



Office of Human Resources

Procedures Manual

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TABLE OF CONTENTS

SECTION 1 - INTRODUCTION..... 4

SECTION 2 - GENERAL INFORMATION..... 5

Scope of Operation..... 5

Hours of Operation..... 5

Confidentiality..... 5

Personnel Record Information..... 5

Statement on ADA Compliance..... 5

Ethics..... 6

Harassment..... 6

New Employee Orientation..... 6

SECTION 3 – PERSONNEL POLICIES & PROCEDURES..... 7

Equal Opportunity Employment..... 7

Non-discrimination..... 7

Anti-harassment..... 7

Mandatory Training..... 10

Disciplinary Penalties..... 10

Reporting Harassment..... 10

Confidentiality and Assurance Against Retaliation..... 10

Hiring Practices and Procedures..... 11

Letters of Appointment..... 17

Summer Employment..... 17

Faculty Credentials..... 18

Compensation for Two-Year College Personnel..... 18

Extra Duty Pay..... 19

Emergency Shelter Duty and Pay..... 20

Salary Schedule E Advancement..... 20

Evaluation of Personnel..... 21

Job Descriptions..... 23

Work Schedules and Duty Days..... 23

Instructor Overload..... 24

Duty Days for Instructors, Librarians, and Counselors..... 25

Holidays..... 25

Flexible Work Schedule..... 26

Leaves with Pay..... 26

Incidents and Job-Related Injuries..... 26

Leaves without Pay..... 27

Professional Development Opportunities..... 27

Tuition Assistance..... 28

Drug-Free Workplace..... 28

Standards of Conduct, Enforcement, and Sanctions..... 28

Health Risks of Drug and Alcohol Use and Abuse	31
Fair Labor Standards Act Compliance	35
Conflict of Interest	38
Personnel Record Information	38
Abandonment of Position	39
Severance from Employment	40
Employee Grievance	42
Formal Employee Complaint	43
Criminal Background Checks	44
Reduction-in-Force (RIF) Guidelines	45
<u>SECTION 4 – GENERAL PERSONNEL POLICIES & PROCEDURES</u>	49
Americans with Disabilities Accommodations	49
Children on Campus	49
Consensual Relationships	50
Firearms/Weapons on Campus	50
Lactation	50
Standards for Professional Behavior	51
Professional Attire	52
Tobacco-Free Campus	52
<u>SECTION 5 - INSURANCE BENEFITS</u>	53
Basic Hospital/Medical Plan	53
Hospital Indemnity	53
Cancer Plan	53
Dental Plan	53
Vision Care Plan	54
Prescription Drugs	54
COBRA Insurance	54
Disability Insurance	54
Life Insurance	54
Professional Liability Insurance	54
State Unemployment Insurance	55
Vehicle Liability Insurance	55
<u>SECTION 6 - LEAVE BENEFITS & POLICIES</u>	56
Transfer of Leave Rates	56
Sick Leave Bank	56
Family and Medical Leave Act	56
<u>SECTION 7 - OTHER BENEFITS & SERVICES</u>	58
Teachers' Retirement System	58
Tax Sheltered Annuities	58
Tuition Assistance	58
Facility Benefits	59

<u>Notary Public</u>	59
<u>I.D. Badges</u>	60
<u>Lost and Found</u>	60

SECTION 1

INTRODUCTION

The goal of the Chattahoochee Valley Community College (CVCC) Office of Human Resources (HR) is to provide future, current, and past employees with the highest level of customer service while maintaining confidentiality, complying with applicable laws, and continuously improving departmental processes.

The purpose of the Office of Human Resources is to assist administrative processes of the institution regarding human resources, recruitment, orientation, personnel records and documents, and legal matters.

HR Mission

The Human Resources department at Chattahoochee Valley Community College (CVCC) supports CVCC's mission by providing services that promote a work environment that is characterized by fair treatment of staff, personal accountability, trust, and mutual respect. We seek to provide solutions to workplace issues that support and enhance the operating principles of the College.

The Human Resources department contributes to the College mission to provide affordable, accessible, quality education and to support partnerships advancing community, workforce development, and life-long learning by:

- Balancing the needs of the employees and the needs of the College
- Maintaining compliance with employment laws and government regulations
- Hiring the most qualified employees by ensuring an effective internal interview process, identifying the best and most cost effective recruitment sources, and conducting background and reference checks
- Developing personnel policies and procedures
- Recommending management and employee training
- Retaining valued employees by providing competitive wages and benefits; furnishing career development assistance; and conducting exit interviews, providing relevant feedback to management

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SECTION 2

GENERAL INFORMATION

A. Scope of Operation

To provide future, current, and past employees with the highest level of customer service while maintaining confidentiality, complying with applicable laws, and continuously improving departmental processes.

B. Hours of Operation

The Office of Human Resources is open for business Monday through Thursday from 8:00 a.m. – 5:30 p.m. and on Friday from 8:00 a.m. – 12:00 p.m.

During the summer semester, the hours of operation are Monday through Thursday from 7:30 a.m. – 6:00 p.m.

C. Confidentiality

Personnel in the Human Resources Office have access to sensitive financial and personal information pertaining primarily to employees and, on a limited basis, to students. It is our responsibility to protect the privacy of all concerned.

Except in cases where a supervisor or administrator has a need to know, home telephone numbers or addresses may be released by HR personnel only with permission of the employee. Requests from banks, loan companies, or other businesses for salary and employment history must be in writing.

D. Personnel Record Information (Policy 616.01)

Federal and state laws govern public access to records maintained by governmental entities. Those laws shall be followed. To the extent permissible by law, each College may maintain sensitive or otherwise confidential information in employee or applicant files. The President (or designee) may designate a custodian of records for the College. The President (or designee) shall establish and maintain a personnel file on each employee. It shall be the responsibility of the President of each institution to supervise the maintenance of personnel files and to maintain updated, complete, and accurate records. Information may be added to the personnel file to clarify or supplement materials previously placed in the personnel file. Employees may answer or object in writing to any material in the personnel file, and the answer or objection shall be attached to the appropriate material that is the subject of the answer or objection. Each college may establish a reasonable charge for researching open records requests or as otherwise necessary.

E. Statement on ADA Compliance

The Office of Human Resources supports employees with disabilities. To this end, the HR staff will conscientiously uphold the regulations set forth in the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008.

The Office of Human Resources will provide assistance to any employee or applicant, as requested. Also, we will protect the privacy of employees by maintaining strict control over records access. See Section 4 for additional information.

The employee ADA Coordinator is Debbie Boone, Director of Human Resources/Senior Personnel Officer. The student ADA Coordinator is Vickie Williams, Director of Student Development.

F. Ethics

The Code of Alabama 1975 is available online to all employees or a copy may be requested from HR at any time. Chapter 25 of Title 36 is the Code of Ethics for Public Officials and Employees (Sections 1-30). All employees are required to complete ethics training covering this material within five (5) business days of their first day of employment. Personnel in the HR Office will notify newly hired employees of their responsibility to complete this training.

G. Harassment

All employees are required to complete online training, which includes anti-harassment and the prevention of violence against women, within ten (10) business days of their first day of employment. Personnel in the HR Office will notify newly hired employees of their responsibility to complete this training. Additional training will be provided annually.

H. New Employee Orientation

New employees are required to meet with personnel in HR and Payroll on or before their first day of employment. New Employee Orientation will provide useful information on many different areas across campus to acquaint new employees with the College, and its operations, policies, and procedures. A new employee checklist is utilized to ensure that the employee has met all on-boarding requirements.

SECTION 3

PERSONNEL POLICIES & PROCEDURES

These policies and procedures are provided in a format that follows the order of CVCC's local online policy manual for ease of reference.

A. Equal Opportunity Employment (Policy 601.01)

The Alabama Community College System (ACCS) Board of Trustees (Board) and the entities under its direction and control, including Chattahoochee Valley Community College, are equal opportunity employers. It is their policy to provide equal opportunity for employment and advancement to all applicants and employees as required by appropriate federal and state law.

B. Non-discrimination (Policy 601.02)

Personnel at CVCC are employed pursuant to the provisions of the Civil Rights Act of 1964, as amended, Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act, the Pregnancy Discrimination Act, and all other applicable federal and state statutes.

No employee or applicant for employment or promotion shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law.

C. Anti-Harassment (Policy 601.04)

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

In addition, CVCC prohibits all Violence Against Women Act (VAWA) offenses, including rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. See the Annual Security Report posted on the College's website for additional information, including reporting procedures.

Harassment

Harassment can be defined as but is not limited to:

- Disturbing conduct which is repetitive;
- Threatening conduct;
- Intimidating conduct;
- Inappropriate or offensive slurs, jokes, language, or other verbal, graphic, or other like conduct;

- Unwelcome sexual advances or requests for sexual favors;
- Assault;
- Repeated contact solicited during non-traditional business hours which may be perceived as harassment by recipient unless it is specifically associated with work related duties.

Employees and students who are found in violation of this policy shall be disciplined as deemed appropriate by the investigating authority.

Harassment of employees or students by non-employees is also a violation of this policy.

This policy encourages faculty, students, and employees who believe that they have been the victims of harassment to contact the grievance officer or other appropriate official at the institution within ten days of when the alleged incident occurred. Any reprisals shall be reported immediately to the grievance officer or other appropriate official. Any employee or student who becomes aware of any harassment shall report the incident to the grievance officer. Failure to act, which includes initial investigation, shall be deemed in direct violation of this policy.

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the *Civil Rights Act of 1964* for employees and under Title IX of the *Education Amendments of 1972* for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or the same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when perceived by the recipient that: Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities; or submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. Sexual

harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature. Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to:

- Physical assault;
- Direct or implied threats that submission to or rejection of requests for sexual favors will affect a term, condition, or privilege of employment or a student's academic status;
- Direct propositions of a sexual nature;
- Subtle pressure for sexual activity;
- Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following: (i) comments of a sexual nature; or (ii) sexually explicit statements, questions, jokes, or anecdotes;
- Repeated conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed that includes one or more of the following:
 - Touching, patting, pinching, hugging, or brushing against another's body;
 - Commentary of a sexual nature about an individual's body or clothing; or
 - Remarks about sexual activity or speculations about previous sexual experience(s);
- Intimidating or demeaning comments to persons of a particular sex, whether sexual or not;
- Displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or educational environment, and serve no educational purpose related to the subject matter being addressed.

This policy shall be distributed, communicated and implemented in a manner which provides all interested parties the opportunity to be informed of this policy. A system-wide educational program shall be utilized to assist all members of the community to understand, prevent and combat harassment. Each community and technical college is required to provide annual training related to harassment, including sexual harassment.

Mandatory Training

All newly hired employees of CVCC are required to view online training programs related to harassment and sexual violence within ten (10) business days of initial employment. Each such employee shall be responsible for completing the training and for documenting to the Human Resources Office the date on which the training was received. Instructions for completing this training will be provided to the employee upon hire. In addition, training related to harassment, including sexual harassment, and sexual violence is provided annually to all employees.

Disciplinary Penalties

A conclusion that sexual violence, harassment or discrimination has occurred shall subject the offender to appropriate disciplinary action and may result in, but is not limited to, his/her suspension, dismissal, incarceration, or a "no contact" order or "no-trespass" warrant. It is the intent of this policy to provide for a prompt and thorough investigation of any complaints. The time limits set forth within these guidelines are subject to change as needed to ensure a satisfactory conclusion to the investigation.

Reporting Harassment

Any person who is the victim of, or who is aware of, any harassing or violent behavior prohibited by this policy should report such incidents to the College Grievance Officer. Reports of an activity of a sensitive nature will be investigated and resolved, to the fullest extent reasonable, in such a manner as to best protect the privacy of all victims and witnesses. The following officials have been designated by the President as responsible for responding to complaints and grievances:

Employee Grievance Officer: Debbie Boone
Wallace Hall 201
291-4927

Student Grievance Officer: Vickie Williams
Wilson Hall
214-4803

Confidentiality and Assurance Against Retaliation

Every effort possible shall be made to ensure confidentiality of information received as part of an investigation. Complaints will be handled on a "need to know" basis with a view toward protecting the interest of all parties involved. The College will do everything consistent with enforcement of this policy and with the law to protect the privacy of all parties involved and to ensure that all involved are treated fairly.

