, 35
Minors, 4
Miscellaneous Benefits, 17

O
Overtime Employees, 10

P
Pay Periods, 10
Performance and Promotion
Introductory Period/Six Month Review, 19

Objectives & Review, 20
Outcomes, 20
Potential, 19

Personnel Files
Copies, 34
Inspection by Employee, 34
Physical Safety
Injured on the Job, 22
Physical Safety
Expectation, 22
Pregnancy, 13
President, 3, 5, 6, 7, 10, 13, 16, 34, 38
Public Official and Employee Ethics Act, 38

Required Approvals
"At Will" Employment, 5
Contractual Personnel Actions, 5
Grade 19 and Above, 5
Reclassification, 5
Required Signatures, 5

S
S.E.I.U., 4, 19
S.E.I.U. EMPLOYEES, 19
Safety
Employees, Students, Visitors, Property, 21
Follow Regulations, 22
Logging Off and Locking Up, 22
Safeguard/Secure Assets, 22
Salary ADM
Hiring Minimums, 10
Merit Award, 11
Position Description, 10
Promotion, 10
Ranges, 10
Reclassification, 11
Retroactive Adjustments, 11
Stipend Overtime Interpretation, 11
Stipends, 11
Senior Vice President, 3, 7, 11, 30, 37, 39
Senior Vice President of Academic Affairs, 3, 7
Sexual Harassment
Definition, 2
Outcomes, 2
Reporting Misconduct, 2
Required Signature, 2
Student Complaint, 3
Student Handbook, 38

Temporary, 7

Termination of Employment
Infractions & Performance Problems, 20
Lay off, 21
Procedures, 21
Progressive Discipline, 20
Requirements, 20
Return of College Property, 21
Verification of Employment, 21
Termination of Employment, 21

V
Vacation & Time Off Benefits ADM
Approval of Planned Absences, 12
Bereavement Leave, 15
Civil Leave, 16
FMLA, 14
Military Leave, 16
Notice on Return to Work, 15
On-the-job Injury Notification, 15
Paid Holidays, 16
Records, 11
Reinstatement, 15

Short Term Disabilities, 13
Sick Days and Personal Days, 12
Unpaid Leave, 13

W
Workplace Violence
De-escalating Potential Violence, 24
Discipline, 23
Fighting, Weapons, Conduct, Peril, 23
Investigation, 23
Other Policies & Regulations, 24
Threats, 23
What to Do, 23
Zero Tolerance, 22