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

on behalf of the College, violates this policy and will result in appropriate disciplinary action.

Resources

For information about [support options in the local community](#), visit the searchable database of services on the United Way of the Chattahoochee Valley website at <http://www.211uwcv.org>.

D. Hiring Practices and Procedures (Policy 602.02)

The President is responsible for ensuring that all vacancies are posted and retains all hiring authority for positions at the College, except the Presidency.

CVCC fills vacancies according to the practices and procedures set out below and in accordance with Board policy and guidelines.

Any person making application to Chattahoochee Valley Community College must complete a separate [employment application](#) for every job for which he/she applies. Application materials become the property of the College and will not be returned to or duplicated for the applicant. Application for certain positions requires the applicant to provide verification of certification and/or experience to meet minimum qualifications outlined for the position as specified in individual position announcements. The applicant may provide verification of education through copies of official or unofficial transcripts. Verification of minimum experience requirements must be provided through letters or other documents from employers and/or former employers, if required by a specific position announcement. If the applicant fails to provide the materials and information specified in the position announcement as requested, he/she will be disqualified. The successful applicant, if offered employment, must have official transcripts and other requested supporting documentation sent directly to CVCC as required. Failure to timely provide this information will disqualify the applicant from being employed.

The College employs academic and administrative officers with the credentials and expertise appropriate to the duties and responsibilities associated with their positions. All academic and administrative officers are required to possess credentials, experience, and/or demonstrated competence appropriate to their areas of responsibility.

Full-Time Positions

Chattahoochee Valley Community College has adopted a uniform procedure for the selection of full-time faculty, staff, administrative, and supervisory personnel on State Salary Schedules B, C, D, E, and H. It is the intention of the College to ensure that the screening and selection process is accomplished in a professional, nonpolitical manner, without bias, and in compliance with all state and federal laws. The complete guidelines for recruitment and selection procedures are on file in the Human Resources office.

1. To initiate a job search, the department chair/director must submit a [Request to Advertise Vacancy](#) in writing to the appropriate dean. Once the approved request form is received in the HR office with all required signatures, the Director of Human Resources will begin recruiting for the vacancy. The Intent to Employ (vacancy announcement) will be developed from the proposed position job description. Requests to fill full-time positions may be forwarded to the Alabama Community College System Office (System Office) by HR for approval before the formal search process begins.
2. The Intent to Employ will be posted and distributed by the Office of Human Resources for advertising in and posting on or with one or more of the following:
 - a. *Columbus Ledger-Enquirer*
 - b. *Opelika-Auburn News*
 - c. *The Phenix Citizen*
 - d. Alabama State Employment Service
 - e. The System Office
 - f. All colleges in the Alabama Community College System
 - g. Chattahoochee Valley Community College website
 - h. Bulletin Board in the Wallace Hall mailroom
 - i. System Office applicant pool members (notices will be mailed)
 - j. Other entities as determined by position need
3. Vacancy notices will be posted for a minimum of seven (7) calendar days before positions are filled.
4. All application materials must be submitted directly to the Office of Human Resources through the online system, as appropriate to the position. For assistance with uploading documents, contact the Human Resources office at 334-214-4848 or 334-291-4927.
5. A search Advisory Committee may be formed by the President, or the President may conduct a search alone or through a designee.
6. The Advisory Committee or the President or designee will screen applications for minimum qualifications and other application requirements. Only qualified applicants will be considered for positions.
7. Up to three finalists will be interviewed by the President and/or designee.
8. The President will notify the Office of Human Resources of his/her employment decision.
9. A Human Resources staff member or other designee will verify any named applicant's references prior to hire.
10. The successful applicant will be notified via phone call and all other applicants will be notified of the President's decision in writing.
11. The System Office will be notified of the President's decision using the [Notification of Hire](#) form.

Full-Time Temporary/Interim Positions

Full-time temporary/interim vacancies may be filled for up to one (1) year. Employment beyond one year requires the approval of the Chancellor. The president

will determine whether the temporary appointment will expire after one year or be filled through the regular hiring process outlined above for full-time positions.

The President may fill a temporary/interim position with a current institutional employee without a search.

1. To initiate a job search, the department chair/director must submit a [Request to Advertise Vacancy](#) in writing to the appropriate dean. Once the approved request form is received in the HR office with all required signatures, the Director of Human Resources will begin recruiting for the vacancy. The Intent to Employ (vacancy announcement) will be developed from the proposed position job description. Requests to fill full-time positions may be forwarded to the Alabama Community College System Office (System Office) by HR for approval before the formal search process begins.
2. The Intent to Employ will be posted and distributed by the Office of Human Resources for advertising in and posting on or with one or more of the following:
 - a. *Columbus Ledger-Enquirer*
 - b. *Opelika-Auburn News*
 - c. *The Phenix Citizen*
 - d. Alabama State Employment Service
 - e. The System Office
 - f. All colleges in the Alabama Community College System
 - g. Chattahoochee Valley Community College website
 - h. Bulletin Board in the Wallace Hall mailroom
 - i. System Office applicant pool members (notices will be mailed)
 - j. Other entities as determined by position need
3. Vacancy notices will be posted for a minimum of seven (7) calendar days before positions are filled.
4. All application materials must be submitted directly to the Office of Human Resources through the online system, as appropriate to the position. For assistance with uploading documents, contact the Human Resources office at 334-214-4848 or 334-291-4927.
5. A search Advisory Committee may be formed by the President, or the President may conduct a search alone or through a designee.
6. The Advisory Committee or the President or designee will screen applications for minimum qualifications and other application requirements. Only qualified applicants will be considered for positions.
7. Up to three finalists will be interviewed by the President and/or designee.
8. The President will notify the Office of Human Resources of his/her employment decision.
9. A Human Resources staff member or other designee will verify any named applicant's references prior to hire.
10. The successful applicant will be notified via phone call and all other applicants will be notified of the President's decision.

11. The System Office will be notified of the President's decision using the [Notification of Hire](#) form.

Part-Time Positions

The College also follows a uniform procedure for the selection of part-time faculty and staff. It is the intention of the Office of Human Resources to ensure that the screening and selection process for part-time personnel is accomplished in a professional, nonpolitical manner, without bias, and in compliance with all State and Federal laws.

The recruitment and selection procedures for part-time staff positions are as follows:

1. To initiate a job search, the department chair/director must submit a [Request to Advertise Vacancy](#) in writing to the appropriate dean. Once the approved request form is received in the HR office with all required signatures, the Director of Human Resources will begin recruiting for the vacancy. The Intent to Employ (vacancy announcement) will be developed from the proposed position job description.
2. At a minimum the Intent to Employ will be posted and distributed by the Office of Human Resources for posting on the following:
 - a. Chattahoochee Valley Community College website
 - b. Bulletin Board in the Wallace Hall mailroom
3. Vacancy notices will be posted for a minimum of seven (7) calendar days before positions are filled.
4. All application materials must be submitted directly to the Office of Human Resources via U.S. mail, express mail, or hand delivery.
5. A search committee will include the position's immediate supervisor and may also include up to two additional individuals.
6. The Search Committee will screen applications for minimum qualifications.
7. The Committee must interview all qualified applicants. If there are more than ten qualified applicants, the pool may be screened down to at least ten to interview.
8. After the interviews, the Committee will determine the successful candidate and recommend him/her to the President.
9. The successful candidate must be approved by the President prior to any offer of employment being extended to the candidate.
10. The President will notify the Office of Human Resources of his/her employment decision.
11. A Human Resources staff member or other designee will verify any named applicant's references prior to hire. The Human Resources Director will notify the Search Committee Chair/Supervisor of the President's decision. At that time, the Human Resources Director will extend an offer of employment to the candidate.
12. The successful applicant will be notified via phone call and all other applicants will be notified of the President's decision in writing.
13. The System Office will be notified of the President's decision using the [Notification of Hire](#) form.

Adjunct Faculty Positions

Generally the college posts a continuous advertisement for adjunct faculty and other part-time instructional positions. When positions are posted on a continuous basis, applications continue to be accepted even when there are no vacancies.

The selection procedures for part-time faculty and other part-time instructional positions that are posted on a continuous basis are:

1. The department chair or program director notifies the Office of Human Resources of a need to fill a vacancy.
2. The HR office provides the department chair or program director access to the applications received for the area of need.
3. The department chair/program director selects qualified candidates to interview and then makes an employment decision, notifying HR personnel of that decision in order to begin the processing of required paperwork.

Volunteer and Intern Positions

A department chair/program director may submit a request to hire an intern and/or volunteer by contacting the HR department in writing. The recruitment and selection procedure for volunteer and intern positions is as follows:

Phase 1 requires the following steps:

1. The interested individual must submit a completed and signed CVCC [Application for Intern and Volunteer Positions](#) and a legible and current driver's license (original or color copy) directly to the Human Resources office.
2. The HR staff will process the application and forward a copy to the immediate supervisor.
3. The immediate supervisor will interview the potential volunteer or intern.
4. If the immediate supervisor wishes to continue the selection process, s/he will forward the application to the appropriate Cabinet member with a written request for the Cabinet member to interview the individual and the process will continue with Step 5.
 - b. If the immediate supervisor does not wish to offer a position to the individual, s/he will return all application materials to the HR office with a written decision.
5. The Cabinet member will interview the potential volunteer or intern.
6. The Cabinet member will notify in writing the HR Director, with copies to the immediate supervisor and to the Vice President/Dean of the College (if applicable), that an interview has been conducted, and that s/he wishes to recommend the applicant for a volunteer or internship position.

Phase 2 begins after the immediate supervisor, Cabinet member, and Vice President (if applicable) determine that the individual is a suitable volunteer or intern. However, the individual will not be approved to volunteer or intern until

HR provides notification that Phase 2 is completed. Phase 2 requires the following:

1. Once all materials and a written decision are returned to the Human Resources department, the volunteer or intern will be contacted by Human Resources within three to five business days.
2. The volunteer will be notified that references are required to be completed through CVCC's online reference program. A minimum of five references will be requested and must be from current or past supervisors or instructors or from someone familiar with the candidate's work. References from friends, family, pastors, etc. will not be accepted. *Approval for the employee to volunteer or intern will not be given until at least three of the five references are completed and satisfactory.*
3. The volunteer will be asked to report to HR to:
 - a. Sign the Letter of Intent indicating work will be as a volunteer or unpaid intern.
 - b. Provide his/her original Social Security card for copying.
 - c. Complete the Personnel File Information form.
 - d. Consent to a criminal background investigation (CVCC will pay the fee). Approval to volunteer will not be given until evidence of a satisfactory background investigation is confirmed.
 - e. Sign Board Policy concerning criminal background checks.
 - f. Sign the Drug-Free Workplace Policy form. (Copy to be provided to the volunteer/intern.)
 - g. Sign the Disclosure and Release form (required to drive state vehicles).
 - h. Complete the ethics training. **Note that this will be an invitation only, not a requirement.**
 - i. Complete anti-harassment, prevention of sexual violence, and/or other training.

E. Temporary Assignments (Policy 602.03)

The President or designee may assign employees to temporary assignments which require them to be absent from their regular duties. Employees on temporary assignment will receive their regular salary and may be allowed remuneration for their expenses in accordance with institution and Board policy. Temporary assignments may not be made for the purpose of earning college credit.

F. Internal Transfers (Policy 602.04)

The President is responsible for all internal College transfers and is responsible for complying with Alabama's Students First Act found at Alabama Code §16-24C-7. The President has the authority to transfer or reassign any employee, at any time, as the needs of the College require, to any position or work location within the College, which the employee is qualified.

G. Reorganizations (Policy 602.05)

Reorganizations are modifications to positions that both currently exist at the institution and have been filled previously through a regular search process. Reorganizations may involve shifting duties that currently exist within positions at the College or adding new duties to a current position at the College. The reorganization may include changes of title, salary schedule placement, job duties, or level of responsibility, but it cannot create a fundamentally new position or an entirely new set of duties or responsibilities.

Reorganizations require written approval of the Chancellor before implementation, including any changes to salaries.

H. Offers of Appointment (Policy 603.01)

The College issues Letters of Appointment (LOAs) to all employees. A Letter of Appointment is an employment agreement of indefinite length but with a specific beginning date. The employment period begins September 1 for staff positions and on the first duty day of the fall semester and optional summer semester for faculty positions.

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

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

I. Summer Employment (Policy 603.02)

A full-time Salary Schedule D employee who is employed by virtue of an academic year letter of appointment (fall and spring semesters) shall have first option (over part-time or temporary employees) for employment in the summer term provided that: (1) there is sufficient student enrollment; (2) there is sufficient funding available; (3) the employee is qualified to provide the service scheduled; (4) the employee meets the criteria of the institution's local summer employment policy; and (5) instructors may be given priority for summer teaching only in courses taught by the employee in the most recent fall and/or spring semester.

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

J. Faculty Credentials

Full-time faculty must have on file a pre-approved [Professional Development Plan](#). Professional Development Plans will be utilized to verify instructor changes in rank. A Professional Development Plan approved in advance will be the only means by which an instructor can advance in rank.

Annual Rank Changes

Instructor rank may change only once a year, except as noted below for the summer term. Qualifications for a rank increase must be documented in the personnel folder at the College prior to September 1 of each academic year in order for the instructor to be classified at that rank for the respective year.

[Requests for rank increases](#) must be submitted to the faculty member's division chair and supervisory dean prior to September 1 of each academic year. An approved [request](#) must be on file in the Human Resources office.

Summer Rank Changes

An instructor who has a nine-month employment agreement and has on file an approved Professional Development Plan complete with the approved Course of Study, and who fulfills the Doctoral requirements therein agreed upon prior to commencement of the summer term, and who then contracts to teach a full load during the summer term, shall be advanced in rank and receive commensurate salary for that employment period.

Qualifications for a rank increase must be documented in the personnel folder at the College on or before the first faculty duty day of the summer semester in order for the instructor to be considered for a rank increase for the summer employment period.

[Requests for rank increases](#) must be submitted to the faculty member's division chair and supervisory dean prior to the first faculty duty day of the summer semester. An approved [request](#) must be on file in the Human Resources office.

K. Compensation for Two-Year College Personnel (Policy 606.01)

Personnel employed at CVCC are paid according to salary schedules adopted by the ACCS Board of Trustees. Personnel covered by these schedules must meet the qualifications and standards set by the Board. Individual schedules have been set for the following classifications of employees:

- 1.1. President: Chancellor's Recommendation
- 1.2. Deans: Salary Schedule B
- 1.3. Professional personnel not included in other schedules: Salary Schedule C
- 1.4. Instructors, librarians, and counselors: Salary Schedule D;
Adult Education Teachers: Salary Schedule D-3
- 1.5. Technical and support personnel not included in other schedules: Salary Schedule E

- 1.6. Support personnel working twenty (20) or more but less than forty (40) hours per week: Salary Schedule H

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

Part-time instructors will receive their salary compensation each semester based upon the start date of their service; however, no part-time instructor will receive a payment in August (fall semester) or in January (spring semester). Instructors who begin teaching by the middle of the month may receive their first pay at the end of that month, contingent upon all required employment paperwork having been completed, and will be compensated each month thereafter, with the final payment made after grades are turned in and all classroom requirements are met at the end of the semester.

Initial placement on all salary schedules shall give all community and technical college and Adult Education employees full credit for prior work experience in the public schools, colleges, and adult education programs of Alabama. Initial placement on Salary Schedules B, C, and D which gives credit for prior experience outside of public education in Alabama must be approved by the Chancellor. Initial placement on Salary Schedules E and H, and on local salary schedules, which gives credit for prior experience outside of public education in Alabama is within the discretion of the President. However, all initial salary schedule placements which give credit for prior experience outside of public education in Alabama will adhere to the following principles:

1. The experience outside of public education in Alabama for which step credit is to be awarded for initial salary schedule placement purposes should be directly related to the requirements of the position.
2. The amount of credit that is given, for initial step placement purposes, for experience outside of public education in Alabama will be consistently applied college-wide. Effective July 1, 2015, CVCC will award one-to-one credit for all directly related years of full-time experience outside of public education in Alabama, for Salary Schedule B, C, D, E, and H positions.

Any full-time compensation that does not fall on the salary schedule is an exception to policy. Any salary schedule exceptions will be submitted to the Chancellor for approval.

L. Extra Duty Pay (Policy 606.05)

The President designates a chairperson of a department or division having three (3) or more full-time faculty members, with the department chairperson being counted as one of the three. Chairpersons receive a monthly salary supplement.

In addition, the College has one full-time professional staff member in the library designated by the President as full-time head librarian. The head librarian receives a monthly salary supplement.

The President may also designate one individual paid from Salary Schedule B to be in charge in the President's absence. The current appointee, Vice President/Dean of Student and Administrative Services, receives an annual salary supplement to serve in that capacity.

Full-time professional personnel, other than instructors, will not be paid additional monies for extra work. Under extreme circumstances, the President may designate additional supplements based on unique and compelling circumstances, subject to the Chancellor's written approval.

M. Emergency Shelter Duty and Pay (Policy 606.08)

The President or his/her designee may assign employees to assist in managing and maintaining college facilities when those facilities are activated to provide shelter to disaster evacuees in accordance with applicable Federal Emergency Management Agency and Alabama Department of Emergency Management shelter regulations.. The Governor of Alabama will initially direct the emergency call for shelters, and the Chancellor will direct select college Presidents to open an emergency shelter.

Only employees with written certification from the President are eligible for emergency shelter duty pay.

N. Salary Schedule E Advancement

Any Salary Schedule E employee who desires advancement within his or her salary schedule must adhere to the following policy and procedures to be eligible for advancement. All approved advancements become effective on September 1 of the following budget year.

The deadline for applying for advancement is July 1. Should this date fall on the weekend, the deadline will be the first business day after July 1.

To be eligible for advancement the employee seeking advancement must:

1. Have a preapproved written [Professional Development Plan](#) (PDP) on file in Human Resources which includes the following:
 - a. Preapproved college courses directly related to job duties (or preapproved certification, licensing, or endorsements). The PDP will be reviewed and considered by the employee's supervisors once the employee has served three years in the current position.
 - b. Professional development, continuing education, in-service, or training directly related to job duties
 - c. Specific improvement activities documented in items XIII B and C from the previous year's Performance Evaluation Form
 - d. Higher order compensable factors (to be completed by supervisor and/or dean)
 - e. Other relevant information

2. Have served a minimum of three years in the position at the current salary level and grade.
3. Meet the educational requirements that are delineated for a particular salary level and grade. In most cases, the employee is required to complete a minimum of 18 semester hours in preapproved and work related courses.
4. Have attained a minimum average of 3.25 on the last two annual performance evaluations, with no major weaknesses, liabilities, or problems noted.

To request advancement within a level on Salary Schedule E, the employee must submit:

- a. A signed [Salary Schedule E Request for Advancement](#) with the top portion completed in full.
- b. A letter of recommendation based on duties and responsibilities of the position from the individual's immediate supervisor.
- c. Copies of the last two Annual Performance Evaluations.
- d. A preapproved written [Professional Development Plan](#) with all information filled in (including dates of completion) and signed by the employee, immediate supervisor, the appropriate dean, the Director of Human Resources, and the president (in this order).
- e. Appropriate supporting documentation, including transcript(s) documenting educational qualifications, and documentation of professional development, continuing education, in-service, or training, certification, licensing, or endorsements. Copies of certificates of completion, agendas, and/or travel reimbursement forms should provide evidence of completion of, participation in, or attendance at various conferences, training workshops, professional development sessions, etc.

O. Evaluation of Personnel

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

Presidents who have served for a period of three (3) years or less are evaluated annually by the Chancellor. Presidents who have served for a period of more than three (3) years are evaluated at least every three years. The Chancellor evaluates the performance of the President in accordance with Board Policy 607.01. The results

of this evaluation are reported to the Board. For more information on the evaluation of ACCS presidents, refer to [Board Policy 607.01](#) and the accompanying [procedure](#).

Faculty evaluation

The faculty performance appraisal system at CVCC is based on observed accomplishment of the specific duties and responsibilities included in the faculty job description. Instructors are evaluated annually, and individual records of all written evaluations are maintained within the employee's personnel file.

Full-time instructors are evaluated annually each spring by their division chairs using the Faculty Performance Appraisal Form. This form must be submitted to the Human Resources office, with all signatures, **no later than the third Wednesday of April** each year. The Faculty Performance Appraisal Form is retained in the employee's personnel file in the Human Resources Office. Full-time instructors are also evaluated each semester by their students using an online method of evaluation.

Division Chairs are evaluated annually each spring by 1) the Chief Academic Officer, using the [Division Chair Performance Evaluation Form](#) and 2) their students each semester using an online method of evaluation.

Adjunct faculty are also evaluated at least annually by 1) their division chairs using the [Adjunct Faculty Evaluation Form](#); and each semester by 2) students, using an online method of evaluation. All adjuncts teaching during the fall semester must be evaluated during the fall semester. Any adjuncts who do not teach during the fall semester must be evaluated in the semester in which they begin teaching. The Adjunct Faculty Evaluation Forms must be submitted to the Human Resources office, with all signatures, **no later than December 1 for the fall semester, April 1 for the spring semester, or July 1 for the summer semester.**

Staff evaluation

Evaluation of non-instructional personnel is conducted annually for all personnel by the appropriate supervisor. A performance appraisal form is completed on each non-instructional employee and is retained in the employee's personnel file in the Human Resources office. Forms used in the evaluation process are to be submitted to the Human Resources office, with all signatures, **no later than June 1** each year.

Support staff members are evaluated by their immediate supervisor using the [Performance Evaluation Form \(Non-Instructional Personnel\)](#).

Directors are evaluated by their immediate supervisor using the [Performance Evaluation Form \(Non-Instructional Personnel\)](#).

Other supervisors (those who are not directors) are evaluated by their immediate supervisor using the [Performance Evaluation Form \(Non-Instructional Personnel\)](#).

The College's Vice President and Deans are evaluated by the President using the [Performance Evaluation Form \(Non-Instructional Personnel\)](#).

P. Job Descriptions

Every employee of the College will be provided a job description at employment. The job description will contain (1) the duties and responsibilities of the job; (2) required education and work experience; (3) required licensure, certification, or other credentials; and (4) all other special qualifications or requirements for the position.

Every employee, in conjunction with his or her immediate supervisor, will be required to review the job description annually and make suggested revisions as may be appropriate. Any changes to a job description must be approved in advance by the President or designee.

Q. Work Schedules and Duty Days (Policies 608.01, 608.02)

Each institution operates at least forty (40) hours per week. The President of each institution has the authority to determine work schedules and work days for all employees of the institution.

The normal hours of operation of the College during the fall and spring semesters are from 8:00 a.m. until 5:30 p.m. Monday through Thursday (with the Learning Resource Center closing at 9:00 p.m.), and from 8:00 a.m. until 12:00 p.m. on Friday. The normal hours of operation during the summer semester is from 7:30 a.m. until 6:00 p.m. Monday through Thursday (closed on Friday).

The normal work week for full-time, non-instructional personnel employed by System institutions is at least forty (40) hours, exclusive of lunch. Days that the institution is officially open are duty days for full time, non-instructional employees of each institution.

All non-instructional employees should take appropriate lunch breaks.

All full-time non-instructional personnel, subsequent to a work day exceeding the normal work day hours, shall adjust their work schedules within that same week at a rate of one hour for one hour whenever possible, as long as doing so will not unduly disrupt College operations.

A 260-workday year, which includes the College's fifteen official holidays, will be used in computing the daily salary rate for non-faculty personnel.

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

The standard or normal teaching load for full-time instructors at CVCC shall be 15-16 credit hours per term, or the equivalent thereof for fall and spring semesters, as determined by the President, within a normal work week. In using the contact hour method of calculation, no single faculty member shall have a direct student contact hour assignment that is less than 24 hours or exceeds 30 hours per week. It is expected that full-time faculty members will typically be on campus five days a week in order to meet the needs of students. Classes may be assigned during any of the times that the College is in session, whether day, evening, or weekend; however, Division Chairs will attempt to provide each instructor as compact a teaching day as is reasonable. The normal work week of a full-time instructor, librarian, or counselor shall be a minimum of 35 clock hours, exclusive of lunch and other regularly scheduled breaks. This does not mean that each instructor is to be on duty seven hours per day, but it does mean that each instructor is to have a regular schedule of instruction, office hours, advising, planning, and institutional duties. While faculty are expected to work a minimum of 35 hours per week, the College can require them to work more than the minimum.

There is a distinction made between summer term and any other term of the academic year. A full-time teaching load during the summer term is 12-13 credit hours or the equivalent. Using the contact hour calculation for summer term, a full-time faculty member should not exceed 30 direct student contact hours per week.

Faculty schedules, including office hours, must be approved by the appropriate supervisory dean at the beginning of each semester. Office hour schedules are to be posted on the outside of each faculty member's office door during each semester.

All faculty members should take appropriate lunch breaks.

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

R. Instructor Overload (Policy 608.03)

A full-time instructor may be employed to teach an additional three or four-credit-hour course (above the normal instructional load) per term for pay. The overload course must be taught outside the instructor's normal 35-hour work week. Compensation for the overload course will be paid at the prevailing adjunct salary rate.

No full-time faculty member can be required to teach an overload. Overloads will be at the discretion of the President, based on faculty desire, preparations required, non-instructional duties, and other considerations.

Overloads will be approved only for instructors who teach at least the minimum full-time load (or equivalent as determined by the President). Pursuant to Board policy, any instructional load of more than 15-16 credit hours or more than 30 contact hours

constitutes an overload and must be approved by the President. The additional compensation will be for the number of credit hours in the overload course approved by the President. In the case of an overload, the College reserves the right to assign extra duties for the 16th or 13th hour of the normal load, respectively, for a fall/spring semester or a summer term, or to have one hour of the overload applied to the normal instructional load.

The instruction of more than one overload course by a single instructor will require approval from the Dean of Instruction and the President. Division chairs must notify the HR Director of all faculty expected to teach more than one overload in sufficient time prior to the semester in which it will occur to request the President's approval of those extra overload courses.

S. Duty Days for Instructors, Librarians, and Counselors

Full-time instructors, librarians, and counselors employed on a nine-month basis (fall and spring semesters) shall work the equivalent of 175 days or 1225 hours. Full-time instructors, librarians, and counselors employed on a twelve-month basis shall work the equivalent of 229 days or 1603 hours. Those employed full-time for the summer term must work the equivalent of 54 days or 378 hours.

A 175 duty-day period and a 54-duty day period will be used in computing the daily salary rate for instructional personnel for the fall/spring and summer semesters, respectively.

T. Holidays (Policy 608.02)

CVCC develops its own yearly calendar and submits the proposed calendar to the Chancellor for approval. The approved calendar is published in the *Catalog and Student Handbook*.

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

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

Days that the College is officially open are duty days for all full-time non-instructional personnel. A 260-workday year, which includes the above fifteen official holidays, will be used in computing the daily salary rate for non-faculty personnel.

U. **Flexible Work Schedule**

A flexible work schedule may be granted to employees in compliance with the *Americans with Disabilities Act* as a reasonable accommodation when appropriate.

V. **Leaves with Pay (Policy 610.01)**

See the [*Employee Payroll and Leave Handbook*](#) for information on paid leave.

W. **Incidents and Job-Related Injuries**

Incidents

Chattahoochee Valley Community College is committed to ensuring the safety of its faculty, staff, students, and visitors. Any employee involved in or witness to an incident in which an employee, student, or visitor is injured or sustains property damage should contact the Security Chief at 334-291-4950 or the switchboard at 334-291-4900 to report the incident.

Employees who are injured or who incur property damage while on campus should immediately notify the Security Chief or the switchboard staff.

Security personnel are frequently the first to respond to campus incidents and emergencies. If deemed necessary by the Vice President/Dean of Student and Administrative Services, Security Chief, or Evening Coordinator, 911 is called, emergency medical services are requested and treatment is received. As a result, there will be an EMT report and/or a police report.

An investigation is conducted by the Vice President/Dean of Student and Administrative Services and security personnel. This may include taking photographs, reviewing video clips (if available and necessary), and talking to/questioning all individuals involved.

An Incident Report is filed in the offices of the Vice President/Dean of Student and Administrative Services and the Security Chief. A copy of the report may also be forwarded to the Human Resources Office for any required notices to employees.

Job-Related Injuries (Policy 610.02)

CVCC's President is authorized to approve payment of salaries and fringe benefits for the equivalent of up to ninety (90) working days for absences arising from on-the-job injuries to employees when the President has determined that an employee has been injured on the job and cannot return to work as a result of the injury. An on-the-job injury is defined as "any accident or injury to the employee occurring during the performance of duties or when directed or requested by the employer to

be on the property of the employer which prevents the employee from working or returning to his or her job.”

Employees have the right to claim unreimbursed medical expenses and costs through the College and/or the State Board of Adjustment when an injury is job related. The College’s local procedure for filing a claim is explained in [Filing a Claim for Uninsured Medical Costs or Personal Property Damage on Institution Property](#).

While an investigation is ongoing and prior to a determination being made, employees should continue to pay their bills on time. The [Claim for Uninsured Medical Costs](#) form, along with all documentation, may be used if an employee wishes to file a claim for reimbursement.

Employees wishing to request continuation of their salaries for absences due to job-related injuries must provide notification of the on-the-job injury to the President or designee within twenty-four (24) hours of the occurrence of the injury. If the employee is not clinically able to submit notification, notification may be made by an individual representing the employee or on behalf of the employee. The individual must be reasonably knowledgeable concerning the injury and the condition of the employee.

The College must receive within seventy-two (72) hours after the notification of the on-the-job injury satisfactory evidence that the injury was on-the-job in the form of a statement from one or more witnesses who saw the incident causing the injury, or a signed, notarized statement from the injured employee if there were no witnesses ([Application for Salary Continuation form](#)). There must be clear and convincing evidence that the injury was job-related, was not a result of intentional harm, carelessness, intoxication, provocation, or other inappropriate behavior of the injured employee and was not the result of a pre-existing condition for the President to determine an employee had an on-the-job injury.

Any out-of-pocket expenses that may be reimbursed by CVCC and are later collected from another entity must be repaid to CVCC to the extent allowed by law.

Employees must provide documentation from their licensed healthcare provider releasing them to return to work, with or without limitations. The College must receive the notification immediately upon release by the licensed healthcare provider.

X. Leaves without Pay

See *Section 6 – Leave Benefits and Policies*, as well as the [Employee Payroll and Leave Handbook](#) for information on unpaid leave.

Y. Professional Development Opportunities

Full-time personnel shall be granted professional and/or vocational leave with pay for up to ten (10) days per year upon approval by the President. Professional and/or

vocational leave with pay for more than ten (10) days per year shall be granted upon written request of the President and approval of the Chancellor.

The employee desiring professional and/or vocational leave must submit a memo to his or her supervisor requesting such leave. The memo must include justification for the request.

Z. Tuition Assistance (Policy 612.02)

See *Section 7– Other Benefits & Services* for tuition assistance information.

AA. Drug-Free Workplace (Policy 613.01)

New employees are required to complete online drug awareness training within ten (10) business days of their first day of employment. Personnel in the HR Office will notify newly hired employees of their responsibility to complete this training.

Each employee of CVCC is provided a copy of the CVCC [Drug-Free Workplace Policy](#) at their time of hire. In addition, employees are required to read and sign the Drug-Free Workplace Policy annually.

Chattahoochee Valley Community College complies with initiatives described by the Drug-Free Schools and Campuses Regulations. The College is strongly committed to providing a drug-free learning and working environment. It is the policy of CVCC that, within the first two weeks of classes during the fall term, information related to compliance with the Drug-Free Schools and Campuses Regulations shall be distributed to each student at CVCC by email. Information is also provided to new students during orientation.

Standards of Conduct, Enforcement and Sanctions

Chattahoochee Valley Community College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises or at any activity which it sponsors the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee or visitor. In the event of the confirmation of such prohibited possession, use or distribution by a student, employee, or visitor, Chattahoochee Valley Community College shall take such administrative or disciplinary action as is appropriate. The disciplinary action may include but shall not be limited to suspension or expulsion, or termination of employment. If any student or employee shall engage in any behavior prohibited by this policy which is also a violation of Federal, State or local law or ordinance, that student or employee shall be subject to referral to law enforcement officials for arrest and prosecution.

Legal Sanctions Regarding Unlawful Use, Possession or Distribution of Alcoholic Beverages and Illicit Drugs

State Offenses

Activities which violate Alabama laws concerning illicit possession, use and distribution of alcoholic beverages or drugs include, but are not limited to, the following:

- f. Public intoxication is punishable by up to 30 days in jail. (Code of Alabama [1975], sec. 13A-11-10).
- g. Possession, consumption or transportation of an alcoholic beverage by a person of less than 21 years of age is punishable by fine of \$25-\$100 or a 30-day jail term. (Code, sec. 28-1-5).
- h. Possession or distribution of an alcoholic beverage in a dry county is punishable by a fine of \$50-\$500 and, at the discretion of a judge, a jail sentence of up to six months.(Code, sec. 28-4-20, et seq).
- i. Possession of an alcoholic beverage illegally manufactured or illegally brought into the State of Alabama is punishable by a fine of \$100-\$1,000, plus, at the discretion of a judge, a jail sentence of up to six (6) months (Code, sec. 28-1-1).
- j. Driving or being in actual physical control of a vehicle while under the influence of alcohol or other drugs is punishable, upon first conviction, by a fine of \$250-\$1,000 and/or one year in jail plus suspension of driver's license for 90 days. (Code, sec. 32-5A-191).
- k. Possession of marijuana for personal use is punishable by a fine of up to \$2,000 and/or a jail sentence of up to one year (Code, sec. 13A-12-214).
- l. Possession of marijuana for other than personal use is punishable by a fine of up to \$5,000 and a prison sentence of not more than ten years (Code, sec. 13A-12213).
- m. The selling, furnishing, or giving away, manufacturing, delivery, or distribution of a controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to \$10,000 and/or a prison term of not less than two years and not more than 20 years (Code, sec. 13A-12-211).
- n. The selling, furnishing or giving by a person 18 years or older to a person under 18 years of age any controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to \$20,000 and/or a prison term of not less than ten years and up to life (Code, sec. 13A-12-215).
- o. Possession of a controlled substance enumerated in Schedule I through V is punishable by a fine of not more than \$5,000 and/or prison term of not more than ten years (Code, sec. 13A-12-212).
- p. Conviction for an unlawful sale of a controlled substance within a three-mile radius of an educational institution brings with it an additional penalty of five years of imprisonment with no provision for parole (Code, sec. 13A-12-250).
- q. The use, or possession with intent to use, of drug paraphernalia is punishable by up to one year in jail and/or a fine of up to \$2,000 (Code, sec. 13A-12-260).
- r. The sale or delivery of, or possession with the intent to sell or deliver, drug paraphernalia is punishable by not more than one year in prison and/or a fine of up to \$1,000. If the delivery or sale is to a person under 18 years of age, it is punishable by up to 20 years in prison and/or a fine of up to \$10,000 (Code, sec.13A-12-260). Penalties for subsequent violations of the above described provisions are progressively more severe than the initial convictions.

Federal Offenses

Activities which violate Federal laws concerning illicit possession, use, or distribution of alcoholic beverages and drugs include, but are not limited to, the following: (21 U.S.C. 841) makes it a crime:

1. to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance; or
2. to create, distribute, or dispense or possess with intent to distribute or dispense, or counterfeit a controlled substance. (The U.S. Code establishes, and authorizes the U.S. Attorney General to revise as needed classifications of controlled substances. The drugs are each classified in one or more of five “schedules,” Schedule I being comprised essentially of “street drugs” and Schedule V being comprised of drugs with a “low potential for abuse” as compared with drugs in Schedules I-IV). Examples of Schedule I drugs are heroin and marijuana. PCP, for example, is a Class I drug. Amphetamine is a Schedule II drug, while Barbitol is a Schedule IV drug. An example of a Schedule V drug would be a prescription medication with not more than 200 mg. of codeine per 100 grams. Penalties for a first offense conviction of violating the laws described in items (1) and (2) above are:
 - a. In the case of a Schedule I or II drug which is a narcotic drug, not more than fifteen years in prison, a fine of not more than \$25,000, or both.
 - b. In the case of a Schedule I or II drug which is not a narcotic drug or in the case of a Schedule III drug, not more than five years in prison, a fine of not more than \$15,000, or both.
 - c. In the case of a Schedule IV drug, not more than three years in prison, a fine of not more than \$10,000, or both.
 - d. In the case of a Schedule V drug, not more than one year in prison, a fine of not more than \$5,000, or both.
 - e. Notwithstanding sub-paragraphs (1) through (4) above, the distribution of a small amount of marijuana for no remuneration is punishable by imprisonment of not more than one year and/or a fine of not more than \$5,000.
 - f. Notwithstanding subparagraph (1) through (4) above, the manufacture, possession, distribution or intent to manufacture, possess or distribute phenecylidine (PCP, “angel dust”) is punishable by up to ten years in prison and/or a fine of not more than \$25,000. Penalties for subsequent violations of these provisions are progressively more severe than for initial convictions.

Local Ordinances

The State of Alabama Code has been adopted locally. Any other provisions as are applicable to Phenix City and Russell County have also been adopted.

Health Risks of Drug and Alcohol Use and Abuse

The following is a list of some of the health risks and symptoms associated with the following categories or substances. This list is not intended to be the final word on such health risks, since the scientific and medical communities will continue their research into and discoveries concerning the abusive use of drugs and alcohol.

Cannabis

1. Includes marijuana, hashish, hashish oil, and tetrahydrocannabinol (THC).
2. Regularly observed physical effects of cannabis are a substantial increase in heart rate, bloodshot eyes, a dry mouth and throat and increased appetite. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are “high.” Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana damages the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect.

Cocaine

Includes cocaine in powder form and “crack” in crystalline or pellet forms. Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. Occasional use can cause a stuffy or runny nose while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with unsterile equipment may transmit AIDS, hepatitis, and other diseases. Preparation of free base, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures. The use of cocaine can cause death by disrupting the brain’s control of the heart and respiration.

Other Stimulants

1. Include amphetamines and methamphetamines (“speed”); phenmetrazine (Preludin); methylphenidate (Ritalin) and “anorectic” (appetite suppressant) drugs such as Didrex, Pre-Sate, Fastin, Profast, etc.

2. Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination and physical collapse.

An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure. In addition to the physical effects, users report feeling restless, anxious and moody. Higher doses intensify the effects. Persons who use large amount of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia. These symptoms usually disappear when drug uses ceases.

Depressants

1. Include such drugs as barbiturates; methaqualone (Quaaludes) and tranquilizers such as Valium, Librium, Equanil, Meprobamate, Xanax, etc.
2. The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles but somewhat larger doses can cause slurred speech, staggering gait and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can multiply the effects of the drugs thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

Narcotics

1. Include such substances as heroin, morphine, opium and codeine as well as methadone, meperidine (Demerol), hydromorphone (Dilaudin) and such drugs as Percocet, Percodan, Darvon, Talwin, Lortab, Lorcet, Anexia, etc.
2. Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea and vomiting. Users also may experience constricted pupils, watery eyes and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possibly death.
3. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in disease such as AIDS, endocarditis and hepatitis. Addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms.

Hallucinogens

1. Include phencyclidine (“PCP”), lysergic acid diethylamide (“LSD”), mescaline peyote and psilocybin (mushrooms).
2. Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.
3. The effects of PCP vary but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year following prolonged daily use. Mood disorders such as depression and anxiety and violent behavior also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma and heart, lung and brain damage.
4. Lysergic acid (LSD) mescaline and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline or psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

Inhalants

1. Include such substances as nitrous oxide (“laughing gas”), amyl nitrate, butyl nitrate (found in asthma inhalants), chlorohydrocarbons (used in aerosol sprays) and hydrocarbons (found in gasoline, glue and paint thinner).
2. Immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination and loss of appetite. Solvents and aerosol sprays decrease heart and respiratory rates and impair judgment. Amyl and butyl nitrite (asthma inhalant) cause rapid pulse and feces. Long-term use may result in hepatitis or brain hemorrhage.
3. Deeply inhaling the vapors or using large amounts over a short period of time may result in disorientation, violent behavior, unconsciousness or death. High concentration of inhalants can cause suffocation by displacing oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long-term use can cause weight loss, fatigue, electrolyte imbalance and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

Designer Drugs

1. Designer drugs include analogs of fentanyl and analogs of meperidine (synthetic heroin), analogs of amphetamines and methamphetamines (such as “Ecstasy”) and analogs of phenecyclidine.
2. Illegal drugs are defined in terms of their chemical formulas. Underground chemists modify the molecular structure of certain designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate.
3. The narcotic analogs can cause symptoms such as those seen in Parkinson’s disease—uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness. Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations and impaired perceptions.

Alcohol

1. Ethyl alcohol, a natural substance formed by the fermentation that occurs when sugar reacts with yeast, is the major active ingredient in wine, beer and distilled spirits.
2. Ethyl alcohol can produce feelings of well-being, sedation and intoxication and can cause unconsciousness or death depending on how much is consumed and how fast it is consumed.
3. Alcohol is a “psychoactive,” or mind-altering drug, as are narcotics and tranquilizers. It can alter moods, cause changes in the body and become habit forming. Alcohol depresses the central nervous system and too much can cause slowed reactions, slurred speech and unconsciousness. Chronic use of alcohol has been associated with such diseases as alcoholism and cancers of the liver, stomach, colon, larynx, esophagus and breast. Alcohol abuse can also lead to damage to the brain, pancreas and kidneys; high blood pressure, heart attacks and strokes; hepatitis and cirrhosis of the liver; stomach and duodenal ulcers; colitis; impotence and infertility and premature aging. Abuse of alcohol has also been linked to birth defects and Fetal Alcohol Syndrome.

Where to Get Assistance

Help is available for persons who are in need of counseling or other treatment for substance abuse. Listed below are agencies and organizations which can assist persons in need of such services.

National Toll-free Hotlines & Websites

Treatment Facility Locator

1-800-662-HELP

<http://findtreatment.samsha.gov>

Drug Help

<http://www.drughelp.org>

Cocaine Anonymous
<http://www.ca.org>

Narcotics Anonymous
<http://www.na.org>

Marijuana Anonymous
<http://www.marijuana-anonymous.org>

Alcoholics Anonymous
<http://aa.org>

Local Treatment Facilities

The treatment facilities listed below provide either alcohol (A), drug (D) or alcohol and drug (A/D) treatment on an outpatient, residential or inpatient basis. Outpatient care generally consists of counseling and other therapy on a periodic basis, such as twice a week. Inpatient services include such treatment as detoxification and short-term hospital care. Residential services include residing (generally from one to six months) at a treatment facility and participating in such therapeutic activities as lectures, group counseling, individual counseling and self-analysis. Some of the listed facilities are private and some are public. In most instances, the care offered at a public facility is less expensive than similar services offered at private facilities. However, many health and hospitalization insurance policies include coverage for substance abuse treatment. There are also situations in which private facilities are provided public funding to offer services to eligible clients who would not otherwise be able to afford such services.

Phenix City Area Court Referral
 Program
 1517 5th Avenue, Phenix City, AL
 (334)448-4466

Agape Center
 214 8th Street, Columbus, GA
 (706)327-0156

Alcohol and Drug Counseling of
 Columbus
 2901 University Avenue, Columbus,
 GA
 (706)507-9010

Substance Abuse Day Services
 4411 Rosemont Drive, Columbus, GA
 (706)571-8936

BB. Fair Labor Standards Act Compliance (Policies 610.01, 614.01)

Chattahoochee Valley Community College complies with the applicable provisions of the Federal Fair Labor Standards Act (FLSA). The FLSA establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments.

The 1985 Amendments to the FLSA changed certain provisions of the Act as they apply to employees of state and local public agencies. Employees of a public agency which is a state agency may receive, in lieu of monetary overtime compensation and at the election of the College, compensatory time off, which is paid time off from work, at a rate not less than one and one-half hours for each hour of employment for which overtime compensation is required.

For the purposes of these guidelines, each 40-hour workweek stands alone when computing hours subject to overtime compensation. The normal workweek is that period of time between 12:01 a.m. Sunday through 12:00 a.m. the following Sunday.

Exempt Employees

The law also provides for certain exemptions from overtime pay, including exemptions for executive, administrative, professional, and certain computer employees. For more information on the FLSA visit the Department of Labor website at <https://www.dol.gov/WHD/flsa/index.htm>. Exempt employees are not eligible for overtime or compensatory time and are not required to work an adjusted schedule during a week in which their work hours will exceed forty (40) hours.

As a general rule, administrators, faculty and other professionals employed at CVCC shall not receive additional compensation merely for hours worked beyond their normal workweek. However, the College complies with Alabama Community College System Board of Trustees policies on compensation for teaching an “overload” course, as well as with CVCC local policy on compensation for substitute instructors.

Nonexempt Employees

The College’s guidelines addressing the issue of overtime compensation apply only to those employees who are not exempt from the overtime provisions of the Fair Labor Standards Act. Nonexempt employees are employees whose positions do not meet the FLSA tests for exemption from the overtime provisions.

CVCC personnel paid from salary schedules E and H are classified as nonexempt and are subject to all provisions of the FLSA. Some exceptions may apply.

A nonexempt employee must be requested by the President or an administrator who reports directly to the President to work more than 40 hours for a given workweek. The specific, prior approval of the appropriate administrator is required before working past the normal 40-hour workweek. Nonexempt employees who work over 40 hours without the express requirement and approval of their supervisor will be disciplined.

Schedule Adjustments

Employees in FLSA nonexempt salary schedule classifications may be asked to work at or prepare for College events during the evenings or on Saturdays or Sundays, or during other times outside the employee’s normal workweek. At such times, an employee will work with his or her immediate supervisor to adjust his or her schedule of that particular workweek so that the total working hours will not exceed forty (40). The College reserves the right to schedule an employee's hours to maintain a 40-hour workweek.

Compensatory Time

Requests for compensatory time may be approved in rare circumstances by the appropriate administrator. A nonexempt employee must have the specific, prior approval of the appropriate administrator before working past his or her normal 40-hour workweek.

Supervisors and nonexempt employees have a duty to work together to ensure that the employee does not work over 40 hours each week, absent emergency.

If approved, compensatory time will be granted at one and one-half (1½) times the rate of actual overtime hours worked over the normal 40-hour workweek. For example: an employee working 43 hours during a week would receive four and one-half (4½) hours of compensatory time. To request compensatory time, the [Overtime Work Approval for Schedules E and H](#) form must be submitted to the appropriate administrator as soon as the need for compensatory time is anticipated.

An employee who has been approved for compensatory time must request use of the accrued time within the same or next pay period and should request to use available compensatory time before requesting to use annual, personal, or sick leaves for absences. The requested use cannot unduly disrupt the operations of the College. Mere inconvenience is not considered to be unduly disruptive. However, compensatory time may not be used during such periods as registration, in-service, graduation, or other key timeframes and events that are a part of the College's operation.

If approved, an employee must request to use his or her compensatory time within the same or next pay period by making a request for compensatory time ("Request Comp Time") through the College's online leave system and selecting the "Take Comp Time" option to indicate he or she would like to use compensatory time. A copy of the approved [Overtime Work Approval for Schedules E and H](#) form must be forwarded to the Human Resources Office.

Supervisors are responsible for ensuring that compensatory time is being taken by non-exempt full-time employees so that overtime is not required to be paid. The maximum compensatory time which may be accrued by a nonexempt employee shall be 80 hours. An employee shall be paid overtime compensation in cash for additional overtime hours of work above and beyond 80 hours.

Personnel assigned to work an official holiday are compensated at two (2) times the normal hourly rate for each hour worked on a holiday.

Paid time off attributable to a holiday, or to sick, annual, personal leave or other forms of paid leave is to be treated the same with respect to computing the total number of hours worked during a workweek. Hours taken off for a holiday or as sick, annual, personal, or other paid leave will be counted as hours worked in determining whether or not forty (40) work hours were exceeded during a given workweek.

An employee who has accrued compensatory time shall, upon termination of employment, be paid for the unused compensatory time at a rate of compensation not less than (a) the average regular rate of pay for the final three (3) years of employment or (b) the final regular rate of pay received by the employee, whichever is higher.

Time sheets represent the official record of all hours worked by nonexempt employees. As a consequence, all approved overtime hours worked must be reflected on the

employee time sheet. Compensatory time taken must also be shown on the Employee Time Sheet.

The Human Resources Office will maintain a current record of each employee's overtime/compensatory time. In addition, each supervisor and employee must maintain records for their files of the exact times in which compensatory time was earned and the schedule adjustment made or compensatory time taken for it.

CC. Conflict of Interest (Policy 615.01)

An employee is prohibited from using his or her official position and influence for personal gain or that of his or her family or associates, or from engaging in a conflict of interest.

Full-time employees may engage in outside employment provided that such activity: (a) does not interfere with the performance of other responsibilities as a System employee; (b) does not require use of institutional resources or facilities.

In an effort to identify potential conflicts, Chattahoochee Valley Community College requires employees to notify the institution of activities in which they engage that might interfere with the performance of their job responsibilities or that diminishes the value or inhibits the operation of the institution.

Employees wishing to engage in outside employment must submit to the HR Office for processing a completed [Notification of Secondary Employment](#) form signed by the employee, his/her immediate supervisor, and appropriate supervisory dean. Requests must be approved prior to the employee accepting outside employment. Newly hired employees who may already be working outside the College at their time of hire must complete this form for their outside employment. The President of the College may not engage in secondary employment.

DD. Personnel Record Information (Policy 616.01)

CVCC is subject to federal and state laws which govern public access to records maintained by governmental entities.

To the extent permissible by law, CVCC maintains sensitive or otherwise confidential information in employee or applicant files. Alabama laws on public disclosure are very liberal in terms of allowing citizens to review and copy the business records of a state institution. However, there are certain personnel items, including applicant and search records, the disclosure of which can be limited for reasons of confidentiality or because their disclosure would create a detrimental effect on the operations of the institution or a “chilling” effect on the ability of the institution to attract qualified applicants.

As permitted by Board Policy 616.01, the President has designated the Human Resources Director as the custodian of personnel records for the College. The HR Director is the custodian of employee personnel records and of the records of applicants seeking employment with CVCC.

A personnel file is established and maintained on each employee. Information may be added to the personnel file to clarify or supplement materials previously placed in the file. Employees may answer or object in writing to any material in the personnel file, and the answer or objection shall be attached to the appropriate material that is the subject of the answer or objection.

It is the practice of the HR Office to protect the privacy of employees. To guard the privacy of employees, the following procedures will be followed for personnel files:

1. The following persons may view a personnel file:
 - a. President
 - b. Vice President/Dean of Student and Administrative Services
 - c. Dean of Instruction
 - d. HR staff member
 - e. Individual employee (his/her own file only)
2. No one may remove a personnel file from the HR Office.
3. An employee wishing to view his or her personnel file must make a request in writing to the President, with a copy to the Director of Human Resources.
3. An HR staff member must be present when an employee views his or her personnel file.
4. To receive a copy of any material in his or her personnel file, the employee must present a written request to the Director of Human Resources.
5. Only HR staff may copy a personnel file.
6. Persons other than those listed above who request permission to view a personnel file must first have the President's written approval.

Anyone wishing to inspect the contents of their personnel file or applicant record may do so, upon written request to the President and a copy to the Human Resources Director, when the custodian of the records is available. Written requests may be made via e-mail or by letter or memo.

Anyone desiring photocopies of personnel or applicant records may request this of the custodian in writing via e-mail or by letter or memo.

The established charge is 15 cents per page for copying in black and white. Additional charges may apply for color copying or other requests, and for researching open records requests.

EE. Abandonment of Position (Policy 618.01)

All absences from work shall be approved in accordance with established procedures. Any employee who is absent from work without approved leave or without appropriate notification to his or her supervisor shall forfeit compensation and shall be subject to disciplinary action. Any employee who is absent from work for three (3) consecutive workdays without approval shall be considered to have abandoned the position and to have resigned from Chattahoochee Valley Community College.

FF. Severance from Employment

Employment at CVCC is severable by resignation, termination, or retirement. All exiting employees must (1) return all College owned property, including keys, parking hang tags, and employee identification to the HR Director and (2) remove all personal property from the campus. In addition, all employees voluntarily exiting must complete exit interviews with their supervisor, dean, and HR in order to receive their last paycheck. All voluntarily exiting employees must meet with the Director of Human Resources to complete the [Outprocessing Form](#) and the [Exit Interview Questionnaire Form](#) prior to their departure from campus.

Resignation (Policy 617.01)

All personnel intending to resign are required to give written notice of resignation to the President with copies to their supervisor and dean, as well as copies to the Human Resources Director, at least fourteen (14) calendar days prior to the effective date of resignation, unless the President approves a shorter notice period. Failure to do so may result in documentation being placed in the employee's personnel file regarding failure to follow policy. This may affect the employee's ability to be rehired at any ACCS entity or the System Office.

Each faculty member with assigned instructional duties shall complete all instructional duties and be cleared by the appropriate instructional dean for any semester begun by the instructor, except by mutual agreement between the instructor and Dean and approval by the President.

All resigning employees must follow the proper exit process. Once the signed resignation letter is received in the HR office, the employee will be contacted to schedule an exit interview and/or be provided out processing instructions.

Termination

Termination of full-time employment at CVCC shall be done in one of two ways:

1. For probationary (staff) and non-tenured (faculty) employees, the College may terminate the respective employee upon fifteen (15) days' written notice prior to the date the termination shall be effective.

With the exception of certain grant-funded positions, all employees are deemed to be employed on a probationary basis for a period not to exceed thirty-six (36) consecutive months for classified employees, or six (6) consecutive semesters, not including summer term, for instructors, from the date of initial employment. In the event that the College shall decide to discontinue an employee's employment pursuant to his or her appointment, a written notice of termination, signed by the President or another authorized administrator, will be delivered to the employee no later than fifteen (15) calendar days prior to the effective date of the discontinuation of employment. Within its sole discretion, the College may, upon notice of termination, excuse the employee from further performance of assigned duties.

2. For non-probationary (staff) and tenured (faculty) employees, terminations shall be conducted in accordance with the [Students First Act](#).

A probationary classified employee shall attain non-probationary status upon the completion of 36 consecutive months of employment at the same two-year institution, unless the President issues notice of termination to the classified employee on or before fifteen (15) days prior to the end of the thirty-sixth month of employment.

An instructor shall attain tenured status upon the completion of six consecutive semesters, excluding summer terms, at the same two-year institution, unless the President issues a notice of termination to the instructor on or before fifteen (15) days prior to the end of the sixth consecutive semester of employment, excluding summer term.

Retirement

For detailed information regarding retirement and post-retirement employment restrictions, see the Teachers' Retirement System (TRS) website at www.rsa-al.gov. It is recommended that TRS retirees consult with the TRS prior to post-retirement employment.

A TRS member who retires and then wishes to return to work part time cannot return to work until he or she has had a break in service of at least thirty (30) days. This will ensure the retiree is no longer in pay status with the former employer.

Post Retirement Employment Restrictions

Retirees who are receiving retirement benefits from the TRS, and are employed with an agency that participates in the TRS or ERS, are subject to limitations on the compensation they can receive without an adverse impact on their retirement benefits. A retiree of the TRS who is restored to active service with a TRS or ERS member agency may continue to receive a full retirement benefit provided that the retired member meets both of the following conditions:

1. The retiree must not be employed in a permanent full-time capacity.
2. The retiree's compensation during a calendar year cannot exceed the maximum imposed by the regulations of the Retirement Systems of Alabama for each calendar year without subjecting the retiree to penalties designated by the RSA, which may include the suspension of the retiree's retirement benefits. Compensation is defined by the RSA as, but not limited to, wages, salary, expenses, other than reimbursement for expenses which are normally reimbursable employee expenses, consulting fees, or contract payments.

Failure to adhere to both of the above restrictions will result in suspension of the retiree's retirement benefits.

There are also certain limitations that apply to persons who are on disability retirement from the TRS, and it is recommended that someone on disability retirement who is interested in working with a TRS member institution or agency consult with the TRS to determine income limitations.

A retiree who is receiving a Social Security benefit may wish to contact the Social Security Administration regarding the effect that post-retirement employment earnings may have upon his/her Social Security benefit.

A retiree should notify TRS immediately if his or her earnings from a participating member agency exceed the maximum allowed or he or she is employed on a full-time basis, so that the appropriate benefit adjustment or benefit suspension may be accomplished. If a retiree has any questions regarding post-retirement restrictions, he or she should contact the Teachers' Retirement System.

GG. Employee Grievance

The College recognizes that in order to efficiently and effectively carry out its mission, its employees and students must feel confident that the appropriate authorities will promptly address any valid grievances between and amongst employees and/or students about general workplace issues, conduct, or professionalism. It is the College's policy that all student or employee grievances that can be resolved informally be done so.

*Note: A student who has a grievance should be referred to the Vice President/Dean of Student and Administrative Services.

This policy is not intended to cover complaints regarding discrimination, harassment, hostile work environment, ethical concerns, or other legal-related matters, which are covered below under Policy 620.02, Steps to Resolve a Formal Employee Complaint.

Steps to Resolve an Informal Employee Grievance

An employee who has a grievance should first attempt to resolve it with his/her immediate supervisor or, if not appropriate, the next highest official in his/her chain of supervision. The employee must voice his/her grievance in such a way that he/she clearly defines a specific grievance and a desired resolution.

If it is determined that the grievance is valid and can be resolved immediately and informally after discussion between the employee and the supervisor, the supervisor will take action to resolve the grievance within five (5) calendar days. Informal grievances must be documented on the [Informal Employee Grievance](#) form by the immediate supervisor, or by the next highest official in the employee's chain of supervision if appropriate.

For grievances that cannot be resolved informally, the following procedures for resolving such grievances have been adopted.

Steps to Resolve a Formal Employee Grievance (Policy 620.01)

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

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

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

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

Steps to Resolve a Formal Employee Complaint (Policy 620.02)

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

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

- discrimination based on race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law,
- sexual harassment,
- harassment in forms other than sexual,

- hostile work environment,
- ethical violations or similar concerns,
- criminal acts,
- ACCS, College, or Chancellor policy or procedure violations,
- or other legal-related issues,

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

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

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

HH. Criminal Background Checks (Policy 623.01)

A criminal background check will be conducted on all new hires, including student workers and volunteers. Any individual selected for employment or for a volunteer position will be required to submit a full consent in addition to personal identifying information in order to complete a criminal history background check. Any employment or volunteer service will be contingent upon an acceptable criminal background check. New hires, except student workers, will be responsible for the non-refundable cost of the background investigation. The cost of the background check for student workers and for volunteers will be at the expense of the College.

A criminal background check may also be conducted for selected internal candidates or if the institution has reasonable suspicion that a current employee or volunteer has been convicted of a felony or a crime involving moral turpitude. Individuals convicted of a felony or crime involving moral turpitude will not be eligible for employment or volunteering except with the Chancellor's approval.

The President, upon consultation with the System Office, will determine the necessity of subsequent criminal background checks for current employees who have a background check on file and who are being promoted or transferred to a new position.

Each new hire or current employee convicted of a felony or crime involving moral turpitude must obtain a recommendation from the President for the Chancellor's approval that the new hire or current employee is suitable for employment. Factors to be considered in determining whether the individual is suitable include, but are not limited to:

- a. The proximity or remoteness in time of the conduct
- b. The risk of harm to persons or property of the institution
- c. The nature of the crime and likelihood of recurrence
- d. The nature of the job
- e. Any extenuating circumstances

Within five (5) calendar days, an employee convicted of a felony or a crime involving moral turpitude must report the conviction to the President. An unreported conviction will be subject to disciplinary measures for failure to report.

CVCC will require vendors with regular contact with students to perform background checks of their employees.

In the event of a finding of a felony or a crime involving moral turpitude, resolution will be in accordance with the *Students First Act*.

II. **Reduction-In-Force Guidelines (Policy 624.01)**

Purpose of Guidelines

Chattahoochee Valley Community College (CVCC) has developed, utilizing input from a committee representative of its employees, the following guidelines for the purpose of stating the conditions under which, and the means by which, CVCC will implement a reduction-in-force (RIF) action should such an action become necessary and appropriate under [Board Policy 624.01: Reduction in Force](#).

Conditions under which a Reduction-in-Force Action May be Taken by CVCC

For the purposes of these guidelines and the policy pursuant to which they have been adopted, a reduction in force is defined as:

“Layoffs or other personnel actions that are unavoidable reductions in the workforce beyond normal attrition due to extraordinary circumstances such as, but not limited to, decreased student enrollment, shortage of revenues, programs or courses are impractical or economically unreasonable, or changes in academic mission, administrative or ministerial function that necessitates significant organizational changes.”

Not every release of an employee shall be considered to be a ‘reduction-in-force.’ An isolated employee termination or non-renewal, particularly if done for just cause or as the result of a lack of satisfactory performance, shall not be considered a reduction-in-force for the purposes of these guidelines. Reduction-in-force decisions will be made without regard for the employee’s race, color, sex, religion, national origin, age, or for any other unlawful reason.

CVCC may implement a reduction-in-force (RIF) action under the following conditions should such an action become necessary and appropriate under Alabama’s Students First Act of 2011 found in Alabama Code §16-24C-6(h)(3) with the written consent of the Chancellor.

Adherence to the Alabama *Students First Act*

Assistance to Released Employees

Chattahoochee Valley Community College seeks to provide assistance concerning employee benefits information, retraining information, and employment opportunities to any employee released as part of a reduction-in-force action.

- The Payroll Office of CVCC will provide the following assistance to the employee(s) released: COBRA insurance information, Teachers’ Retirement System account information, accrued leave information.
- The Human Resources department of CVCC will provide the released employee(s) information and assistance regarding employment opportunities at other two-year institutions, the Alabama Community College System Office, and other affiliated agencies and organizations via the Alabama Community College System Employment Opportunities Web site, www.accs.edu. The Human Resources department will also provide the released employee(s) with instructions for becoming a member of the Alabama Community College System Applicant Pool at <https://www.accs.edu/about-accs/employment/applicant-pool/>.
- The College’s Financial Aid Office will assist the released employee(s) in examining what other financial assistance may be available for re-training, including aid for educational or training opportunities at other colleges and universities.
- Chattahoochee Valley Community College will make tuition waivers available to full-time employees who are released as part of a reduction-in-force action that is carried out under these guidelines. Tuition waiver benefits will be extended for a period of twelve (12) months after the employee’s date of release as prescribed by CVCC policy with the following exception: tuition waivers may only be extended to employees and will not be extended to dependents of employees under these guidelines.

Rehiring Opportunities and Placement

A full-time employee on non-probationary status who is released as part of a reduction-in-force action that is carried out under these guidelines shall have, for a period of twelve (12) months after his/her respective date of release, a right of first refusal in the event of the re-opening of the position from which the employee was released. In addition, the released employee shall receive, for a period of twelve (12) months after the employee's date of release, special consideration in the event of the availability of any vacant position at CVCC for which the respective former employee is qualified. For such rehiring or special consideration situations, the following procedures shall apply:

1. The person who formerly held a position which again becomes available shall be notified in writing by the President of the availability of the position for the person, provided that the person shall have ten (10) working days after such notice to notify the President in writing of his/her acceptance or rejection of the opportunity for reemployment. In the event the employee notified fails to respond as requested, he/she will be deemed to have declined the offer of reemployment. The President shall deliver the written notice to the former employee by certified mail, restricted delivery. In the event that the former employee's written acceptance is sent to the President by mail, the date of postmark of the acceptance shall be deemed the date of response.

In the event the certified restricted delivery mail is returned to the College for failure of delivery, the opportunity for employment is forfeited due to non-acceptance.

In the event an employee released as part of a reduction-in-force action refuses an offer of employment pursuant to these guidelines, or fails to respond to the notification within ten (10) working days as outlined above, his/her right of recall is forfeited.

2. In those cases where more than one such former employee held a given type of position, the person who was last released shall have first right of refusal in the event of a re-opening of that position. In the event that person declines the offer, or if a subsequent opening (or openings) should develop, the respective opening shall be offered to those former employees who hold a right of refusal to the type of position available in reverse order from that in which the respective employees were released.

3. In those cases in which more than one former employee held a given type of position and were released on the same date, the former

employee with the greatest seniority at CVCC will be given first consideration of the opening.

4. In the event that two or more former employees were released on the same date from the same type of position and have the same seniority at CVCC, the President shall interview all such employees and offer the opening to the employee whom the President deems to best meet the needs of the College.

5. If no person who formerly held a position accepts an offer to be reinstated to that position, or if there is no person with first refusal right to the opening, the opening shall be offered to all qualified former employees who have or are on special consideration status in reverse order from which the former employees were respectively released from employment. In the event that more than one qualified employee with special consideration status was released on the same date, then all such employees will be interviewed by the President, and the President shall offer the position to the former employee whom the President deems to best meet the needs of the College.

Reporting and Recordkeeping

With regard to any approved reduction-in-force action that is carried out by CVCC, the President shall file a report with the Chancellor describing each employment action taken, including the manner in which, and basis upon which, each such action was taken. The President shall include in the report an up-to-date Organizational Chart showing all positions and employees who remain after the completion of the reduction-in-force action.

The President shall submit a report to the Chancellor of each former employee who is rehired under these guidelines and state the basis upon which each such action was taken, and that report shall include copies of all notices to released employees of the availability of rehiring opportunities.

In addition, the College shall retain a record of all released employees who receive retraining under the College's tuition assistance program from the College.

SECTION 4

GENERAL PERSONNEL POLICIES & PROCEDURES

A. Americans with Disabilities Act Accommodations

The Office of Human Resources supports employees with disabilities. Human Resources staff will conscientiously uphold the regulations set forth in the Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973.

The employee ADA Coordinator is Debbie Boone, Director of Human Resources/Senior Personnel Officer. The student ADA Coordinator is Vickie Williams, Associate Dean of Student Development and Success.

The College will make reasonable accommodations for qualified disabled employees and encourages individuals desiring reasonable accommodations to request such accommodations through the Human Resources office.

All employees requesting ADA accommodations must complete the [Initial Interview/Accommodation Request](#) and accompanying [request form](#) and submit the completed forms to the Human Resources office in accordance with published [instructions](#). The Initial Interview/Accommodation Request and accompanying form are required to begin the processing of an ADA request for accommodation. Once submitted and reviewed, additional medical documentation may be requested. If you have questions or need assistance with the forms, please contact the HR office.

B. Children on Campus

Chattahoochee Valley Community College is an institution of higher education and as such must preserve conditions which will provide an environment conducive to academic and work activities performed by students and employees. For reasons that include safety of children, and assuring professional efficient performance of academic pursuits, operations, and services, the College cannot accommodate the presence of children on campus. Children shall not be present at an employee's workplace in lieu of other childcare arrangements or athletic or student activity during the employee's working hours.

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

If children accompany students during registration or for other business on campus, the children must be properly supervised at all times.

Individuals who bring children to campus are responsible for their supervision at all times. Leaving children unattended in public areas of the College or in vehicles does not meet this supervision standard.

Where conditions exist which do not appear to be covered by this policy, inquiry should be made to the appropriate officials of the College.

Violation of this policy may be cause for disciplinary action in accordance with local and Board policies.

C. Consensual Relationships

CVCC believes that it is important that employees display moral and ethical behavior through their personal conduct and their job performance.

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

D. Firearms/Weapons on Campus (Policy 511.01)

Firearms/weapons are prohibited on campus or on any other facility operated by CVCC. The only exceptions to this policy are law enforcement officers legally authorized to carry weapons who are officially enrolled in classes or are acting in the performance of their duties, or an instructional program in which firearms are required equipment.

E. Lactation

Employees who are nursing mothers are allowed necessary breaks to express milk, with each break to be no more than thirty (30) minutes in duration. The employee may be away from her work station a maximum of 30 minutes, including the time she leaves until the time she returns. Breaks of more than 30 minutes will be unpaid, and the employee should indicate this break period on her time record.

The College has designated a room on campus as the lactation room to be used by nursing mothers to express their milk. Employees may contact the HR Office for the designated room location.

The College encourages supervisors to provide flexible scheduling for employees who choose to make up any unpaid time. In addition, any employee who has a

question or requires additional information is asked to notify CVCC's Human Resources Director.

F. Standards for Professional Behavior

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

1. Bullying or berating others
2. Physical or verbal intimidation, such as shouting or angry outbursts, directed toward others
3. Derogatory verbal or physical behavior such as name-calling or gestures
4. Use of profanity
5. Behavior that has the effect of humiliating others
6. All forms of dishonesty, including cheating, plagiarism, and/or furnishing false information to the college
7. Forgery, alteration, or misuse of college documents, records, or identification
8. Intoxication or the display, possession, or use of alcoholic beverages or illicit drugs on any area of the campus or at any college-sponsored event
9. Use, possession, or distribution of firearms, ammunition, fireworks, incendiary, or any type of explosive device or material on any area of the campus or at any college-sponsored event
10. Participating in any form of gambling on any area of the campus or at any college-sponsored event
11. Unauthorized entry or use of any college facility
12. Insubordination toward any supervisor or college official
13. Misfeasance, malfeasance, or failure to perform assigned duties and responsibilities
14. Violation of any federal, state, or local laws
15. Discourteous or offensive behavior, including written or electronic communication, as well as group behavior (e.g. "mobbing") which has a negative impact on the workplace and/or on others
16. Any form of harassment
17. Other unprofessional or inappropriate behavior

Workplace bullying is behavior that harms, intimidates, offends, degrades, or humiliates an employee, whether or not in front of other employees, students, or customers. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale, and create legal risks.

Employees who believe they are being subjected to discourteous or offensive behavior are encouraged, when appropriate, to ask the person engaging in the behavior to stop. If an employee is uncomfortable doing so, or if the behavior continues, the employee should report the incident to his/her immediate supervisor.

If the employee is not comfortable reporting the matter to his/her immediate supervisor, the employee should report the behavior to his/her immediate supervisor's supervisor following the chain of command according to the CVCC organizational chart.

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

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

Discourteous or offensive behavior that involves forms of unlawful discrimination or harassment based on race, color, disability, gender, religion, creed, national origin, age, or any other protected status under state or federal law is covered under the College non-harassment policy. Complaints of unlawful discrimination or harassment should be directed to the Human Resources Director.

Professional behavior is expected of all employees. Physical violence or abusive language will not be tolerated and will result in disciplinary action.

G. Professional Attire

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

H. Tobacco-Free Campus

The use of tobacco products, including vaping and e-cigarettes, is prohibited on campus.

An employee, student, or visitor who engages in behavior prohibited by any of the College's substance abuse policies is subject to removal from campus and/or disciplinary action. In addition, anyone who violates a policy in a manner that is also a violation of state or federal law or a local ordinance will be referred to law enforcement officials for arrest and disposition.

SECTION 5

INSURANCE BENEFITS

The following is a brief summary of benefits available to full-time CVCC employees. Detailed information concerning benefits, limitations, premiums, and enrollment may be obtained with the assistance of the CVCC Business Office or found at www.rsa-al.gov.

A. Basic Hospital/Medical Plan

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

B. Hospital Indemnity

This is an optional plan offered through PEEHIP. This plan provides a per day benefit when the insured is confined to the hospital. It also provides a per day benefit for intensive care and convalescent care. There is also coverage for supplemental accident. The reimbursement for an accident is limited for each contract year for each covered individual.

C. Cancer Plan

This is an optional plan offered through PEEHIP. This plan covers cancer disease only. Benefits are provided regardless of other insurance. Benefits are paid directly to the insured unless assigned. Benefits are also provided for hospice care, anesthesia, blood and plasma, nursing services, attending physician, prosthetic devices, and ambulance trips.

D. Dental Plan

This is an optional plan offered through PEEHIP. This plan covers diagnostic and preventative services, as well as basic and major medical services. Diagnostic and preventative services are not subject to a deductible and are covered at 100 percent (based on reasonable and customary charges), oral examinations, cleaning of teeth, fluoride applications for children, space maintainers, x-rays, and emergency office visits. Routine cleaning visits are limited to two times per plan year. Basic and major services are covered at 80 percent for individual coverage and 60 percent for family coverage with a deductible for family coverage (based on reasonable and customary charges), fillings, general anesthetics, oral surgery not covered under a Group Medical Program, periodontics, endodontics, dentures, bridgework, and crowns.

- E. Vision Care Plan**
This is an optional plan offered through PEEHIP. This plan provides coverage for one examination in any 12 month period, one new prescription or replacement prescription for lenses per year (up to a designated maximum amount), one new prescription or replacement contacts per year (up to a designated maximum for contact lenses), and one new or replacement set of frames per year (up a designated maximum). The policy will pay for either glasses or contacts, but not both in any plan year. This vision plan does cover disposable contact lenses.
- F. Prescription Drugs**
All CVCC employees who are covered under the PEEHIP group health insurance will be eligible for reimbursement for prescription costs, less any designated annual deductible per person, and a designated co-payment per prescription.
- G. Consolidated Omnibus Budget Reconciliation Act (COBRA) Insurance**
All CVCC employees who are covered under the PEEHIP group health insurance have the right to choose continuation coverage if the employee loses his or her group health coverage because of a reduction in hours of employment or because of a resignation or termination of employment (for reasons other than gross misconduct on the part of the employee). CVCC must notify the PEEHIP office within thirty (30) days when an employee loses group health coverage. The PEEHIP office will then notify the employee of his/her COBRA rights. If the eligible member does not choose continuation coverage, his or her PEEHIP group health insurance coverage will end.
- H. Disability Insurance**
Employees may choose to seek disability coverage through external vendors.
- I. Life Insurance**
The beneficiary or estate of a deceased active member of the Teachers' Retirement System who dies in active pay status will be eligible to receive a death benefit. For the first year of employment, the life insurance benefit will be \$15,000 if the member is employed on a full-time basis or a pro-rata share of the \$15,000 benefit if the member was employed less than full-time (i.e., the beneficiary of a member employed half-time would be entitled to a \$7,500 life insurance benefit). After the first full year of employment, the policy benefit shall be the equivalent of one year's salary.
- J. Professional Liability Insurance**
Professional Liability insurance is not currently available through state funds. However, many professional associations do provide this kind of coverage.

K. State Unemployment Insurance

CVCC belongs to the State Unemployment Insurance Compensation Program. The Alabama State Employment Office has more information concerning this program.

L. Vehicle Liability Insurance

CVCC will purchase liability protection with provisions that cover not only the named insured but also the agents, employees, and others using the motor vehicle with the permission of the named insured. The Business Office can provide information on coverage limits. Only employees who have signed a [Disclosure and Release](#) as required by the insurance carrier may drive a state vehicle. Employees who refuse to sign the Disclosure and Release are not eligible for mileage reimbursement when a state vehicle would have been available.

SECTION 6

LEAVE BENEFITS

The College offers several types of approved leave benefits.

A leave year for earning, accrual, and use of leave by college employees is defined as the year beginning September 1 and ending August 31.

Faculty members accrue personal leave and sick leave. Staff members accrue annual leave, personal leave and sick leave.

An employee who is absent from work for any reason is expected to report his or her absence to his or her supervisor as soon as possible. Supervisors must contact the Human Resources office when an employee has requested FMLA leave or may be absent from work for more than five (5) days due to an FMLA-qualifying reason.

Details regarding leave benefits may be found in the [Employee Payroll and Leave Handbook](#).

A. Transfer of Leave Rates

Employees of an Alabama institution may transfer earned sick leave from that institution to Chattahoochee Valley Community College when their employment status changes. The Payroll office will notify employees in writing that they must provide within thirty (30) days of hire written certification of: (1) their leave rates earned and (2) the balance of unused sick leave to be carried forward. The leave rates and balances will be those earned and accrued at the time of separation from the Alabama institution. Upon receipt of an official Alabama institution letter providing the requested information, the Payroll Office will adjust, if necessary, the employee's leave balances.

B. Sick Leave Bank (Policy 610.01)

The College has formed a sick leave bank for full-time employees. The purpose of the bank is to provide a loan of sick leave days for its participating members or catastrophic leave after a member's accrued and compensatory leave has been exhausted, if warranted as determined by a Sick Leave Bank committee.

Details of the Sick Leave Bank are found in the [Employee Payroll and Leave Handbook](#).

C. Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) of 1993 was passed by Congress to balance demands of the work place with needs of families, promote stability and economic security of families, and promote national interests in preserving family integrity; minimize the potential for employment discrimination on the basis of gender by ensuring generally that leave is available for eligible medical reasons

(including maternity-related disability) and for compelling family reasons; and promote the goal of equal employment opportunity for women and men.

FMLA requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave per year to eligible employees due to the birth or adoption of a child, the employee's own serious health condition, or because the employee is needed to care for a parent, child, or spouse with a serious health condition. Health benefits must be maintained during the leave at the same level of employer and employee contribution as prior to the leave.

If CVCC has sufficient information that the employee is absent due to a FMLA qualifying reason, the absence will be designated as a FMLA event.

Employees seeking to use FMLA leave must complete an [Application for FMLA Leave](#) and submit the completed form to the Human Resources Office for any of the qualifying reasons stated in FMLA leave policy. Employees are required to provide notice thirty (30) days in advance of the need for FMLA leave when the need is foreseeable.

Employees shall also submit their online CVCC leave request, with both sick (and other) leave and FMLA leave (if approved) denoted.

CVCC may also require employees requesting FMLA leave to provide:

1. Medical certification supporting the need for leave;
2. Second or third medical opinions, at the expense of the College, and periodic recertification; and
3. Periodic reports during FMLA leave regarding the employee's status and intent to return to work.

Employees have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period. CVCC calculates the 12-month period by measuring forward from the date of the first FMLA leave usage.

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

Immediate supervisors are responsible for assuring that leave approvals in their areas of responsibility are reported timely and accurately. Supervisors must contact the Human Resources Office when an employee has requested FMLA leave or may be absent from work for more than five (5) days due to an FMLA-qualifying reason.

SECTION 7

OTHER BENEFITS & SERVICES

In addition to medical and leave benefits, Chattahoochee Valley Community College offers other benefits to its employees.

A. Teachers' Retirement System

All personnel appointed to permanent full-time positions are required to participate in the Teachers' Retirement System of Alabama (TRS) while they are employed by Chattahoochee Valley Community College. Permanent part-time staff working at least twenty hours per week must also participate in the TRS. Temporary staff working at least twenty hours per week must participate if and when they enter the thirteenth month of employment. Members of TRS contribute a percentage of their gross salaries to a retirement fund through payroll deduction as required by law. Contributions are also made at the same rate for all extra compensation.

TRS members may withdraw their accumulated contributions and interest when their employment with CVCC is terminated if the respective member does not retire or accept immediate subsequent employment with another institution or agency covered by the State Retirement Systems. Under certain circumstances, members may also choose to have the contributions remain with TRS to be applied in the event of future State employment. Detailed information on the retirement system and its various policies and procedures is available from the TRS and may be found at www.rsa-al.gov.

B. Tax Sheltered Annuity Plans, Credit Union and Cafeteria Plans

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

C. Tuition Assistance (Policy 612.02)

[Employee tuition waivers](#) are available for full-time benefits eligible personnel who have been employed by an ACCS college or entity or the ACCS office for one full academic year for faculty or at least 12 months for non-instructional employees, prior to the first scheduled day of class for the term for which the employee is applying.

Individuals employed for at least one full academic year (faculty) or 12 months (non-instructional) will receive a waiver of one-third of the normally-charged tuition; after two years of employment, a waiver of two-thirds tuition; and after the third year of employment, a waiver of full tuition is allowed for eligible employees, retirees, and their dependents.

Eligible Salary Schedule H employees will be allowed a waiver calculated at a prorated rate of full-time employment.

Expenses for supplies, books, and fees other than tuition will not be waived.

[Employee tuition waivers for Athens State University](#) may also be available for full-time benefits eligible personnel. [Guidelines](#) have been established by Athens State for community college employees and their dependents.

For the purposes of tuition assistance, a dependent is the spouse and the child of any eligible employee or retiree. A child must meet the following criteria: (a) an unmarried child who lives in the household of the employee or retiree, who lives in the household of the employee's or retiree's former spouse, who lives in temporary housing, such as college dormitories, apartments, and student housing, while enrolled in college; (b) an unmarried stepchild of any eligible employee or retiree who lives in the household of the employee or retiree; *or* (c) a legal ward (a minor child placed by the court under the care of a guardian) when the guardian is a benefits eligible employee or retiree.

Eligibility for tuition assistance must be documented. Acceptable documentation includes: (a) a marriage certificate (for spouse); (b) a current driver's license of the dependent child; (c) the most recent tax return or employee's or retiree's current health insurance coverage listing the dependent child. In some instances, additional documentation, including proof of residence, may be requested to establish the dependent relationship.

An [application](#) form for the tuition assistance program is available in the Wallace Hall mail room or in the Office of Human Resources and should be completed prior to registration for classes. The form must be routed through the Human Resources Office, the Financial Aid Office, and the President's Office (in that order) for verifications and approvals.

Approved forms are forwarded by the President to the Financial Aid Office for data entry. A copy of the approved and completed form is maintained by the Financial Aid Office. The President will notify an employee if his or her request for tuition assistance is not approved.

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

E. Facility Benefits

Faculty and staff members, along with members of their households, have borrowing privileges at the College library.

F. Notary Public

Services of a Notary Public for official College business are provided at no cost in the Office of Human Resources. In addition, notaries may be located in the Workforce Development Department and the President's Office.

G. I.D. Badges

The College recommends that all employees and students wear ID badges while on campus. ID badges are worn for security, identification, and customer service purposes. ID badges should be displayed for ease of visibility on the upper body. Upon termination of employment, the ID badge is turned in to the HR Office for disposal.

H. Lost and Found

A lost and found depository is maintained in the College switchboard area in Wallace Hall.